**PROJECT COMMITTEE MEMBERSHIP:**

**THE APPLICATION PROCESS**

Standards produced by ASHRAE are used as authoritative documents throughout our industry and are used either in total or in part as guides for state and municipal codes, for United States and Canadian government specifications, and as source documents for foreign countries. ASHRAE voluntary standards, like ASHRAE Handbooks, are a source of recommended practices that are accepted by a consensus of affected parties working in the areas covered by the standards. The Project Committee (PC) members’ contribution to standards preparation will be of value to the industry, member organizations, and the members themselves. Participation on a PC puts the members in contact with other technically qualified people in the area of interest. These people will come from all parts of the United States, Canada, and, in some cases, foreign countries.

A PC member is expected to attend meetings and pay meticulous attention to correspondence. All members are expected to bring to the standard all relevant facts and to compromise at times in order for the PC to reach consensus on the requirements in the standard.

With the exception of PC Chairs and Vice Chairs, it is not necessary to be a member of ASHRAE to participate on any of ASHRAE’s Standard Project Committees (SPC), Guideline Project Committees (GPC), or Standing Standard/Guideline Project Committees (SSPC, SGPC). However, ASHRAE has strict requirements for the submission of the appropriate paperwork for a person to be considered for PC membership.  All required paperwork must be submitted and must be accurate. All submitted paperwork is included in the reference materials of a membership ballot or approving body agenda, and is reviewed by the Standards Project Liaison Subcommittee (SPLS). If any portion of the paperwork is incomplete or incorrect, the approving body may pull the applicant from consideration until the paperwork is completed and/or corrected.

The PC Chair must advise Standards staff of *any* changes in the membership structure of the PC. In most cases, changes must be approved by SPLS. If a member whose status has been changed arbitrarily by the Chair takes part in a committee vote, that vote may be invalidated if it is found that the member’s change of status required approval by SPLS.

**OVERVIEW OF THE APPLICATION PROCESS**

It is the responsibility of the Standards Staff to facilitate the PC Membership application process. Interested persons should contact the Standards Staff in response to a posted Call for Members, or the Chair of a project committee may advise the Standards Staff that a person is interested in joining. The PC Chair may also send a list of potential members to the Standards Staff and request s/he initiate the application process.

The Standards Staff sends the application form(s) to the applicant (see below), as well as all information necessary to complete the application package correctly.

The applicant may also choose to download the forms online. Links to all membership forms can be found on ASHRAE’s website under the heading “Membership Forms” at: <http://www.ashrae.org/standards-research--technology/standards-forms--procedures>.

Once the applicant has submitted the required forms, the Standards Staff will review them to ensure they have been completed correctly and contain all required information. The application package will then be forwarded to the Chair of the pertinent committee for review and recommendation. The PC Chair completes and submits a “**PC Chair’s Membership Recommendation**” form to submit his/her recommendation. All applicants must be recommended by the PC Chair prior to being included on a membership ballot or SPLS meeting agenda.

Submission deadlines are established to ensure that the PC Chair has ample time to review information submitted by applicants. Any submission received after the published deadline is held over until the next SPLS meeting. Deadlines are usually scheduled 6-8 weeks prior to the meetings at which applicants will be reviewed and approved by SPLS. Membership deadlines can be found on the ASHRAE website at: <http://www.ashrae.org/pc-chairs-meeting-deadlines>.

**APPLICATION FOR MEMBERSHIP**

All applicants must submit an **Application for PC Membership.** If a person is applying as the Primary or Alternate Representative of an organization, they must submit the **Application for Project Committee Organizational Representative Membership.** In the case of the Organizational application, it is the *organization* that applies for membership, not the individual representatives, so organizational representatives must also submit the **Application for Organizational Membership,** which contains information about the organization they will be representing.

The application forms require that the applicant provide his/her name and ASHRAE ID, the name/number of the Project Committee, position being applied for, information on the status of their bio/bias information, and Interest Category.

**Interest Categories**

When completing the application form, applicants must choose an appropriate Interest Category that represents their voting interest. Most PCs use the three “default” Interest Categories: Producer, User and General. Interest category definitions are included on the membership application form. Other PCs have different interest categories, such as Designer, Manufacturer, and Utility. In the case of SPC 161, *Air Quality Within Commercial Aircraft*, even more specific categories are used, such as Passenger and Flight Personnel. The PC Chair may recommend different or additional categories or subcategories as needed (with justification); these must be approved by SPLS.

Though the applicant may choose a particular Interest Category, it is the PC Chair’s responsibility to confirm the correct category based on the applicant’s employer and other pertinent information. If this information is out of date or not readily available, this may result in the applicant being placed in a category other than the one s/he has chosen. This is why it is important for the information on the applicant’s bio form to be complete, accurate, up to date, and support the applicant’s choice of Interest Category.

