Honors & Awards Committee

Manual of Procedures

Reviewed: June 2026

Table of Contents

1. Purpose 5
2. Establishment 5
3. Responsibilities / Duties 5
4. Committee Membership 6
5. Duties of Committee Members 7
   1. Duties of the Chair 7
   2. Duties of the Vice Chair shall include the following: 7
   3. Duties of the Staff Liaison shall include the following: 8
   4. Duties of the Director-at-Large shall include the following: 8
6. Subcommittees 9
   1. Personal Awards 9
   2. Paper and Pass-Through Awards 9
   3. Media 9
   4. Planning 9
7. Calendar 10
7. Voting 11
8. Operating Rules 11
9. Standing Rules 13
10. Committee Objectives (MBOs) 15
11. Changes to the Rules of the Board (ROB) 16
12. Changes to Board Approved Rules (BARs) 16
13. Selection Process for Personal Honors and Awards 17
14. Schedule 17
15. Pass-Through Award Recommendation Committees/Councils 17
16. Personal Honors 18
   1. Honorary Member 18
   2. Fellow Grade 19
   3. Louise and Bill Holladay Distinguished Fellow Award 19
   4. F. Paul Anderson Award 20
   5. ASHRAE Award for Distinguished Public Service 20
   6. Andrew T. Boggs Service Award 20
   7. ASHRAE Hall of Fame 21
   8. ASHRAE Pioneers of the Industry 22

9. E.K. Campbell Award of Merit 23
10. YEA Inspirational Leader Award 23
17. Personal Awards for General Society Activities 23
1. Distinguished Service Award 23
2. Exceptional Service Award 24
3. Distinguished Fifty-Year Member Award 24
4. Distinguished 75-Year Member Award 24
18. Personal Awards for Specific Society Activities 25
1. Lincoln Bouillon Award 25
2. William J. Collins, Jr. RP Award 25
3. Homer Addams Award 26
4. John F. James International Award 26
5. Ralph G. Nevins Physiology and Human Environment Award 27
6. Milton W. Garland Commemorative Comfort – Process – Cold Chain Award for Project Excellence 27
7. Standards Achievement Award 28
8. Student Activities Achievement Award 28
9. Dan Mills Chapter Programs Award 28
10. Lou Flagg Historical Award 29
11. George B. Hightower Technical Achievement Award 29
12. Service to ASHRAE Research Award 29
13. Donald Bahnfleth Environmental Health Award 30
14. Donald A. Siller Refrigeration Award 30
15. Young Engineers in ASHRAE (YEA) Award of Individual Excellence 30
16. Youth Outreach Award 30
17. Developing Leader Award ..... **Error! Bookmark not defined.**
18. Government Affairs Award 31
19. Lower-GWP Refrigeration and Air-Conditioning Innovation Award 31
20. Energy Genius Award 31
19. Paper Awards 32
1. Description and Selection Process for Paper Awards 32
2. Crosby Field Award 32
3. Best Paper Awards 32
4. Willis H. Carrier Award 33
5. ASHRAE Journal Paper Award 33
6. Poster Presentation Award 33
7. Science and Technology for the Built Environment Best Paper Award 34

20. Society Awards to Groups or Chapters 34
1. Student Design Project Competition 34
2. Technology Awards / Award of Engineering Excellence 34
21. Honors and Awards Referencing and Appendices 34

1. Purpose

The Manual of Procedures of a General Committee is a document developed within the committee to describe the methods and procedures by which the committee accomplishes the duties and responsibilities assigned to it. The manual is an internal document of the committee for its own guidance. The MOP requires approval of the committee and the council to which it reports. Appendices shall reside in a separate Reference Manual requiring approval by the Honors and Awards Committee.

2. Establishment

1. The Honors and Awards Committee is a standing general committee of the Society
   A. ROB 520-134-001, (67-06-25-08)
2. This committee shall administer the Honors and Awards program of the Society under the guidelines established by the Board of Directors
   A. ROB 520-134-002, (90-02-14-10)

3. Responsibilities / Duties

1. This committee reports to Members Council.
   A. ROB 510-101-003, (92-04-26-2B)
2. This committee shall recommend to Members Council the candidates for all honors and awards for contributions to the sciences and arts of heating, refrigeration, air conditioning and ventilation, or the closely allied fields.
   A. H&A Committee BAR, (86-01-22-11)
3. It is the duty of this committee to study diligently the possibility of establishing additional awards which, in the considered opinion of the committee, have real merit, are attractive to the recipient, and are beneficial to the Society. The recommendations of the committee require submission to Members Council and the Board of Directors for approval.
4. Prior to Board approval, this committee shall review all recommendations for new awards to ensure the wording of the criteria is sufficiently specific to clearly establish the purpose of the award, and to ensure that the wording of the criteria does not conflict with existing awards. This committee shall also ensure that the official version of the criteria, as established in the ROB, shall be the version used in all ASHRAE publications.
   A. H&A Committee BAR
5. This committee shall report as directed by the Board of Directors or on request of the President.
   A. Society Bylaws 7.11
6. The Chair of the Honors and Awards Committee shall be invited to the Executive Session of Board meetings to answer questions pertaining to candidates under consideration for personal awards.
7. This committee shall annually review Honors and Award Fund balances, income and payouts to assist in attaining the goal of self-support for the life of all awards, exclusive of the cost of awards presentation at both conferences.

A. H&A Committee BAR, (94-06-26-02)

8. This committee shall annually evaluate and submit to the Board of Directors cash award levels and the cost and quality of medals, certificates and presentations.

   A. H&A Committee BAR, (86-06-25-19)

9. This committee shall develop action plans to address Strategic Plan Objectives (SPOs) assigned to it, and execute approved programs related to these SPOs.

   A. H&A Committee BAR

10. This committee shall develop objectives to carry out the Society program including the President's theme, develop plans to implement these objectives and monitor the progress of the plans to see that they are completed within the approved time schedule.

    A. H&A Committee BAR

11. This committee shall submit a recommended 4-year fiscal plan, including the succeeding year's annual budget to its council for review. This committee shall monitor its expenses to see that expenditures are within the approved budget.

    A. H&A Committee BAR

12. This committee shall maintain its MOP, revising it as required to reflect current committee procedures. Each change shall be submitted to its council for approval.

    A. H&A Committee BAR

13. This committee shall annually review its BAR and recommend applicable revisions to its council. If approved by the council, each change shall be submitted by the council to the Board for approval.

    A. H&A Committee BAR

14. This committee shall develop procedures for recommending updates to the Strategic Plan on the continuous basis. As a minimum the committee shall submit a report to Members Council at a time determined by the Planning Committee. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the Strategic Plan as provided by the committee's constituents prior to the Annual Conference.

4. Committee Membership

1. This committee shall consist of eleven (11) voting members, including a Chair and a Vice Chair; in addition, a BOD ex-officio member and a coordinating officer are assigned.

   A. H&A Committee BAR, (98-01-21-26)

2. Committee Personnel:

   A. The Chair and Vice Chair of this committee shall be members entitled to vote in the Society.

      1. Society Bylaws 7.2

   B. All members should be at least Associate Member grade.

C. For balance, it is desirable that the committee membership include at least one Presidential member, at least one Fellow, at least one resident of Canada, and at least one resident from outside the U.S. and Canada.

