

Hybrid Meeting Guidelines and Procedures

Concurrent Face-to-Face & Virtual (Hybrid) Meetings at Society Conferences. A formal request must be made by the Committee Chair in writing to ASHRAE Staff at least 30 days prior to the scheduled Conference. This request must contain a list of the expected voting members participating remotely and bona fide substantiation of the reason(s) for the request. The request must also include the expected number of members and guests participating remotely. Final approval for hybrid meetings shall be by ASHRAE Staff. The procedure for connecting remotely must be distributed to all committee members.

Executive Session Exclusion. Discussions of a sensitive, proprietary (such as votes on research proposals), or of a personal nature, that warrant executive session may not be conducted using electronic means or by phone once an open meeting has begun unless non-voting members can be dismissed from the electronic meeting. Separately scheduled discussions where restricted access to phone lines and/or electronic means, such as a letter ballot, can be verified may be used.

Hybrid Meeting Etiquette. Prior to speaking individuals should state their name so that others know who is speaking. For discussion on a specific motion the individual speaking should state their name and if they are speaking for or against said motion. If it is required for additional participants to join the virtual meeting interface in the same meeting room, they should do so without audio so that microphone feedback does not occur. It is recommended that each committee have an additional volunteer to monitor the virtual meeting chat interface for questions and comments. Please be courteous of other meeting participants and host any side conversations outside of the meeting room. Sidebar or chat functions of electronic meeting software may not be used as a disruption of the meeting (such as continuing a discussion after a vote is taken).

Voting at Hybrid Meetings. All voting members should be given equal opportunity to participate in discussion and provide input on any motion. Remote participants can utilize the chat function for questions or comments and the Chair can take time to recognize remote participants if they wish to comment.

Supporting Materials for Hybrid Meetings. Any supporting information that is available to those physically present at the Meeting must be made similarly available to those remote Member(s) intending to vote via electronic medium; and vice versa.