

**REFERENCE MANUAL**

**FOR**

## TECHNICAL ACTIVITIES COMMITTEE

**REVISED: 12/11/2017**

**FOREWORD**

The Technical Activities Committee (TAC) is a General Standing Committee of the Society and operates under the direction of the Board of Directors and Technology Council. The Rules of the Board ROB) for the Technical Activities Committee are the constitution of the committee. Proposed changes to the ROB and their appendices must be approved by the Board of Directors.

This Reference Manual is a supplement to the TAC MOP and describes in detail the methods and procedures by which the committee accomplishes the duties and responsibilities assigned to it. The Reference Manual is an internal document of the committee for its own guidance and is maintained as described in the TAC MOP.

**YOUR COMMENTS ARE WELCOME**

Submit comments or suggestions about this document electronically to the ASHRAE Assistant Manager of Research and Technical Services (AMORTS).

E-mail: AMORTS@ashrae.net

The AMORTS will consolidate comments for TAC. TAC intends to maintain this Reference Manual as a “living document” and update it as it is needed and practical.

**RECENT REVISIONS**

12/11/2017 Updated to reflect the latest TAC Coordinator Positions and Responsibilities

2/4/2023 Updated to change TC/TG/TRG references to FG

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# CHAIR AND VICE CHAIR

1. Chair Responsibilities
   1. Preside over all meetings of TAC and the TAC Executive Committee.
      1. Responsible for the preparation of agendas for meetings of TAC and the TAC Executive Committee with the advice of the Manager of Research and Technical Services and TAC members.
      2. Responsible for ensuring that the Manager of Research and Technical Services provides minutes of the meetings of TAC and the TAC Executive Committee within 30 days of the meetings.
      3. Ensure that all draft minutes distributed by TAC include the following notice on the bottom of the cover page: “These draft minutes have not been approved and are not the official, approved record until approved by this committee.”
   2. Appoint committee Chairs as detailed in the FG and MTG Manual of Procedures
      1. MTGs are expected to have a finite term within which to complete their assigned task. MTG Chairs and Vice Chairs are reappointed each year and there is no limit on the consecutive terms served, but the reappointment should only be made if it serves the best interest of the Society and the member is willing to serve.
      2. Voting members of an MTG shall be reappointed each year if willing to serve and endorsed by the chair/leader of the FG or non-FG group they represent, and there is no limit on the consecutive terms served. The reappointment, however, should only be made if it serves the best interest of the Society and the ~~TC~~ FG or non-~~TC~~ FG group represented.
   3. With the assistance of the Manager of Research and Technical Services, the Chair prepares and submits to the Technology Council and the Board of Directors, through the Executive Vice President, a semi-annual report, an annual report, and such other reports as are required to be submitted to the Board.
      1. The Chair submits a written or an oral report at the fall meeting of Technology Council.
   4. The Chair is responsible for providing information to Society members to publicize the activities of the Technical Committees, Task Groups, Multidisciplinary Task Group, and Technical Resource Groups; and other items of current significant interest concerning the operation of TAC. The chair normally works with the MORTS to prepare and distribute relevant information. This is done at least 2 times per year in advance of the winter and annual meetings.

A status report on the objectives is included in the semi-annual report submitted to the Technology Council at the Society Winter meeting. A final report of the objectives is included in the annual report submitted to the Technology Council at the Society Annual meeting.

* 1. Thank retiring TC/TG/TRG/MTG Chairs for their services.

1. Vice Chair Responsibilities
   1. Responsible for seeing that the budget of TAC is prepared. Details of the budgeting process are in **Appendix C** (Calendar/Process for Budget/Four-Year Plan) of the Technology Council MOP.
      1. Periodically, the Vice Chair reviews, with the Manager of Research and Technical Services, expenditures and budget allocations and takes any action deemed necessary, in cooperation with the Executive Vice President and the director of Technology, to stay within the established budget.
   2. Appoint mentors for all incoming TAC members and oversee the mentoring of new members according to the guidelines given in **Appendix A**.
   3. No later than 30 days prior to the Annual and Winter Society meetings, prepare and distribute a draft list of reminders about upcoming activity deadlines and deliverables to Section Heads to edit and then distribute to FG, and MTG Chairs.
   4. Within 30 days after the Annual and Winter Society meetings, with assistance from Section Heads and TAC ExCom, prepares and distributes a TC Activities Summary Report to TAC members.
   5. Perform other duties that may be assigned by the Chair.
   6. Prior to the Society Annual meeting, prepare objectives for the committee for the next year using the format given in **Appendix B** and present these objectives to TAC for review and approval at the Society Annual meeting.
      1. Each objective should be measurable and should include a projected completion date, fiscal impact, and ~~other information that would clarify the intent of the objective~~ aligned with the current ASHRAE Strategic Plan and the specific Initiatives.
      2. The objectives will be included in the TAC annual report to the Technology Council at the Society Annual meeting as an information item, and a copy of the objectives will be sent to headquarters staff (Assistant to the BOD).
      3. Staff (Assistant to the BOD) will send copies of objectives to the BOD Ex Officio, TAC staff liaison and Technology Council staff liaison. Staff liaisons will send objectives to TAC and Technology Council members.