D. All members should possess high professional stature.

E. Since work of committee is secret, members should have a reputation for discretion.

1. H&A Committee BAR, (98-01-21-26)

3. The Coordinating Officer of the committee shall be the Chair of the Member Council.

A. H&A Committee BAR

4. The Board Ex-Officio member shall be a Director-at-Large assigned by the President.

A. H&A Committee BAR

5. The President may appoint any person or persons to serve in a consulting capacity to this committee.

A. H&A Committee BAR

5. Duties of Committee Members

1. Duties of the Chair

Duties of the Chair shall consist primarily of direction and operation of the Honors and Awards Committee and reporting to Members Council and the Board of Directors as required. Specific duties include:

A. Presiding over all meetings of the Honors and Awards Committee.

B. Approving the agenda for meetings of the Honors and Awards Committee.

C. Approving the minutes of the Honors and Awards Committee for distribution by headquarters.

D. Preparing written reports to Members Council at Society Annual and Winter Conferences and other times as required.

E. Attending Members Council meetings as required for reporting purposes.

F. Submitting annually to the President-Elect recommendations for membership on the Honors and Awards Committee for the following year.

G. Recommending, with assistance of the Vice Chair and Staff Liaison, the appointment of the incoming Vice Chair of the Honors and Awards Committee.

H. Appointment of subcommittees and assignment of specific functions.

I. Coordinating the MBO program for the committee and transmitting to the Society President. Goals should be well established and finalized at the preceding Annual Conference.

J. Other duties as assigned by the President or the Board of Directors.

2. Duties of the Vice Chair shall include the following:

A. In the absence of the Chair, the Vice Chair shall assume the chair at all scheduled meetings of the Honors and Awards Committee.

B. In the event the Chair is unable to perform their duties, the Vice Chair shall assume all of the duties of the Chair until a successor is selected.

C. Preparation of budgets, in consultation with staff, for the ensuing year(s).

D. The Vice Chair shall perform other duties which may be assigned to them by the Chair.

3. Duties of the Staff Liaison shall include the following:

A. Acting as secretary at committee meetings, submitting meeting minutes for approval to the Chair prior to distribution, and distributing meeting minutes within 60 days after committee meetings.

B. Mailing agendas and supporting papers to committee members in a timely manner.

C. Ensuring that committee reports to Members Council and the Board of Directors are prepared and submitted in a timely manner.

D. Welcoming new members appointed to the Honors and Awards Committee, sending them copies of the committee roster, Reference Manual, Manual of Procedures, minutes of the past two meetings, and other pertinent information.

E. Sending notification letters to award recipients several months prior to the meeting where the award is to be presented.

F. Staying abreast of committee budget and expenses incurred by the committee and working with the Chair to establish yearly budgets.

G. Ensuring the Manual of Procedures and Reference Manual remain up-to-date.

H. Answering or directing inquiries received at headquarters to the Chair or appropriate members of the Honors and Awards Committee.

I. Distributing information or materials (i.e., biographies, meeting papers, etc.) to committee members on a timely basis so they can perform their assigned duties.

4. Duties of the Director-at-Large shall include the following:

A. A Director-at-Large shall be assigned as an ex officio member to the Honors and Awards Committee. They shall keep the Coordinating Officer informed of any deliberations or resolutions of the committee which may affect the general policies of the Society.

B. The Board Ex Officio shall serve the Honors and Awards Committee in an advisory capacity and shall provide liaison with the Board of Directors, the councils, and other committees.

C. The Board Ex Officio shall provide support to the Honors and Awards Committee as follows:

1. Communication and interpretation of Presidential goals
2. Guidance in fiscal planning
3. Assistance in preparation of annual objectives
4. Monitoring of progress toward completion of annual objectives
5. Assistance in developing action plans to achieve Strategic Plan Objectives
6. Monitoring of progress toward completion of Strategic Plan Objectives
7. Ongoing review of the committee's Board-Approved Rules (BAR) and Manual of Procedures (MOP) (92-06-28-5B)

D. The Board Ex Officio shall assess the committee's scope, operation and personnel and shall suggest changes as needed.

E. The Board Ex Officio shall attend all meetings of the Honors and Awards Committee except in cases of conflict with a BOD meeting, the BOD meeting shall take absolute precedence.

F. In cases of conflict between appointed committees, approximately equal amounts of time should be devoted to each committee in question.

G. The Board Ex Officio shall attend Honors and Awards Committee meetings whenever possible and shall be available for liaison with the Board and for serving the committee in an advisory capacity.

6. Subcommittees

To achieve its yearly goals, the committee is divided into two or more subcommittees covering Personal Awards, Paper Awards, and at times, Special Projects. The Chair of each subcommittee will utilize the time between Society conferences to distribute submittals and nominations for preliminary study and evaluation and subcommittee progress. The entire committee participates in all actions during Society conferences. Committee objectives are assigned to one of the following subcommittees:

1. Personal Awards

A. Reviews and makes recommendations to full committee on recipients for personal honors or awards
B. Considers development of new Society awards
C. Revises criteria for existing awards as necessary

2. Paper and Pass-Through Awards

A. Recommends papers to receive the Crosby Field Award, Best Paper Award, Journal Paper Award, Willis H. Carrier Award, and Poster Presentation Award
B. Monitors peer review scoring process developed by the Conferences and Exposition Committee and recommends changes, when necessary
C. Coordinates and evaluates proposed new pass-through awards
D. Periodically evaluates existing pass through awards to establish need for continuation and reports recommendations for action by full committee

3. Media

A. Reviews on a proactive basis the MOP, Reference Manual and web page to ascertain that they accurately reflect how the committee operates and recommends changes to the committee for approval.

4. Planning

A. Fiscal planning
B. Tracking the Strategic Plan as it impacts H&A
C. Reviewing new award recommendations
D. Recommending award deletion and/or consolidation

7. Calendar

Honors & Awards Committee calendar for a successful year:

July

1. Review H&A CRC Power Point for fall CRCs

August and September

1. Media Subcommittee: prepare materials for fall promotion campaign for the December 1st awards (Andrew T. Boggs, DSA, ESA, and Louise & Bill Holladay)

October and November

1. Media Subcommittee: promotion campaign for December 1st awards:
    a. Post past award recipient profiles on social media bi-weekly
    b. Make at least two posts promoting the December 1st deadline

December

1. December 1st deadline for the following awards: Andrew T. Boggs, DSA, ESA, and Louise and Bill Holladay
2. Personal Awards Subcommittee: review December 1st award nominations (will be provided by staff)
3. Media Subcommittee: review H&A MOP and reference manual for any necessary updates
4. Executive Committee: begin committee succession planning

January

1. Personal Awards Subcommittee: meet to finalize recipient selections and submit report to staff by predetermined deadline
2. Chair: review and update MBOs
3. Winter Conference:
    a. Pass Through Awards Subcommittee: review received recipient recommendations and present to full committee
    b. Paper and Pass-Through Awards Subcommittee: review recipient recommendations from other committees and present to full committee

February

1. Media Subcommittee: prepare material for spring promotion campaign for the May 1st awards Award for Distinguished Public Service, F. Paul Anderson, Fellow, Hall of Fame, Honorary Member, and Pioneers of the Industry
2. Review H&A CRC Power Point for spring CRCs
3. Planning Subcommittee: Start the five-year award review process and prepare report for the Annual Conference

March and April

1. Media Subcommittee: promotion campaign for May 1st awards:
    a. Post past award recipient profiles on social media bi-weekly
    b. Make at least two posts promoting the May 1st deadline
2. Committee Virtual Call to discuss progress on action items and discuss any other relevant topics

May

1. May 1st deadline for the following awards: Distinguished Public Service, F. Paul Anderson, Fellow, Hall of Fame, Honorary Member, and Pioneers of the Industry
2. Personal Awards Subcommittee: review May 1st award nominations (will be provided by staff)
3. Media Subcommittee: review H&A MOP and reference manual for any necessary updates

June

1. Chair and Vice Chair: host virtual H&A new member training
2. Personal Awards Subcommittee: meet to finalize recipient selections and submit report to staff by predetermined deadline
3. Vice Chair: prepare MBO and committee assignments for the following year
4. Annual Conference:
    a. Pass Through Awards Subcommittee: review received recipient recommendations and present to full committee
    b. Paper and Pass-Through Awards Subcommittee: review recipient recommendations from other committees and present to full committee

7. Voting

1. The following categories of committee members do not vote and do not count for a quorum unless specifically indicated: BOD ex-officio members on General Committees, Consultants, Staff Members.