All PC’s must have 5 or more voting members to be an official committee. Voting members must represent each of the categories being used by the PC, and the committee must be balanced – with no single Interest Category constituting a majority of the voting members on the PC. For safety standards no single Interest Category is allowed to have more the one third of the voting membership. It is the responsibility of the PC Chair to ensure that the PC is balanced and remains so.

If a PC is out of balance, SPLS may require the committee to suspend voting until balance is achieved. ASHRAE staff can assist in this by issuing a Call for Members for a particular Interest Category in ASHRAE Standards Actions. Additionally, the PC Chair may recommend changing the voting status of certain members from voting to non-voting in order to achieve balance.

The only exceptions to the balance requirement are for Guideline Project Committees (GPCs and SGPCs) and Standards Project Subcommittees, for which balance is desirable, but not required.

**Copyright Release Statement**

Membership application forms contain a Copyright Release statement granting ASHRAE the non-exclusive, royalty-free rights, including non-exclusive royalty rights in copyright, to any contributions the applicant makes as a member of the committee to documents prepared by or for the committee for ASHRAE publication. The statement also requests that the applicant attest to his/her authority to grant the copyright release. Similarly, there is also a special section in the Application for Project Committee Organizational Representative Membership form for Organizational Representatives that outlines their organization’s commitment obligations as a member of the PC. It is mandatory for an applicant or an organizational representative to sign their application forms to validate these statements. An unsigned application will be considered invalid and will be returned for signature.

**BIOGRAPHICAL RECORD FORM (bio)**

The Biographical Record form (bio) is an electronic CV (curriculum vitae) for ASHRAE members and non-members who wish to participate on Project Committees. This information is pulled from the “My Profile” section of the ASHRAE website. ASHRAE members and those who have been issued a non-member ID in the past should have an ASHRAE profile available.

Applicants who are not current members of ASHRAE must create a visitor account to gain access to the “My Profile” section of the ASHRAE website.

For PC membership purposes, the My Profile section must be filled out as completely and accurately as possible. Some of the information requested includes, but is not limited to, Educational Record, Professional Registrations, Professional Experience, Publications, Patents, and Languages Spoken. The information provided is key in determining the applicant’s qualification to serve on the PC, and helps confirm the applicant’s Interest Category. The more information provided, the better the Chair and SPLS can determine the applicant’s suitability and potential contribution to the committee.

All PC members should make an effort to review their profile information at least once a year, and should update as necessary to reflect any changes in the information.

**Statement of Inclinations, Interests and Affiliations**

**(Potential Sources of Bias/Conflict of Interest Form)**

According to the PC Guide to PASA, applicants for PC membership must complete the “Potential Sources of Bias/Conflict of Interest” form, and must report relevant present and past business relationships as well as volunteer or other non-business relationships. In particular, the applicant must disclose any sources of funding for his/her time and /or expenses to participate in project committee activities, as well as the primary sources of income for professional activities related to the subject matter of the PC’s Standard within the last 5 years. In addition, the applicant, once appointed, must notify the Chair and the MOS of any significant changes in these relevant relationships throughout his/her tenure. It is imperative that this information be correct and current; PASA (4.3.8) states that “**Failure to fully disclose relevant relationships shall be grounds for removal from the project committee**.”

The Bias Statement is comprised of three subsections:

A**. Organizational Affiliations**

This section is broken down into three parts:

1. Relevant Business Relationships (relevant to the specific subject covered by the Standard)
2. Relevant Non-Business Relationships (relevant to the specific subject covered by the Standard)
3. Sources of Funding (for ASHRAE activities)

Please note that this information is mandatory, and all qualified candidates should have relevant information to enter in one or more of these sections. Answering with “None,” “N/A” or no response will render Section 15 unusable as a statement of bias/conflict of interest.

ASHRAE staff is aware that in some cases, the applicant will not have relevant information for one section or another. In these instances, it is recommended that the applicant enter a statement such as “I do not have any business relationships relevant to the specific subject covered by Standard 123.” This will satisfy the requirements according to the PC Guide to PASA, as well as provide clarification of the applicant’s position for the Chair, SPLS and the Standards Committee.

B**. Public Statements and Positions**

In this section, the applicant should note any public speeches made, papers published, etc., which are relevant to the specific subject covered by the Standard. This also includes public statements issued by his/her employer or any organizations of which the applicant may be a member. The applicant may choose to utilize the checkbox marked “I have no applicable public statements or positions”; however, please bear in mind that answering with “N/A” or leaving the check box unmarked with no response will render the form unusable as a statement of bias/conflict of interest.

C. **Restrictions on Use**

The Standards Committee recently approved the addition of this section to reaffirm ASHRAE’s privacy policy regarding confidential information. The applicant must enter his/her name, which will thereafter be considered an “electronic signature,” signifying understanding and authorization of ASHRAE’s use of the bio information.

If you have any questions regarding these guidelines, or if you need further assistance with any aspect of the PC Membership application process, please the office of the Manager of Standards at Standards.Section@ashrae.org, 678.539.1143 (telephone), or 678.539.2143 (fax).

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