# EXECUTIVE COMMITTEE (TAC EXCOM)

1. Membership
   1. The members of the Technical Activities Executive Committee are detailed in the TAC MOP.
   2. The following Ex-Officio members of the Technical Activities Executive Committee may participate in the discussions but are not eligible to vote:
      1. Manager of Research and Technical Services (MORTS)
      2. Director of Technology
      3. Board Ex Officio
      4. Coordinating Officer
2. Meetings
   1. The Technical Activities Executive Committee meets before the first scheduled meetings of TAC at the Annual and Winter Meetings of the Society.
      1. The Chair determines the time of meeting with consideration for the responsibilities and convenience of the members.
      2. The meeting may be held at the same location as the meeting of TAC or may be an electronic meeting held prior at the discretion of the Chair.
   2. Executive Committee meetings are open to all members of TAC, all Society members, all registered guests at scheduled Society meetings, and those invited by the Chair and subject to Robert’s Rules of Order. If an official ‘Executive Session’ is required, only members of the Executive Committee are allowed in the meeting and all others shall be asked to leave by the Chair for the duration of that portion of the meeting.
   3. Meetings of the TAC Executive Committee are called by the Chair whenever appropriate to conduct the business of the committee between the winter and annual meetings.
      1. Special face-to-face meetings of ExCom involving travel require approval from the President or the committee’s Coordinating Officer when, in their opinion, an urgent action is required.
      2. The Chair designates the time and place of special meetings in coordination with MORTS.
      3. The Chair should consider ‘wrap-up’ meetings within 30 days of the winter and annual meetings to review the assigned action items and issues that need immediate attention.
   4. The Chair is responsible for ensuring that a written notice of a meeting is sent to all members, ex-officio members, members of TAC and invited individuals and that proper notification is provided according to the rules for open meetings unless an executive session is specifically called.
   5. The Chair shall report actions and recommendations of the Executive Committee at the next meeting of TAC.

# COORDINATORS

1. Coordinator Selection
   1. The TAC Chair currently appoints the following coordinators: Operations, Membership, and Training
   2. If a member’s term of service on TAC continues into the next Society year, they may be reappointed by the incoming Chair.
      1. Coordinators are members of TAC, however, the Chair may appoint Consultants to a Coordinator position when there is a need for members who have expertise and experience in certain areas that are of immediate importance and not available from TAC members.
2. Operations Coordinator (OC) Responsibilities

6.1. The TAC MOP and Reference manual have been extensively revised to bring them up to date with current practice. Items have been moved from the MOP to the Reference manual as appropriate and duplication between documents eliminated where possible.

* + 1. Standards Committee
    2. Electronic Communications Committee
    3. Handbook Committee
    4. Chapter Technology Transfer Committee
    5. Research Administration Committee
    6. Any councils? PubC – this is mostly Hbk, MemberC –mostly CTTC, TechC – covered by Chair. Probably these should be by specific invitation only when requested by the Council.
  1. Prior to each winter and Annual Society meeting, provide a summary about TAC and its underlying committees with information that may be of interest to those committees and councils.
  2. Coordinate activities involving technology transfer from, FGs/MTGs to the rest of the Society and the HVAC industry through members designated by those committees or councils. A report summarizing these activities shall be submitted to TAC at the Annual Society meeting.
  3. Improve technology transfer from TCs to chapters through program, handbook, standards, research and other means as required.
  4. Research continued improvements to electronic communications such as website enhancements and collaboration tools. With Electronic Communications Committee advice, review, recommend to TAC and oversee implementation of methods for improving the conduct of the business of TAC, FGs/MTGs and the dissemination of information about their activities.
  5. Review, recommend and oversee implementation of periodic updates and changes to the FG website template
  6. Annually review and recommend changes to ASHRAE website policies that apply to TAC and /MTGs for the Electronic Communications Committee consideration and implementation.
  7. Coordinate the identification, development, and maintenance of other resources as needed to assist TAC members and /MTG Chairs in carrying out their responsibilities.
  8. Review and propose changes to the TAC MOP, Reference Manual and ROB as directed.
     1. Maintain the reference manual procedures as described in the TAC MOP