    A. ROB 520-102-003, (87-06-28-19)

2. More than 50 percent of the voting membership of the committee is required for a quorum.

    A. H&A Committee BAR

3. BOD ex-officio members and consultants do not count for a quorum.

    A. H&A Committee BAR

4. Voting may be conducted during meetings or by letter ballot. Votes taken at meetings shall be decided by a majority of those voting. Letter ballots require a majority of the committee's voting membership.

    A. H&A Committee BAR

5. The committee shall record the number of votes, including abstentions, on all motions.

    A. H&A Committee BAR

8. Operating Rules

1. All deliberations of the committee including all actions, discussions, voting, and correspondence shall be held in the strictest confidence by its members. All exchanges of correspondence concerning candidates for awards shall be marked "Confidential." All voting members of the committee shall sign a Confidential Information Agreement prior to entering into any discussions or voting upon any honors and awards. Minutes of this committee are confidential and shall be distributed as directed by the Chair.
2. A number of principles have evolved over the years for the guidance of the committee in its operation and in the selection of recipients of honors and awards for service or achievement.

3. Honors are highly treasured, and if they are to maintain their value and prestige, it is important that the qualifications of the individual be critically examined and evaluated before selection or recommendation for an honor. It is not appropriate to encourage negative comments concerning individuals under consideration for honors or awards. However, it is acceptable to encourage open communication concerning candidates for awards.
4. All award candidates should adhere to the ASHRAE Code of Ethics which recognizes, for example, that honesty, fairness, courtesy, competence and integrity characterize their conduct.
5. The following guidelines apply for new ASHRAE awards:
    A. All requests or suggestions for new awards, revisions to current awards, or award deletions shall be forwarded to the Honors and Awards Committee for review and recommendation before being forwarded to the BOD for review and approval.
    B. ASHRAE awards are grouped into the following categories:
        1. Personal Honors
        2. Personal Awards for General Society Activities
        3. Personal Awards for Specific Society Activities
        4. Paper Awards
        5. Society Awards to Groups or Chapters
    C. Awards will normally carry the name of an ASHRAE activity (e.g., Distinguished Service Award, Fellow, Journal Paper Award). No business, product or other commercial name shall be used for an award. Only in very exceptional instances may consideration be given to naming the award after an individual.
    D. Proposers of awards shall submit a detailed description including the name, suggested category, reason for establishment, and the selection and awarding process to the Honors and Awards Committee. Proposers shall also prepare suggested wording for the award.
    E. Initial total funding for the award shall be described in the proposal, along with provisions for future funding and inflation considerations. Funding shall be self-perpetuating and supporting for the expected life of the award.
    F. Proliferation of awards that would tend to detract from the worth of existing awards must be avoided. The award must first be considered as applying to an important field of ASHRAE related activity and the name given the award would then add prestige.
6. In general, an individual will receive only one honor in recognition of the same achievement. However, the recipient of an ASHRAE honor shall not be barred from receiving another ASHRAE honor, provided the candidate receives the honor for a different group of distinctive accomplishments or distinguished service. Nominees for pass through awards (those recommended by committees or groups other than H&A) may not be vetoed by the Honors and Awards Committee.
7. Members of the Honors and Awards Committee shall not be considered for any Society honor during the term for which they have been appointed. Exceptions will be made, however, for “pass through” awards (i.e., Lincoln Bouillon Award, William J. Collins Award, Homer Addams Award, etc.).
8. It is the policy of the Society not to consider for approval any Society honors or awards posthumously, other than the Hall of Fame and Pioneers of the Industry.

A. If the nominee's death occurs after the nomination was submitted to the H&A Committee, it will be awarded posthumously if approved. The family of the deceased award recipient will be notified after the meeting at which the award would have been presented and the award will be sent to them.

B. If the nominee is known to be deceased before the nomination is submitted to the H&A Committee or if the H&A Committee learns that the nominee's death preceded the submission of the nomination prior to the Board and/or Members Council voting on the award, the nomination will be returned with an appropriate explanation of the reason in the notification to the nominee's sponsor.

C. If the H&A Committee learns of the nominee's death occurring before the nomination was submitted but after the Board and/or Members Council has voted approval, it will be awarded posthumously. The family of the deceased award recipient will be notified after the meeting at which the award would have been presented and the award will be sent to them.

9. The committee will report only affirmative actions taken on nominations or selections. Sponsors of nominations that are not recommended to Members Council will be so notified by the H&A Committee staff liaison.
10. Recipients of awards and members eligible for advancement are not to be notified, or announcement made of such action, until Members Council approval has been received; recognition and presentation are to be made at the following Society conference.
11. Transportation expenses will be reimbursed, if requested, to awardees not otherwise reimbursed by the Society, to attend meetings to receive awards as referenced in Appendix A of the H&A Reference Manual.
12. Award nominees to be recommended to Members Council for the Hall of Fame must have been unanimously approved by the Honors and Awards Committee. For all other award nominees, only one negative vote will be allowed on any award recipient to be recommended to Members Council. Two or more negative votes by the H&A Committee will defeat a motion and that individual will not be recommended to Members Council.
13. A listing of all honors and awards, including their form, appears on the Honors & Awards webpage: www.ashrae.org/honors
14. All Society awards shall be reviewed every five (5) years considering, but not limited to: current prestige and appeal to the society, number of candidates on an annual basis, financial status of the award, and basis for original establishment of award. The awards to be reviewed each year shall be those in a specific group as listed in Appendix A of the H&A Reference Manual (Form of all Honors and Awards chart). The initial year of review of a group of awards shall include those in the "Personal Honors" group. Reviews in succeeding years shall include awards in "Personal Awards for General Society Activities," "Personal Awards for Specific Society Activities," "Paper Awards," and "Society Awards to Groups or Chapters." Review of award groups shall commence in 2000-01. Elimination of or revisions to awards are to be submitted to Members Council and the Board for approval.

9. Standing Rules

1. This committee is authorized to hold two meetings per year. These meetings shall be held at the Annual and Winter Conferences of the Society. Committee meetings in excess of those

authorized may be called by the Chair of the committee upon approval of the President or of the committee's Coordinating Officer. This committee's final meeting for each administrative year is held at the Annual Conference.

A. ROB 530-105-001, (93-01-27-42)

2. Standing general committees and special committees normally have their final meeting for the administrative year at the Annual Conference. Reports to councils and BOD resulting from such meetings shall be rendered by the outgoing committee chairman and the appropriate DAL who served as BOD ex-officio on the committee.

   The new members of such committees who have been appointed for the succeeding year shall be invited to attend such committee meetings as guests and without vote, but the standard transportation reimbursement shall apply to them.

   A. ROB 520-105-002, (87-01-19-27)

3. The administrative year of the Society shall begin immediately upon the adjournment of the Annual Conference. This committee's membership and leadership shall change from the old to the new when the new Board convenes for the first time.

   A. ROB 100-103-001, (87-03-28-07)

4. The standard format for committee BARs dated 89-12 is approved.

   A. ROB 500-101-003, (90-02-14-10)

5. This committee shall coordinate with other Society committees with related interests.

   A. H&A Committee BAR

6. Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as President.

