**TC/TG/MTG/TRG EMERGENCY ROSTER CHANGE FORM**

Instructions:

1. TC/TG/MTG/TRG Chair: Fill out form and forward electronic copy to TAC Section Head for approval.
2. TAC Section Head: Review/approve as necessary and forward approved form to Assistant Manager of Research and Technical Services ([AMORTS@ASHRAE.net](mailto:AMORTS@ASHRAE.net)) with a copy to the TAC Chair (TACchair@ASHRAE.net).
3. Emergency Roster changes cannot be accepted between March 1st and June 1st.
4. The following are considered to be valid emergencies:

* Quorum is affected because a voting member can no longer attend meetings due to job change or long-term illness.
* Resignation of Chair or MTG voting member
* Two voting members become employed by the same company.
* Error in roster due to mistake by ASHRAE staff.
* Addition of new participating group to a MTG

1. The following are not considered to be valid emergencies:

* Addition or removal of a new corresponding member or MTG alternate member.
* Addition or removal of Voting member, non-quorum.
* Addition or removal of a voting member when committee has sufficient membership (excludes MTGs) .

1. **Questions? Call/email your Section Head.**

## TC/TG/MTG/TRG:

## Change Requested:

## Reason for Change:

## TC/TG/MTG/TRG Chair: Date:

## Section Head Approval: Date:

**HQ USE ONLY:**

Date Received: Approved? Yes No