1. Training Coordinator (TrC) Responsibilities
   1. Work with ASHRAE staff to implement approaches which improve access to TC training
   2. Develop and present training for incoming TAC members
   3. The content of and material used for the training session is prepared by the TrC in cooperation with the OC and shall be reviewed by TAC
   4. Identify training needs to support successful TC operations and conduct training sessions at the Annual and/or winter meetings for FG/MTG Chairs and Vice Chairs.
   5. The TrC or an individual appointed by the TrC leads the training sessions.
   6. In cooperation with the Operations Coordinator and the affected committees, prepare information suitable for technology transfer.
   7. Continued expansion and maintenance of new On-line training portfolio
   8. In cooperation with the Director of Marketing and as appropriate, work with liaisons of other committees (and Operations Coordinator) to develop, maintain, and disseminate presentation material that describe the functions and responsibilities of the technical committees and addresses technical issues in response to inquiries by Society members and the public.
   9. Coordinate the maintenance of the TAC website with the Manager of Research and Technical Services.
2. Membership Coordinator (MC) Responsibilities
   1. Identify and assist FGs with difficulty getting/retaining membership to improve their breadth of membership and committee operation.
   2. Assist TC/TGs in finding volunteers or groups to help maintain/update Handbook volume chapters that are not being properly maintained.
   3. Monitor, evaluate and develop improvements to coordinate the annual FG/MTG roster update process and improvements thereto. Testing and Roll-out of New On-line roster update system.

* 1. Identify and implement activities that improve the ability of TCs to attract and develop new membership not just recycle the old ones.
  2. Maintain and refine the criteria and forms for the outstanding TC award so that they help the TCs to become better. Review the results in cooperation with the Section Head to identify and improve the performance of all committees under TAC purview.

* 1. Oversee improved quality, process efficiency, and expansion of RPMs (Remote Participation in Meetings) – Opens ASHRAE up to the world.
  2. Liaison with Conferences and Expositions Committee (CEC) to coordinate improvements between the FGs/MTGs and CEC
  3. Coordinate the maintenance/development of criteria and yearly award selection for the George B. Hightower Technical Achievement Award based on the procedures described in **Appendix E**.
  4. Coordinate the development and application of procedures for reviewing technical content in Society publications in cooperation with other committees as appropriate.
  5. On a regular basis, work with staff to quantify the impact that TCs have had within ASHRAE and to society as a whole by quantifying, for example, the amount of volunteer time that is devoted to TC work each year.  Convert those estimates into a dollar amount when practical.

1. Other Responsibilities for All Coordinators
   1. The Coordinators report their activities and make recommendations for action as needed at the appropriate point in the agenda of the TAC meeting.
   2. Before each meeting, in cooperation with the Operations coordinator, staff will provide each liaison to TAC from another committee and all section heads a copy of the “Liaison speaking guidelines” found in **Appendix D**.

# SECTION HEADS

1. Organization
   1. Sections are groups of FGs and MTGs that have been formed and organized by TAC according to fields of interest or for administrative purposes.
   2. The FGs and MTGs, are currently grouped into eleven (11) Sections based on their technical scopes as follows:

SECTION 1.0, FUNDAMENTALS AND GENERAL

SECTION 2.0, ENVIRONMENTAL QUALITY

SECTION 3.0, MATERIALS AND PROCESSES

SECTION 4.0, LOAD CALCULATIONS AND ENERGY REQUIREMENTS

SECTION 5.0, VENTILATION AND AIR DISTRIBUTION

SECTION 6.0, HEATING EQUIPMENT, HEATING AND COOLING SYSTEMS AND APPLICATIONS

SECTION 7.0, BUILDING PERFORMANCE

SECTION 8.0, AIR-CONDITIONING AND REFRIGERATION SYSTEM COMPONENTS

SECTION 9.0, BUILDING APPLICATIONS

SECTION 10.0, REFRIGERATION SYSTEMS

SECTION MTG, MULTIDISCIPLINARY TASK GROUPS

1. General Responsibilities
   1. Coordination and liaison
      1. The Section Head advises FG and MTG Chairs of operating policies and procedures of the Society and/or TAC as described in the Manual of Procedures for Technical Committees, Task Groups, Multidisciplinary Task Groups, and Technical Resource Groups.
      2. The MTG Section Head is responsible for the coordination and development of the activities of the MTGs within their Section and shall provide liaison between them and TAC. The MTG scope may also involve interactions with other Standing Committees and Councils, and those interaction activities shall be managed by the MTG Section Head and reported through TAC to Technology Council.
      3. The Section Head represents the interest of their Section to TAC and is responsible for ensuring that their opinions and views are made known.
      4. The Section Head arranges for spokespersons, when requested, to represent FGs and MTGs before TAC.
      5. The Section Head establishes and maintains contact with liaisons assigned by standing committees of the Society to the committees in their Section in order to strengthen and develop the FGs and MTGs.
      6. The Section Head requires each FG in their Section to have, as a minimum, subcommittees and subcommittee chairs on Research, Program, Handbook, and Standards. MTGs are excluded from this requirement, unless their scope specifically includes one of these responsibilities.
      7. Prior to August 1 of each Society Year, each Section Head should furnish the TAC Chair with a list of individuals that they recommend to be considered for appointment to TAC.
2. Specific Responsibilities
   1. The MTG Section Head promotes interaction between identified technical groups outside ASHRAE and ASHRAE FGs and MTGs through members designated by those organizations. Attends meetings of these organizations at the winter and Annual Society meetings when possible.
      1. A list of organizations outside ASHRAE that we maintain contact with is kept by MORTS. Some of them are:
         1. USNC/IIR
         2. Nuclear HVAC Users Group
         3. Building Smart Alliance
      2. Prior to each winter and Annual Society meeting, provide a summary of TAC and its underlying committees with information that may be of interest to the organizations.
   2. As needed, the Section Head assists the FG and MTG Chairs in their Section to carry out their assigned responsibilities.
   3. No later than February 28 each year, using the roster update process described in the FG and MTG MOP, the Section Head furnishes the Administrative Assistant for Research and Technical Services with a list of individuals that they recommend to be appointed as members of the FGs and MTGs in their Section.
      1. Each Section Head, before finalizing their recommendations, considers all the factors associated with the position of member of an FG and MTG to ensure that the persons they recommend will serve in the best interest of the Society. The MTG Section Head will also consult with the chairs/leaders of the FGs and non FG groups that are represented on the MTG to confirm that the FG or non FG group endorses their designated representatives on the MTG.
   4. Each year, the Section Head reviews rosters prepared by FG and MTG Chairs in their section to verify that the rosters comply with the provisions of the FG and MTG MOP. The importance of a correct roster cannot be overemphasized: no official committee work can be carried out without a roster, and much committee work could be invalidated if voted on by an improperly constituted committee. The roster update procedure is as follows:
      1. Each year prior to the Winter Meeting, staff sends a “Roster Update notification” to each FG and MTG Chair. The forms are to be completed and e-mailed to the Section Heads no~~t~~ later than 9:00 PM on Tuesday of the Winter Meeting.
      2. The Section Head reviews the forms submitted by each Chair in their Section to ensure that the conditions for FG and MTG membership given in the FG and MTG MOP are met. If changes are required, the Section Head works with the FG and MTG Chair to correct the information on the forms until both the FG and MTG Chair and Section Head approve the information. The Section Head then sends the approved forms to the Administrative Assistant for Research and Technical Services no later than February 28.
      3. Staff creates the rosters for the next Society year and send a first draft to the Section Head. The Section Head reviews the draft roster against the input that was provided in the approved Roster Update Form. Corrections are sent to staff within two weeks. If no changes are necessary, the Section Head must so indicate. These procedures are repeated until each Section Head has indicated that no further changes are necessary.
      4. After each Section Head has indicated to staff that the roster has the correct information staff sends out appointment letters to each FG and MTG member with a copy of the roster for the upcoming Society year. Roster changes after this time must be made using the Emergency Roster Change Procedures and be approved by the Section Head.
   5. No later than 30 days prior to the Technology Weekend meeting of TAC, the Section Head reviews the title, scope, and activities of each FG and MTG within their section and makes recommendations to TAC on continuing, merging, or disbanding existing committees, forming new committees, or altering scopes to fulfill the needs of the Society in the areas of responsibility of their Section.
   6. For each TAC meeting, the Section Head prepares a written and oral Section Head report of actions, problems, and concerns from the FGs and MTGs in their Section to be included in the TAC meeting minutes.
   7. The Section Head or designee presides over their Section meeting with FG and MTG Chairs and Vice Chairs at the Annual and Winter Society meetings. The Section Head contacts the FG and MTG Chairs and Vice Chairs at least 30 days before the Section meeting to remind them to attend. (Guidelines for conducting the Section Meetings are given in **Appendix C**).
   8. The Section Head ensures that each FG and MTG in their Section distributes its meeting agenda at least 30 days before each Annual and winter meeting, and that the minutes are distributed within 60 days following each meeting.
   9. The Section Head periodically reviews FG websites in their Section for violations of ASHRAE website policies and to ensure that the websites reflect current activities. The Section Head communicates website violations and needs for improvement to the FG Chair.
   10. Information on the current activities of MTGs will be posted to a section of the ASHRAE website and will be reviewed periodically by the MTG Section Head to ensure the information is up-to-date, accurate, and complete.
   11. The Section Head presents a certificate of appreciation to each retiring FG and MTG Chair in their Section at the Annual meeting. (see B2.6.2)
   12. Each Section Head informs their committees and solicit nominations for the Hightower Award following the Annual meeting to be submitted to TAC for consideration before September 1 of each year as described in **Appendix E**.