   A. H&A Committee BAR, (94-06-26-04)

7. The Board of Directors may, by a two-thirds vote of its members present, remove a member of this committee.

   A. Society Bylaws 7.9

8. All voting for honors and awards of the Society shall be strictly secret and held at meetings of Members Council.

   A. H&A Committee BAR, (65-01-28-19)

9. This committee shall include in their supporting material for candidates only information pertinent to the requirements for the particular award for which the candidate is being considered.

   A. H&A Committee BAR, (70-07-01-11)

10. This committee's actions, proceedings, findings, conclusions, and reports shall be subject to the direction and review of the BOD and the committee's council. The BOD or the council may take such steps, or see that such steps are taken by the committee, as may be appropriate to comply with the Charter and Bylaws, and to make effective any resolution adopted by the Society, or any resolution, rule or directive of the BOD or council.

    A. ROB 520-103-001, (87-06-28-19)

11. If any doubt or controversy should arise as to whether a particular subject or matter is within the jurisdiction of the committee, or whether any action should be taken by the committee, or in the case of a committee tie vote, the same shall be settled and determined by its council or the BOD.

    A. ROB 520-103-002, (87-06-28-19)

12. Any committee, except those specifically authorized by the Rules of the Board, requesting authority to appoint a representative to coordinate its activities or meet with other organization or groups having interests similar to those of the committee shall make a written request initially and annually thereafter to the chairman of its council. The request shall include the reasons for the coordination activities or meeting and estimated travel costs, if required, and indicate if the travel costs are budgeted. The council chairman shall take the action deemed appropriate and report action (s) to ExCom.

    A. ROB 520-107-001, (93-01-24-5B)

13. When a recommendation is disapproved by a council, the committee shall be informed of the action, together with a brief statement on the negative comments leading to the disapproval. The committee can resubmit the recommendation with any statements it desires to make relating to the negative comments or to additional supporting information which it believes could change the council voting.

    In the event the council disapproves a re-submittal of an action, the submitting committee may appeal directly to the BOD. An affirmative vote of two-thirds of the appropriate committee's voting members is required to approve submitting an appeal. On such an appeal, the council shall submit its reasons for disapproval for the consideration of the BOD.

    A. ROB 520-104-001, (90-02-14-10)

10. Committee Objectives (MBOs)

1. Prior to the Society Annual Conference, the committee vice chair or the individual who will be the next year's chair will prepare objectives for the committee for the next year and present these objectives to the committee for review at the committee meeting held during the Society Annual Conference. The objectives will be included in the committee's report to the council at the annual conference as an information item, and a copy of the objectives will be sent to the Assistant to the Board of Directors.
2. If any committee does not submit its objectives to the council at the annual conference, the assigned DAL (BOD Ex Officio) is responsible for contacting the incoming committee chair and working with them to complete objectives.
3. The Assistant to the Board of Directors will send copies of objectives to the BOD Ex Officio, committee staff liaison and council staff liaison. Staff liaisons will send objectives to committee and council members.
4. Each objective should be measurable and should include a projected completion date, fiscal impact (if any) and other information that would clarify the intent of the objective. If an objective is to be assigned to a specific member or subcommittee of the committee, this should also be included.
5. A status report of the objectives will be included in the committee report submitted to the council at the Society Winter Conference, and a copy of the objectives will be sent to the Assistant to the Board of Directors.

6. A final report of the objectives will be included in the committee report submitted to the council at the Society Annual Conference, and a copy of the objectives will be sent to the Assistant to the Board of Directors. The objectives prepared by the committee vice chair for the next year (or by the individual who will be the next year's chair) will also be included in this report. These two reports on objectives will show the council what the committee accomplished during the Society year that is ending and what is planned for the upcoming year.
7. A suggested format for committee objectives appears in Appendix C of the H&A Reference Manual.

11. Changes to the Rules of the Board (ROB)

1. Changes to ROBs and BARs shall be issued as supplements to ROBs, BARs and manuals. The ROBs included in the supplements shall be incorporated in these documents when they are revised.
   A. ROB 500-101-004, (90-02-14-13)
2. Proposed changes, including additions and deletions to Rules of the Board (ROBs) shall be submitted by committees, council and Board members. Changes proposed by a committee shall be submitted through the body to which it reports; councils and Board members may submit proposed changes directly to the Board of Directors.
3. To propose a change to an existing ROB: Present a two-column comparison showing the current ROB number and wording and the proposed ROB wording. A proposed change, as a minimum, shall include the ROB number, the proposed change, and the reason for the change.
4. To propose a new ROB: Present the wording for the new rule and include a statement indicating a recommended placement of the new rule within the ROB organization. Examples:
   A. It is recommended that this rule be placed in ROB Book II, Publishing Council BAR.
   B. It is recommended that this rule be placed in ROB Book I, Section 300, Meetings of Members.
5. To propose rescinding an existing ROB: Include in the recommendation the ROB book in which the rule is located, the rule number or other identification code, and the wording of the rule.
6. Proposed changes to Society-wide policies and procedures (e.g., Travel Reimbursement Policy, Election and Appointment Procedures) shall follow the same procedure as for proposed changes to ROBs.

12. Changes to Board Approved Rules (BARs)

1. Proposed changes including additions and deletions to BARs and manuals (Book II documents) shall be submitted through the respective committees and councils to the Board of Directors.
2. To propose a change to a BAR: Present a two-column comparison showing the current BAR paragraph number and the wording and the proposed BAR wording. A proposed change, as a minimum, shall include the BAR name, the BAR paragraph number, the proposed change, and the reason for the change.

13. Selection Process for Personal Honors and Awards

1. Staff will receive and compile nominations leading up to each May 1 and December 1 nomination deadline. Qualified nominations will be sent to all Honors & Awards Committee voting members with the expectation that members of the Personal Awards Subcommittee will complete a thorough review and judging to be presented to the full committee.
2. Full and detailed data as to the accomplishments of the nominee for a personal award must be in the hands of the committee before a vote is taken.
3. The Staff Liaison shall supply the names of those eligible for awards based on point system or age.
4. The committee should urge that nominations for personal honors and awards come from the membership through the Chapters and Directors serving as Regional Chair of the Society rather than from within the committee. Retiring officers, the Board of Directors, and committee chairs should be reviewed for consideration. Those making submittals should support their nominations with biographical data.
5. A unanimous vote is expected for all personal award recommendations. No recommendation shall pass that receives more than one (1) dissenting vote.
6. Candidates not selected to receive awards will not be automatically carried over, but may be re-nominated for consideration in future years by their sponsor. Proposed candidates may also be carried over for consideration as a result of H&A Committee action.

14. Schedule

1. Candidates for personal awards are considered by the Honors and Awards Committee six months before the award is presented.
2. Awards owned by the Honors and Awards Committee have a nomination deadline of either May 1 or December 1.
3. Nominations from the Honors and Awards Committee will be sent to Members Council. The nominees will be considered, and voted upon, by Members Council at the Annual or Winter Conference.
4. The calendar of the awards for which consideration is to be given at Annual and Winter Conference is listed in Appendix B of the H&A Reference Manual.

