**Sample Letter of Intent to Recommend Removal for Cause**

A PC Chair may recommend removal of a PC member from the roster for due cause based on a member’s failure to actively participate in PC proceedings or meet PC responsibilities, which include but are not limited to:

1. missing two consecutive PC meetings without prior approval from the PC Chair,
2. failure to attend at least 50% of scheduled PC meetings within any twelve month period,
3. failure to return at least 60% of the letter ballots within any twelve month period, and/or
4. failure to fully disclose a conflict of interest.

Prior to submitting a recommendation for removal to the SPLS Liaison and MOS, the PC Chair shall notify the PC member in writing of his/her intent to recommend removal for cause and the reasons why (see example letter of intent below). An offer to the member to resign from the PC rather than be removed for cause is highly recommended.

The recommendation for removal is submitted to the SPLS Liaison and MOS via the PC Chair’s Membership Recommendation Form. The PC Chair shall complete the Removal of Member section of the PC Chair’s Membership Recommendation Form and include documentation of the PC Chair’s communication to the member, his/her response, and written justification for the recommendation (e.g., copy of meeting minutes noting absences, letter ballot vote counts noting unreturned ballots, etc.). The recommendation will be acted on by SPLS.

**Sample Letter of Intent to Recommend Removal for Cause:**

Dear \_\_\_\_\_\_\_,

I am writing to you because of your recent lack of participation in meetings and e-mail ballots of SPC/GPC XX. You have missed XX meetings and have not responded to XX e-mail ballots in the last XX months. Since it has been possible to attend these meetings electronically this is an unacceptable level of participation. We are having trouble achieving a quorum because of your lack of participation.

You have several options for how to proceed. These are:

1. Resign – this can be done with a simple email message to me with a copy to the Manager of Standards.
2. Respond and make a case for why you have been absent and how you will be able to actively participate in the future.
3. Become a non-voting member – you can opt to have your voting status changed to [NVM or PSVM] by responding immediately. You will also need to submit required documentation for a change of status without delay when contacted by ASHRAE staff.

If you don’t do any of these things by [date – generally 2 weeks] I will request that SPLS act at its next meeting to remove you from the roster for lack of participation.

Leaving the committee does not mean that you are unable to participate further. You can join any meeting as a guest and you can participate in the public reviews of the draft standard. I would strongly encourage you to do these things. I appreciate your past service but I think you can understand that in order for the committee to function I must act to remove inactive members. I look forward to learning of your decision.

Best regards,