# ANCILLARY RESPONSIBILITIES

1. Review of Awards

TAC reviews all requests or suggestions for new awards, revisions to current awards, or award deletions according to the guidelines for awards outlined Appendix F. In order to minimize the entire committee time, it is suggested that a subcommittee of one or more TAC members be established by the TAC Chair to consider the request and report to TAC for a formal disposition of the request.

1. Broad Peer Review of Special Publications
   1. When the publication requires a broader peer review by members of other FGs and MTGs per the broad peer review procedure described in Appendix F of the FG and MTG MOP, the TAC Chair shall:
      1. Ensure that all committees and members under TAC’s purview are notified of the proposed publication through staff action.
      2. In consultation with the Section Heads, shall identify one or more FGs and MTGs who should participate and assign participation/review responsibilities to them if necessary.
      3. Arrange for a TAC vote on the proposed publication if recommended by the working group and the review committee.
   2. The Section Head(s) involved work with the identified committees to obtain representation on the special publication working group from each identified committee.
   3. The Section Head of the sponsoring committee works with the Chair of that committee to appoint the members of the working group from those identified.

# APPENDIX A Mentoring Program

**Based on ROB Mentoring program**

Before or during the final meeting of the Fiscal Year (Annual meeting), the TAC Vice Chair:

1. Assigns an incumbent TAC mentor to each incoming new member prior to the first meeting.
2. Assures that time is allotted at the beginning of the first meeting sufficient for proper introduction of the new member by the assigned mentor.
3. Before the Annual meeting and in cooperation with the Chair, assesses effectiveness of the mentor/new member relationship and suggest changes and improvements.
4. Provides assistance that enhances the mentor/new member relationship.

The mentor has the following responsibilities:

* Insure that the new member has received a copy of the group Rules of the Board (ROB), Manual of Procedures (MOP), and a copy of the most recent meeting minutes to acquaint them with the functions and focus of the group.
* Contact their assigned new TAC member before the next Committee Meeting to introduce themselves and explain the relationship and its purpose.
* The mentor should make every effort to update the new member on:
* Committee functions, focus and objectives.
* Review the appropriate Rules of the Board and Manual of Procedures (MOP) with the new member.
* Discuss the typical meeting format and member duties and responsibilities.
* The mentor should meet the new member before the respective meeting is scheduled to start.
* The new member should be encouraged to develop rapport with other members to effectively work with fellow members and maximize productivity.
* Since the new member will replace an existing section head or coordinator, help them to contact the outgoing member to insure that the new member is current on the activities and challenges of the position they will be representing.

The relationship terminates at the end of the new member's first year as a member of TAC.