15. Pass-Through Award Recommendation Committees/Councils

This committee shall receive recommendations from the following committees and councils for awards, and recommend them to Members Council for approval:

Award	Recommending Committee / Council
ASHRAE Journal Paper Award	Publications
Dan Mills Chapter Programs Award	Chapter Technology Transfer
Developing Leader Award	Young Engineers in ASHRAE

Donald A. Siller Refrigeration Award	Chapter Technology Transfer
E.K. Campbell Award of Merit	Life Members Club
Energy Genius Award	Chapter Technology Transfer
Excellence in Chapter Communication Award	Communications
Donald Bahnfleth Environmental Health Award	Environmental Health
George B. Hightower Technical Achievement Award	Technology Activities
Government Affairs Award	Government Affairs
Homer Addams Award	Research Administration
John F. James International Award	Members Council
Lincoln Bouillon Award	Membership Promotion
Lou Flagg Award	Historical
Lower-GWP Refrigeration and Air-Conditioning Innovation Award	UN Environment Liaison
Milton W. Garland Commemorative Award for Refrigeration Project Excellence	Refrigeration
Paper Awards: Crosby Field Award, Willis H. Carrier Award, Best Paper Award, Poster Presentation Award	Conferences and Expositions
Ralph G. Nevins Physiology and Human Environment Award	TC 2.1
Residential Buildings Service Award	Residential Buildings
Science and Technology for the Built Environment Best Paper Award	Publications and Education Council
Service to ASHRAE Research Award	Research Administration
Standards Achievement Award	Standards
Student Activities Achievement Award	Student Activities
William J. Collins, Jr. RP Award	Research Promotion
YEA Award of Individual Excellence	Young Engineers in ASHRAE
YEA Inspirational Leader Award	Young Engineers in ASHRAE
Youth Outreach Award	Student Activities

16. Personal Honors

1. Honorary Member

A. The purpose of this award is to recognize any person of preeminent professional distinction who is not a member of the Society.

B. Any notable person of preeminent professional distinction may be elected an Honorary Member. Election of an Honorary Member shall be by Members Council.

    1. Society Bylaws 2.2

C. Nomination for Honorary Member shall be made by the Honors and Awards Committee to Members Council. Election shall be by Members Council and two or more negative votes shall cause the rejection of any proposed candidate.

    1. H&A Committee BAR

D. The grade of Honorary Member shall be conferred on no more than three persons in any calendar year.

    1. H&A Committee BAR

2. Fellow Grade

A. Requirements for eligibility for election to the grade of Fellow by Members Council:

    1. Good standing as a Full Member grade for at least ten (10) years.
    2. Participation or service to ASHRAE is not a metric to be evaluated.
    3. Attained distinction and made substantial contribution in HVAC&R and the built environment such as:
        A. Education and/or research
        B. Engineering design/consulting/forensics
        C. Invention/original work
        D. Engineering executive on projects of unusual or important scope.
        E. Sharing knowledge and contribution through outreach activities such as mentoring, publications, oral presentations and involvement in industry activities.
        F. Other activities leading to advancement of the arts and sciences of HVAC&R and the built environment including that of contractors, manufacturers and their representatives
    4. Distinction is interpreted to mean: seen by their peers in the industry as a person of excellence
    5. Substantial contribution is interpreted to mean: one or more contributions to the industry which had a notable, unique, and positive impact in the advancement of the arts and/or sciences of HVAC&R, the built environment and a sustainable world.

B. Nominations for Fellow shall be made by the Honors and Awards Committee to Members Council. Election shall be by Members Council by secret ballot, and four or more negative votes by Members Council shall defeat the proposal.

    1. H&A Committee BAR, (85-06-26-15)

3. Louise and Bill Holladay Distinguished Fellow Award

A. Members Council approves the establishment of the Louise and Bill Holladay Distinguished Fellow Award to recognize a Fellow of the Society who continues preeminence in engineering or research.

   1. ROB 520-134-005, (79-01-31-05/87-07-21-21)

B. The voting procedure for the Louise and Bill Holladay Distinguished Fellow Award is the same as for Fellow grade, i.e., four or more negative votes disqualify the candidate. Only one individual may be recommended per calendar year.

C. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

4. F. Paul Anderson Award

A. The Board approves the establishment of the F. Paul Anderson Award to honor a member for notable achievement, outstanding work or service in any field of the Society. This award is the highest ASHRAE award.

   1. ROB 520-134-005, (61-02-01-25/88-05-21-18)

B. To be awarded this honor, a member's accomplishments should exhibit exceptional distinction in the HVAC&R industry, ASHRAE, and in society. Broad-based activity of outstanding value to industry in the HVAC&R field such as consulting, contracting, engineering, design and outstanding work or service in any field of the Society are desirable qualifications.

C. Nominations for the award shall be received by the Honors and Awards Committee for consideration, and the committee shall recommend to Members Council a candidate for approval. Approval of this award shall be by secret ballot of Members Council and two or more negative votes shall cause the rejection of any proposed candidate.

D. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

5. ASHRAE Award for Distinguished Public Service

A. The Board approves the establishment of the ASHRAE Award for Distinguished Public Service (formerly named ASHRAE-ALCO Medal for Distinguished Public Service) to recognize a member for outstanding public service.

   1. ROB 520-134-006, (65-07-04-47)

B. Nomination for the ASHRAE Award for Distinguished Public Service shall be made by the Honors and Awards Committee to Members Council. Election shall be by secret ballot of Members Council, and four or more negative votes shall cause the rejection of the proposed candidate.

C. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

6. Andrew T. Boggs Service Award

A. The Board approves the establishment of the Andrew T. Boggs Service Award to recognize a past Exceptional Service Awardee for continued unselfish, dedicated and distinguished service to the Society.

   1. ROB 520-134-005, (86-01-22-13)

B. This award was established in honor of Andrew T. Boggs, ASHRAE Executive Vice President Emeritus, for his 30 years of outstanding service and leadership.

C. The award shall be made to an ESA awardee of the Society in recognition of particularly notable service to ASHRAE continued beyond that which earned the ESA and may be given annually. In the case of Presidential Members considered for this award, the service to be considered would be that which continued beyond the normal duties of the President.

D. The ESA point system shall not be used to determine recipients of this award.

E. Nominations for the award shall be received by the Honors and Awards Committee for consideration, and the committee shall recommend to Members Council a candidate for approval. Approval of this award shall be by secret ballot of Members Council, and four or more negative votes shall cause the rejection of any proposed candidate.

F. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

7. ASHRAE Hall of Fame

A. The Board approves the establishment of the ASHRAE Hall of Fame to honor deceased members who have made milestone contributions to the growth of ASHRAE-related technology. Individuals inducted into the Hall of Fame must have been an ASHRAE member (any grade) or a member of a predecessor Society and must have shown evidence of distinction in the Society, either technically or academically.

   1. ROB 520-134-006, (90-06-14-26)

B. The criteria for the Hall of Fame shall be:

   1. Must have been an ASHRAE member (any grade) or a member of a predecessor society.

   2. Must have made milestone contributions to the growth of ASHRAE-related technology and/or to the development of ASHRAE as a Society. A milestone contribution is an innovative technological advancement in the industry and/or service to ASHRAE resulting in improved stature and leadership in the Society. Evidence of distinction in these areas may be accomplished through invention, entrepreneurial activity, research, publishing, outstanding academics, Society or engineering leadership, or a combination thereof.

   3. Must be deceased.

   4. The personality and popularity of the candidate and evidence of Society awards earned shall be considered only in the context of evaluating the contribution which shaped the industry.

C. Nominations for the ASHRAE Hall of Fame shall be received by the Honors and Awards Committee for consideration, and the committee shall unanimously recommend to

Members Council for approval. Approval of this award shall be by secret ballot of Members Council and two or more negative votes shall cause the rejection of any proposed candidate.

D. A maximum of two individuals may be inducted into the Hall of Fame annually. In addition, a permanent listing with the recipient's accomplishments will be on display at Society headquarters. Transportation expenses to the Society Conference and two nights' lodging shall be reimbursed in accordance with the ASHRAE Travel Reimbursement Policy, if the family member or representative is not otherwise reimbursed by the Society, to attend the meeting to receive the award.

