## MTG PROPOSAL FORM

Return Form to:

Assistant Manager of Research & Technical Services

ASHRAE

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Peachtree Corners, Georgia 30092

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E-mail: amorts@ashrae.net

##  Date:

 \* Turn in no later than 3 weeks prior to the meeting for consideration by TAC

##  MTG Name: \_\_\_\_\_\_

##

##  MTG Scope1:MTG.#### will coordinate \_\_\_\_\_\_

##

##

1Please see page 2 for an example of a MTG scope.

##  Impact on TC/TG/TRGs and Other MTGs: \_\_\_\_\_\_

##

##

## MTG Roster:

Requirements below apply to MTG Rosters Only:

1. Only one person from each TC/TG/TRG or non-TC group participating in MTG may serve as voting member.
2. The Chairs or leaders of participating TC/TG/TRG s or non-TC groups will designate the MTG member to represent their group with a vote on the MTG.
3. Alternate Members are nominated by the MTG Chair, and there are no restrictions on the number or affiliations of nominees
4. Alternate Members are expected to participate in MTG activities and attend meetings when possible.
5. An Alternate Member normally has no right to vote at the MTG level, but can vote at the MTG subcommittee level
6. An Alternate Member may be given proxy authority, however, by a MTG voting member to vote in his or her absence so that groups participating in the MTG are always represented in a MTG vote.
7. Chair & Vice Chair must be ASHRAE members

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Position | Person’s Name: | TC/TG/TRG or Non-TC Group Affiliation | ASHRAE Member # |
| 1 | Chair: |  |  |  |
| 2 | Vice-Chair:  |  |  |  |
| 3 | Voting Member: |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 | Alternate Member: |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

**TAC USE ONLY:**

Date Received: Date Sent to TAC/FP: Meeting Date: Approved? Yes No

#### Example Scopes

***Multidisciplinary Task Group 0001, Building Energy Quotient***

***MTG 0001*** will coordinate TC/TG/TRG technical activities to help support the technical basis and adoption of the Building Energy Quotient program. Responsibilities include suggestions for research, development and presentation of technical programs of all types on bEQ, and a special publication detailing aspects of the bEQ program.