# APPENDIX B – Management by Objectives (MBOs)

The objectives are shown on an MS Word document that is provided to the Committee Chair and Vice Chair. The following is an example of the information currently required.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TAC MBOs** | | **Technical Activities Committee MBOs 2015-2016**  **Tom Lawrence, Chair 1/23/2016** | | | | | |
|  | | | | | |
| **Item #** | **MBO** | **Status** | **Date Due** | **Assigned To** | **Applicable Strategy #** | | **MBO Comments** | | **Strategic Direction Specific Comments** | **Fiscal Impact** |

* List objectives, **not action items or ongoing committee activities** such as updating the committee's MOP.
* State objectives in clear, concise, measurable language. If necessary, cite sub-tasks and interim steps as a means of measuring objective completion.
* Cite both the completion dates for the overall objective as well as individual sub-tasks.
* State fiscal impact in dollars, man-hours, or man-trips. State whether the program has been approved by the council and whether it is cost has been included in the budget.
* State the primary responsible individual, subcommittee, or body.
* Report a brief but complete statement of status. Cite completion date if objective is fulfilled.

# APPENDIX C - OPERATIONAL GUIDELINES FOR SECTION MEETINGS

1. Each FG and MTG chair and Vice Chair meets with their Section Head at each Annual and winter meeting. The meeting rooms are listed in the program, and are usually held from 6:30 AM to 8 AM on Sundays.

2. The purpose of the Section meeting is to provide an opportunity for personal communication between the FG and MTG Chairs and their Section Head on technical and administrative issues facing their section and/or the Society. Liaison members of other standing general committees need an opportunity to distribute written announcements to address administrative matters relating to TC/TG/TRG/MTG activities.

Liaisons wishing to speak at the meeting may do so at the invitation of the Section Head and in accordance with the **Liaison Speaking Guidelines** (See Appendix D.).

3. The Section Head invites the FG and MTG Chairs and Vice Chairs to the meeting.

4. The Section Head conducts the meeting in the same way that they would conduct a TC meeting, with the Section Head serving as Chair.

5. The Section Head sends out the Section meeting agenda at least 30 days before each Annual and Winter meeting, and the minutes (with attachments) within 60 days following each meeting.

6. The Section Head, in collaboration with the FG and MTG Chairs and Vice Chairs, identifies Section MBOs for the upcoming year and introduced them at the Annual meeting.

7. Suggested agenda:

(The agenda and times estimated are for guidance only and should be modified to be sure the most important information is discussed and that there is adequate time to discuss things important to the committee chairs. Note that the time estimates shown allow for other important business to be conducted within the time frame allotted.)

1. Introduction of FG and MTG Chairs, Vice Chairs, and guests (5 minutes).
2. Review and approval of agenda (2 minutes). (Note that you might want to solicit additions and corrections at the time the draft agenda is sent to the FG Chairs – it is almost impossible to do anything in only 2 minutes)
3. Review and approval of minutes (3 minutes).
4. Summarize discussion from last meeting and status of actions assigned (5 minutes).
5. Liaisons from other committees should each be given a chance to speak and distribute information pertinent to the section from their committee. An effort should be made to accommodate their schedules without major disruption of the Section meeting (15 Minutes).
   1. Research Administration
   2. Conference and Exposition Committee (CEC)
   3. Handbook
   4. Other Standing Committees
6. Discuss the MBOs set for the year and how the section can work together to address them (10 minutes).
7. Review summary report for the Section prepared from the FG activity database and TAC (15 minutes).
   1. Section activities and trends will be discussed relating to membership, research, programs, publications and new communication tools and services.
   2. Identify shared opportunities and challenges for section (10 minutes).
   3. Adjourn.

# APPENDIX D - Liaison speaking guidelines.

Liaisons,

Whether you are attending a TAC Section Breakfast or a Technical Committee meeting, your primary task is to be sure that the committee understands what the most important information your committee wants this committee to know and to do it in the most effective way possible. The following guidelines will insure that you are successful and that you continue to have a cordial relationship.