8. ASHRAE Pioneers of the Industry

A. The Board approves the establishment of the ASHRAE Pioneers of the Industry to honor deceased individuals who have made one or more milestone contributions to the growth of:

1. air conditioning,
2. heating
3. refrigeration,
4. and/or ventilation.

Individuals inducted into the Pioneers of the Industry must have shown evidence of distinction either technically or academically.

B. The criteria for the Pioneers of the Industry shall be:

1. Must have made milestone contributions to the growth of air conditioning, heating, refrigeration and/or ventilation. A milestone contribution is an innovative technological advancement in the industry. Evidence of distinction in these areas may be accomplished through invention, entrepreneurial activity, research, publishing, outstanding academics, engineering leadership, or a combination thereof.
2. Must be deceased.
3. The personality and popularity of the candidate and evidence of awards earned shall be considered only in the context of evaluating the contribution which shaped the industry.
4. Distinction should be exclusively through the contributions to the growth of air conditioning, heating, and/or ventilation, unlike the Hall of Fame candidate where the distinction is to be in the Society through contribution to the growth of ASHRAE related technology.

C. Nominations for the ASHRAE Pioneers of the Industry shall be received by the Honors and Awards Committee for consideration, and the committee shall unanimously recommend to Members Council for approval. Approval of this award shall be by secret ballot of Members Council and two or more negative votes shall cause the rejection of any proposed candidate.

D. A maximum of two individuals may be inducted into the Pioneers of the Industry annually.

9. E.K. Campbell Award of Merit

A. This award is made by the Life Members Club to honor outstanding service and achievement in teaching.

B. The Life Members Club will submit the name of the recipient to the Honors and Awards Committee at the Annual Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval.

C. Presentation of the award is made at the Winter Conference.

D. The recipient receives a $10,000 honorarium.

10. YEA Inspirational Leader Award

A. This award is established to recognize a Young Engineer in ASHRAE (YEA) member who has gone above and beyond to make considerable contributions to the industry and community.

B. The Young Engineers in ASHRAE (YEA) Committee will submit the name of the recipient to the Honors and Awards Committee at the Annual Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval.

C. Presentation of the award is made at the Plenary during the Winter Conference.

11. Eunice Foote Decarbonization Award

A. This award is established to honor a member for their notable achievement, outstanding work, or service that is focused on the decarbonization of the built environment.

B. This award is named in honor of Eunice Foote, who is the scientist attributed to being the first to conclude that certain gases warmed when exposed to sunlight and that rising carbon dioxide levels would change atmospheric temperature and impact climate change.

C. Nominations for the Eunice Foote Decarbonization Award shall be made by the Honors and Awards Committee to Members Council. Election shall be by secret ballot of Members Council, and four or more negative votes shall cause the rejection of the proposed candidate.

D. Presentation of the award is made at the Plenary during the Annual Conference.

E. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

17. Personal Awards for General Society Activities

1. Distinguished Service Award

A. The Board approves the establishment of the Distinguished Service Award to recognize a member who has served ASHRAE faithfully as a member of committees or otherwise giving freely of their time and talent on behalf of the Society.

1. ROB 520-134-006, (62-06-24-30/69-01-30-20/71-01-28-15/77-02-13-03/81-07-02-17/85-06-26-15)

B. Candidates can be recommended by members of the Society to the Honors and Awards Committee or selected by the committee from computer data.

C. Candidates must score a minimum of 15 points in accordance with the point tally form.

D. Candidates for the Distinguished Service Award shall be recommended to Members Council by the Honors and Awards Committee. Four or more negative votes by Members Council are required to defeat the election of a DSA candidate.

2. Exceptional Service Award

A. The Board approves the establishment of the Exceptional Service Award to recognize members who have served the Society faithfully and with exemplary effort, in excess of that required for the Distinguished Service Award. The individual must have been Full Member or Associate Member for a minimum of ten years and a recipient of the Distinguished Service Award.

1. ROB 520-134-006, (96-06-27-34/97-01-30-36)

B. Candidates must score a minimum of 45 points in accordance with the point tally form. If a candidate for the Distinguished Service Award also meets the requirements for the Exceptional Service Award, both honors will be awarded.

C. The award is open to a maximum of 20 individuals per year.

D. Nominations for the Exceptional Service Award shall be received by the Honors and Awards Committee for consideration, and the committee shall recommend them to Members Council for approval. Four or more negative votes by Members Council are required to defeat the election of an ESA candidate.

3. Distinguished 50-Year Member Award

A. The Board approves the establishment of the Distinguished 50-Year Member Award to recognize a member who has been a member for a minimum of 50 years, and is either a past Society President, a Fellow, has received the Distinguished Service Award or has performed outstanding service to the Society.

1. ROB 520-134-006, (70-06-27-15/82-01-27-08/88-05-21-19/95-06-28-22C/96-02-22-46)

B. Candidates for the Distinguished 50-Year Member Award shall be recommended to Members Council by the Honors and Awards Committee. Four or more negative votes by Members Council shall defeat the nomination.

4. Distinguished 75-Year Member Award

A. The Board approves the establishment of the Distinguished 75-Year Member Award to recognize a member who has been a member for a minimum of 75 years.

B. Candidates for the Distinguished 75-Year Member Award shall be recommended to Members Council by the Honors and Awards Committee. Four or more negative votes by Members Council shall defeat the nomination.

5. Developing Leader Award

A. The Board approves the establishment of the Developing Leader Award to recognize new members who have shown diverse involvement and commitment to ASHRAE within five years of graduating or becoming a member.

B. The Young Engineers in ASHRAE (YEA) Committee will submit the names of the recipient to the Honors and Awards Committee at the Annual Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval.

C. Presentation of the award is made at the Plenary during the Winter Conference.

D. The award plaque will be included in the YEA Committee budget.

18. Personal Awards for Specific Society Activities

1. Lincoln Bouillon Award

A. The Board approves the establishment of the Lincoln Bouillon Award to recognize a member who performs the most outstanding work in increasing the membership of the Society.

1. ROB 520-134-005, (67-02-02-20)

B. The Society shall commemorate Lincoln Bouillon perpetually in the following manner: By establishing a perpetual award which is presented annually to the individual who performs the most outstanding work in increasing the membership of the Society. This recipient shall be determined by a majority vote of the Society Membership Promotion Committee.

C. The Membership Promotion Committee shall notify the Honors and Awards Committee of their selection by the Winter Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval by majority vote. The award will be presented at the Annual Conference.

D. Transportation will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

2. William J. Collins, Jr. RP Award

A. The Board approves the establishment of the William J. Collins, Jr. RP Award to recognize the Chapter RP Chair who excels in all activities supporting the campaign, including raising funds for all Society programs and promoting research at the chapter level.

B. An endowment fund will be established for the William J. Collins, Jr. RP Award, funded initially by Region VIII, for the purpose of providing transportation cost to the Annual Conference and a plaque for the recipients. The funds will be invested and controlled by the ASHRAE Foundation and monitored by the Research Promotion Committee. The initial funding by Region VIII will be at least $10,000. No expense will be made that will reduce the endowment principal without approval of the Board of Directors.

C. The award winner will be selected from a list of nominees submitted by the Research Promotion Regional Vice Chair.

D. The Research Promotion Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval by majority vote. The award will be presented at the Annual Conference.

E. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

3. Homer Addams Award

A. The Board approves the establishment of the Homer Addams Award to recognize a former or current graduate student who has been engaged in an ASHRAE research project at a university that has graduate programs in the areas of heating, ventilation, and air conditioning.