1. INFORM the Section Head or Committee Chair in advance (if possible) that you will be attending and if you have specific time limitations for attending (such as you need to leave by XX:XX).
2. Before the meeting starts, BE SURE YOU TELL the Section Head or Committee Chair who you are, that you are available, wish to speak (if you do) and other responsibilities during the same time frame so that you can be recognized appropriately without interrupting the meeting as agendas are usually tight during the meeting. Committee Chairs recognize that you probably have other meetings you attend at the same time and they are always willing to make as much accommodation as they can without totally disrupting the meeting. However, you are probably not the most important thing on the agenda or your presence would have been requested in advance.
3. PROVIDE an electronic copy of the written material to the Committee Chair(s) and/or Secretary so that your information can be included in their documentation. You may also bring the written material to the breakfast or committee meeting.
4. DO NOT READ any written material you bring. All of our committee members can read.
5. BE PREPARED to summarize the **3** most important points. The rest can be read when the committee member gets a chance. This will keep your presentation brief, efficient and highlight the most important things you need to be sure everyone hears.
6. PLAN on your presentation taking no longer than 2 – 4 minutes exclusive of discussion or questions by the group. If the Section Head or Committee Chair wants to entertain discussion or questions, it is their choice.
7. If you are a new liaison to the section or committee, leave your contact information with the Section Head and Committee Chair(s) or Secretary.
8. Sign the attendance sheet.

# APPENDIX E - PROCEDURE FOR GEORGE B. HIGHTOWER TECHNICAL ACHIEVEMENT AWARD

**1. PURPOSE.**

The purpose of the George B. Hightower Technical Achievement Award is to recognize annually an individual for excellence in volunteer service in the area of FG technical leadership and contribution, which includes all FG and MTG, activities except for research and standards. The award will serve to heighten general membership awareness of, and interest in, Society activities at the FG level.

George B. Hightower was an exceptional ASHRAE member. A member since 1938, he regularly attended Society meetings until his health began to fail. No other person has received more Society level awards than George B. Hightower. He received the ASHRAE-Alco Medal for Distinguished Public Service in 1974; became an ASHRAE Fellow in 1977; received the Distinguished Service Award in 1984; the Distinguished 50-Year Member Award in 1988; the Andrew T. Boggs Service Award in 1997; and the Louise and Bill Holladay Distinguished Fellow Award in 2000.

**2. AWARD PRESENTATION.**The George B. Hightower Technical Achievement Award is presented annually but may be omitted if a suitable candidate is not identified. The award will consist of an acrylic trophy with the recipient’s name and the year of the award etched into the face of the trophy. The award will be donated by the Atlanta Chapter, to which Mr. Hightower belonged.

1. **ELIGIBILITY.**

The award is open to ASHRAE FG voting and corresponding members who meet the minimum point requirement detailed in Section 7. Technical Activities Committee (TAC) and Technology Council members or current FG chairs of the nominating committee(s) are not eligible for receipt of the George B. Hightower Technical Achievement Award during the terms they serve on the respective committees, or positions. Past recipients of the award are not eligible.

MTGs participate in the George B. Hightower award through one or more of the FGs that comprise the MTG.

**4. NOMINATION.**

A nomination for the George B. Hightower Technical Achievement Award is made by a TC/TG/TRG chair completing a nomination form that confirms the eligibility and outlines the special contribution that the nominee has made to the work of the nominating committee(s) during the most recent four years.

The chair submits the nomination to the lead nominating committee’s TAC Section Head by September 1.

**5. JUDGING**

The TAC Section Head reviews all nominations received from their Section and forwards eligible nominees from that Section to TAC for its consideration at their Fall Meeting. Prior to the ASHRAE Winter Meeting, TAC shall recommend a candidate to the Honors and Awards Committee. The recommended candidate shall be chosen from all nominations that meet eligibility requirements as outlined under Section 7 Criteria for Selecting Recipients and approved by TAC. TAC shall consider award points and the explanation provided by the nominating FG in its deliberations. TAC should also review the candidate’s ASHRAE online bio for verification of points.

Because it is a ‘pass through award’, TAC reports the name of the recipient to Technology Council as an information item and sends the recommendation to H&A who in turn recommends the name to Members Council for approval.

**All** nominators (not just the winning nomination) are to be apprised of the person selected by the TAC chair no later than 60 days after the selection process has been completed.

**6. PRESENTATION**At the ASHRAE Annual Meeting, the George B. Hightower Technical Achievement Award is presented during the recipient’s FG meeting.

**7. PART I - ELIGIBILITY REQUIREMENTS**

7.1 Nominees must have earned a minimum of 10 points **during their career** on FGs and MTGs as defined below to be eligible for the award.

7.2 If eligible, the award is given **based only on the most recent four years of service** on FGs and MTGs. This service must be detailed in the explanation for it to be considered and is the actual basis for receiving of the award.

Eligibility points are defined as follows:

A “tour” is an appointment for 1 year. Assignment to the same position for multiple years each count as a separate tour.

A. Program Subcommittee

1. Forum Moderator ½ point per forum
2. Seminar Chair 1 point per seminar
3. Conference Chair 2 points per session
4. Technical Chair 3 points per sympos
5. Subcommittee member 1 point per tour
6. Subcommittee Chair 2 points per tour

B. Handbook Subcommittee

1. Chapter contributor/reviewer 1 point per chapter

2. Chapter author 3 points per chapter

3. Subcommittee member 1 point per tour

4. Subcommittee Chair 2 points per tour

C. Technical Inquiries

1. Respond to Question from Headquarters 1/4 point per question

2. Author Frequently Asked Question 1 point per question

D. Accept Special Assignment from Chair Up to 3 points per assignment at Chair’s discretion.

E. FG and MTG Officers

1. ALI Coordinator 2 points per tour

2. Webmaster 2 points per tour

4. Secretary 2 point per tour

5. Vice-Chair 2 point per tour

1. Chair 3 points per tour

F. MTG member 1 point per tour

G. Inter-Society Liaison Appointed by TAC 1 point per tour

1. **PART II – TECHNICAL LEADERSHIP AND CONTRIBUTION**

**This part determines the actual award winner.**

Provide a one page explanation of the nominee’s outstanding technical leadership and contributions to the committee(s) **during the past four years** including details on why you think this person deserves the award. (Research and standards activities are NOT to be considered even if done as part of a committee assignment.)

**SUBMIT NOMINATION FORM TO SECTION HEAD BY SEPTEMBER 1.**

The form (ASHRAE GEORGE B. HIGHTOWER TECHNICAL ACHIEVEMENT AWARD NOMINATION FORM) can be found on the ASHRAE website at <https://www.ashrae.org/TCs> under the heading “Procedures, Forms & Information for FGs and MTGs”

# APPENDIX F - GUIDELINES FOR AWARDS

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.

ASHRAE awards are grouped into the following categories, each of which has their defined forms of award:

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

Awards will normally carry the name of an ASHRAE activity (e.g., Distinguished Service Award, Fellow, Journal Papers Award) No business, product, or commercial name shall be used for an award. Only in very exceptional instances may consideration be given to naming the award for an individual member.

Proposers of awards shall submit a detailed description, including the name of the award, the suggested category for the award, the reason for establishing the award, and the proposed selection and awarding process to the Honors and Awards Committee.

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; the name of the award would then add prestige.

The 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 recommended. (70-07-01-11)

It is the policy of the Society not to consider for approval any Society honors or awards posthumously, other than the Hall of Fame

# APPENDIX G - ASHRAE Outstanding Technical Committee Award (OBSOLETE)

IT WAS DECIDED THAT THIS AWARD IS SERVING NO REAL PURPOSE AND THE OPERATIONS COORDINATOR WAS ASKED TO REMOVE IT. – KWC June 2017

# Appendix H - REVISIONS TO RULES AND PROCEDURES

**(This section is for informational purposes only and revisers should always look at the current information)**

**Part 1 Revisions to Rules of the Board (ROBs)**

Proposed changes to Rules of the Board (ROBs) may be submitted by committees, councils, 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.

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, at a minimum, shall include the ROB numberthe proposed change, and the reasons for the change.

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 framework. Examples:

*It is recommended that this rule be placed in ROB, Book II, Publishing Council ROB.*

*It is recommended that this rule be placed in ROB, Book I, Section 300, Meetings of Members.*

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.

Appendices to the ROB are considered part of the ROBs; therefore, revisions to appendices shall follow the same procedure as revisions to ROBs.

Proposed changes to Society-wide policies and procedures (e.g., Travel Reimbursement Policy, Election and Appointment Procedures) shall follow the same procedure as for changes to ROBs.

**Part 2 Revisions to Manual of Procedures**

Revisions to the Manual of Procedures must be approved by the Technology Council or designated council subcommittee.

Revisions and additions to the TAC Reference Manual are made by the Operations Coordinator as suggested by TAC members and maintained by staff. TAC members shall be informed about additions, changes and revisions as described in the TAC MOP.