1. ROB 520-134-005, (59-06-21-14/64-06-28-44/71-08-25-14/83-06-29-AC/90-06-14-51/92-01-30-61)

B. The purpose of the award is to:

1. Encourage students involved in ASHRAE-sponsored research to strive for high standards of performance.

2. Perpetuate the memory of Homer Addams, Charter Member of ASHVE.

C. That ASHRAE replenish the original endowment of $10,000 for the Homer Addams award from general funds and that staff be instructed not to invade the principal but to take annual awards from earnings. Should earnings not be adequate to fund the award, the difference shall be taken from the Society general fund.

D. The endowment of the ASHRAE-ASHAE Homer Addams Award be increased from $10,000 to $25,000 and the award be changed from $1500 to $5000. The increased endowment would be covered by a transfer of ASHRAE Research Funds to the Endowment Fund.

E. The procedure for processing the Homer Addams Award shall be as follows: The Research Administration Committee shall select a graduate student engaged in, or who has been engaged in, an ASHRAE research project, and make a recommendation to the H&A Committee for submittal to Members Council for final approval at the Winter Conference. The award will be presented at the Annual Conference.

F. The recipient will receive a $5,000 honorarium. Funding for the award honorarium is provided by both the Honors and Awards Committee ($1,500) and the Research Administration Committee ($3,500).

4. John F. James International Award

A. The Board approves the establishment of the John F. James International Award to recognize a member who has given freely of their time and talent to enhance the Society's international activities.

1. ROB 520-134-006, (83-06-30-32/86-06-25-16/96-06-26-31A)

B. The purpose of this award is to recognize members of the Society, both international and domestic, who have done the most to enhance the Society's international presence or posture.

C. The selection of the candidate shall be based upon any one or a combination of the following:

1. Participation in international activities related to ASHRAE's interest

A. 03-01-27-15

2. Exchange of information with international communities in the form of symposia, seminars, lectures, and ASHRAE ambassadorship
3. Dissemination of ASHRAE technical information for the enhancement of international standards
4. Adaptation or introduction of innovative international technology
5. Recruitment of international members

D. Members Council will submit the name of the recipient to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval by majority vote. The award will be presented at the Winter Conference.

E. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

5. Ralph G. Nevins Physiology and Human Environment Award

A. The Board approves the establishment of the Ralph G. Nevins Physiology and Human Environment Award to recognize the individual who has made the most significant accomplishment in the area of human response to the environment which includes thermal, moisture, visual, acoustical, toxic, allergic, olfactory, vibrational and microbiological effects on human health, comfort, and well-being.

1. ROB 520-134-005, (78-02-02-45)

B. The award shall be made to a promising investigator, preferably under 40 years of age, whose accomplishments are represented by significant papers published by ASHRAE or by Journals of an ASHRAE International Associate over the five-year period previous to the award. The awardee should have an engineering degree or an advanced degree in allied sciences.

C. TC 2.1, Physiology and Human Environment will submit the name of the recipient to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval by majority vote. The award will be presented at the Annual Conference.

D. The recipient will receive a $500 honorarium.

6. Milton W. Garland Commemorative Award for Refrigeration Project Excellence

A. The Board approves the establishment of the Milton W. Garland Commemorative Award for Refrigeration Project Excellence to recognize the designer and owner of a commercial or industrial refrigeration application that demonstrates innovation and advancement in the field.

1. ROB 520-134-005, (90-02-15-23/02-06-26-13)

B. Financing of at least $2,000 has been provided by Region III and $10,000 from the Frick Company for the purpose of establishing this award.

C. The Refrigeration Committee will submit the name of the recipient to the Honors and Awards Committee at the Annual Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval by majority vote. The award will be presented at the Winter Conference.

D. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

7. Standards Achievement Award

A. The Board approves the establishment of the Standards Achievement Award to recognize excellence in volunteer service for developing ASHRAE standards/guidelines.

1. ROB 520-134-006, (95-01-29-09/95-02-02-41)

B. The purpose of the award is to recognize excellence in volunteer service for developing ASHRAE standards/guidelines.

C. The Standards Committee will submit the name of the recipient(s) to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name(s) of the candidate(s) to Members Council for final approval by majority vote. The award will be presented at the Annual Conference.

D. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient(s) is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

8. Student Activities Achievement Award

A. The Board approves the establishment of the Student Activities Achievement Award to recognize a chapter Student Activities Chair for service related to the goals and growth of student activities at all levels.

1. ROB 520-134-006, (98-06-24-17/99-01-27-49A)

B. The Student Activities Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval by majority vote. The award will be presented at the Annual Conference.

C. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

9. Dan Mills Chapter Programs Award

A. The Board approves the establishment of the Dan Mills Chapter Programs Award to recognize a Chapter Technology Transfer Committee (CTTC) member (Chair or Vice-Chair) who excels in promoting technical, and energy activities of the CTT Committee.

1. ROB 520-134-005, (98-06-25-16/99-01-27-49A)

B. The Chapter Technology Transfer Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Conference. The Honors and Awards

Committee shall forward the name of the candidate to Members Council for final approval by majority vote. The award will be presented at the Annual Conference.

C. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

10. Lou Flagg Historical Award

A. The Board approves the establishment of the Lou Flagg Historical Award to recognize a Chapter Gold Ribbon Award winner for compiling information on outstanding historical projects or persons related to HVAC&R.

   1. ROB 520-134-005, (00-06-28-12/01-02-01-35/03-07-02-15)

B. The Historical Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval by majority vote. The award will be presented at the Annual Conference.

C. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

11. George B. Hightower Technical Achievement Award

A. The Board approves the establishment of the George B. Hightower Technical Achievement Award to recognize excellence in service in the area of Technical Committee, Technical Group, or Technical Research Group leadership and contribution, which includes all TC, TG and TRG activities except research and standards.

B. Technical Activities Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval by majority vote. The award will be presented at the Annual Conference.

C. The award plaque will be donated by the ASHRAE Atlanta Chapter.

12. Service to ASHRAE Research Award

A. The Board approves the establishment of the Service to ASHRAE Research Award to recognize excellence in excellence in volunteer service to the area of Society research. The award will serve to heighten general membership awareness of, and interest in, research activities at the Technical Committee/Technical Group level.

B. Technology Council will submit the name of the recipient to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval by majority vote. The award will be presented during the recipient's TC/TG meeting or at the Research Subcommittee Chair's Breakfast.

C. The award plaque will be included in the Research Activities Committee budget.

13. Donald Bahnfleth Environmental Health Award

A. The Board approves the establishment of the Donald Bahnfleth Environmental Health Award to recognize excellence in volunteer service focused on environmental health issues.

B. Technology Council will submit the name of the recipient to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval by majority vote. The award will be presented at the Annual Conference.

C. The award plaque will be included in the Honors and Awards budget. Travel reimbursement will be included in Environmental Health Committee budget.

14. Donald A. Siller Refrigeration Award

A. The Board approves the establishment of the Donald A. Siller Refrigeration Award to recognize exceptional performance by a Chapter Refrigeration Chair for planning activities and providing technology transfer on the subject of refrigeration.

B. The Chapter Technology Transfer Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval by majority vote. The award will be presented during the Chapter Technology Transfer Committee Meeting at the Society's Annual Conference.

C. The award plaque will be included in the Chapter Technology Transfer Committee budget.

15. Young Engineers in ASHRAE (YEA) Award of Individual Excellence

A. The Board approves the establishment of the YEA Individual Member Award to recognize YEA member(s) annually for superior leadership efforts during the preceding Society year.

B. The Young Engineer in ASHRAE Committee will submit the name(s) of the recipients to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval by majority vote. The award will be presented during the YEA Committee Meeting at the Society's Annual Conference.

C. The award plaque will be included in the YEA Committee budget.

16. Youth Outreach Award

A. The Board approves the establishment of the Youth Outreach Award to recognize the outstanding effort of a member who actively engages a youth audience in their country, region, or local community through science, technology, engineering and mathematics (STEM) activities.

B. The Student Activities Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval by majority vote. The award will be presented at the Annual Conference.

C. The award plaque will be included in the Student Activities Committee budget. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

18. Government Affairs Award

A. The Board approves the establishment of the Government Affairs Award to recognize an individual who demonstrates outstanding efforts at the state, provincial, and local government level on technical issues important to ASHRAE.

B. The Government Affairs Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval by majority vote. The award will be presented at the Annual Conference.

C. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

19. Lower-GWP Refrigeration and Air-Conditioning Innovation Award

A. The Lower-GWP Refrigeration and Air-Conditioning Innovation Award was established to recognize individuals who have developed or practiced innovative technological concepts applied in developing countries to minimize global warming potential (GWP) through refrigeration and air-conditioning management.

B. Presentation of the award will be at a UN event with UN Environment and/or the Annual Conference. UN Environment shall be responsible for the form of the award and its preparation. Recognition of First Place and Honorable Mention winners will be made at the ASHRAE Conference immediately following the chosen UN event through a vehicle determined by the ASHRAE – UN Environment Liaison Committee.

C. UN Environment is responsible for the cost of the award.

20. Energy Genius Award

A. The Energy Genius Award assesses building energy performance through the use of the ASHRAE Building EQ Portal program and Building EQ assessment process.

B. The Chapter Technology Transfer Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval by majority vote. The award will be presented during a Chapter Technology Transfer Committee meeting.

21. Residential Buildings Service Award

A. The Board approves the establishment of the Residential Buildings Service Award to recognize excellence in volunteer service focused on Residential Building issues. It serves to heighten general membership awareness of, and interest in, Residential Building activities.

B. The Residential Building Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval by majority vote. The award will be presented at the Annual Conference.

19. Paper Awards

1. Description and Selection Process for Paper Awards

A. The selection of the best papers for the year (other than the ASHRAE Journal Paper Award) will be based on the peer review scoring method as developed by the Conferences and Expositions Committee (CEC) and processed by the paper review scoring program (PRSP).

B. The Conferences and Expositions Committee's written and oral peer rating of the top six Technical Paper Session and ASHRAE Poster Presentation papers presented at Society Annual and Winter Conference shall be forwarded to the Honors and Awards Paper and Pass Through Subcommittee Chair at the conclusion of each meeting. The paper ratings will be accompanied by a copy of the papers.

C. The ratings will determine the following awards for the year:

1. Crosby Field Award
2. Best Paper Awards
3. Willis H. Carrier Award
4. Poster Presentation Award

D. Unless specifically noted for an award, paper awards authors are not required to be members of ASHRAE.

2. Crosby Field Award

A. The Board approves the establishment of the Crosby Field Award to recognize the highest rated paper presented before a Technical Paper Session or an ASHRAE Poster Session at a Society conference in a given year. The paper having the highest score from the PRSP (peer review scoring program) will be selected for this award. In the event of a scoring tie, the Conferences and Expositions Committee will select the winner by majority vote.

1. ROB 520-134-005, (75-01-31-19/98-06-24-14/01-02-01-35)

B. The Conferences and Expositions Committee will submit the name(s) of the recipient(s) to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name(s) of the candidate(s) to Members Council for final approval by majority vote. The award will be presented at the Annual Conference.

C. Recipients will split a $750 honorarium, to be divided equally between co-authors.

3. Best Paper Awards

A. A maximum of four of the papers presented each year before a Technical Paper Session or an ASHRAE Poster Session at Society conferences will be designated for the Best

Paper Award. The papers having the second through the fifth highest score from the PRSP will be selected for these awards. In the event of a scoring tie, the Conferences and Expositions Committee will select the winner(s) by majority vote.

B. The Conferences and Expositions Committee will submit the name(s) of the recipient(s) to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name(s) of the candidate(s) to Members Council for final approval by majority vote. The award will be presented at the Annual Conference.

C. Recipients of each paper will split $500 honorarium, to be divided equally among co-authors.

4. Willis H. Carrier Award

A. The Board approves the establishment of the Willis H. Carrier Award to recognize an individual for the best published paper of outstanding quality at a Society conference by a member of any grade who is 32 years of age or less at the time of presentation of the paper.

1. ROB 520-134-005, (67-01-29-28/98-06-24-14)

B. Where there are multiple authors, the eligible author(s) must be the principal author(s), and only the eligible author(s) shall receive the award. The principal author(s) shall be the person(s) who did the analytical or experimental work on which the paper is based. Where one or more of the authors is not eligible, and the principal author cannot be established, then no award shall be made.

C. The winner, if any, shall be selected from the top 12 papers for the year, presented at either a Technical Paper Session or an ASHRAE Poster Session, beginning with the highest ranking paper (from the PRSP). The individual receiving this honor shall have been a member of ASHRAE at the time the paper was presented, even though their membership may have been later dropped. (Note: Award is not presented if there were no authors 32 years of age or less at the time of presentation in the top 12 papers.)

D. The Conferences and Expositions Committee will submit the name(s) of the recipient(s) to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name(s) of the candidate(s) to Members Council for final approval by majority vote. The award will be presented at the Annual Conference.

E. Recipients will split a $500 honorarium.

5. ASHRAE Journal Paper Award

A. The Board approves the establishment of the Journal Paper Award to recognize the best article published in the ASHRAE Journal for the year.

B. The Publications Committee will submit the name(s) of the recipient(s) to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name(s) of the candidate(s) to Members Council for final approval by majority vote. The award will be presented at the Annual Conference.

C. Recipients will split a $500 honorarium, to be divided equally among co-authors.

6. Poster Presentation Award

A. The Board approves the establishment of the Poster Presentation Award to recognize the best poster from the Annual and Winter Conferences.

1. ROB 520-134-006, (97-01-30-44/99-01-27-49A)

B. The Conferences and Expositions Committee will submit the best poster presentations from each of the previous Annual and Winter Conferences (based on the PRSP) to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name(s) of the candidate(s) to Members Council for final approval by majority vote. The award will be presented at the Annual Conference.

C. A $250 honorarium will be awarded to the individual who presenter each winning poster.

7. Science and Technology for the Built Environment Best Paper Award

A. The Board approves the establishment of the Science and Technology for the Built Environment Best Paper Award to recognize the best referred paper published in the volume year of Science and Technology for the Built Environment, the ASHRAE research journal, preceding the ASHRAE Winter Conference.

B. The Research Journal Subcommittee will submit the name(s) of the recipient(s) to the Honors and Awards Committee at the Winter Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval by majority vote. The award will be presented during the Annual Conference.

C. The award plaque will be included in the Publishing and Education Council budget.

20. Society Awards to Groups or Chapters

1. Student Design Project Competition

A. The Board approves the establishment of the Student Design Project Competition to recognize undergraduate students who have completed design projects based on the topics prescribed in the current year's competition information. Design teams compete in one or more of the available categories.

B. First place teams members receive a plaque to be presented during the Student Program at the Winter Conference

2. Technology Awards / Award of Engineering Excellence

A. The Board approves the establishment of the Technology Awards and Award of Engineering Excellence to recognize, on an international scale, successful application of innovative design which incorporate ASHRAE standards for effective energy management, indoor air Quality, and mechanical design management technology.

B. First place team members receive a plaque to be presented at the Winter Conference.

21. Honors and Awards Referencing and Appendices

1. All Honors and Awards Appendices shall reside in a separate document.
2. Honors and Awards Appendices shall become a reference document to the Honors and Awards Manual of Procedures document as if therein written.

3. Honors and Awards Appendices shall be modified as the Honors and Awards Committee deems necessary.