



MINUTES

NOMINATING COMMITTEE MEETING

**INDIANAPOLIS, IN
Sunday, June 23, 2024**

Note: These draft minutes have not been approved and are not the official record until approved by the Nominating Committee.

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Sunday, June 23, 2024

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PRINCIPAL APPROVED MOTIONS

Nominating Committee Meeting

Sunday, June 23, 2024

No. - Pg.	Motion
1 – 2	<p>The Nominating Committee recommends to the Board of Directors the following changes to the Rules of the Board, Section 2.415.002.2 and the Society Bylaws, Section 7.6, as shown below:</p> <p>... D. No member of the Board of Directors shall be eligible to serve on this committee. <u>Additionally, the Regional Members Council Representative or Region DRC Alternates shall not be eligible to serve on this committee.</u></p> <p>... No member of the Board of Directors shall be eligible to serve on the Nominating Committee. <u>Additionally, the Region Members Council Representative or Region DRC shall not be eligible to serve on this committee.</u></p>
2 – 3	<p>Proposed changes to the Manual of Chapter Operations (MCO), as shown in ATTACHMENT A, be forwarded to Members Council in response to their request.</p>
3 - 3	<p>That the executive session minutes from the June 23, 2024 meeting be approved.</p>

ACTION ITEMS

Nominating Committee Meeting

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No. - Pg.	Responsibility	Summary of Action	Status	Goal Date
1 – 4	Process Improvement SubC	Draft procedures for how to address discussions that happen in executive session, from one year to the next.		



MINUTES
NOMINATING COMMITTEE MEETING

Sunday, June 23, 2024

MEMBERS PRESENT:

Mick Schwedler, Chair
Farooq Mehboob, Vice Chair
Joe Furman, Region I Member
Spencer Morasch, Region I Alternate
Isabelle Lavoie, Region II Member
Nicolas Lemire, Region II Alternate
Jim Grant, Region III Member
Roger Jones, Region III Alternate
Jimmy Leonida, Region IV Member
Jack Kibort, Region V Member
Stephen Ehrman, Region V Alternate
Mark Miller, Region VI Member
Fiona Martin McCarthy, Region VI Alternate
Karen Thrasher, Region VII Member
Grant Page, Region VII Alternate
Mark Fly, Region VIII Member
Chris Ahne, Region VIII Alternate
Jessica Renner, Region IX Member
Trent Hunt, Region IX Alternate
Robert Kunkel, Region X Member
Marites Calad, Region X Alternate

Jeffery Hurd, Region XI Member
Greg Fluter, Region XI Alternate
Dan Rogers, Region XII Member
Tracy Pang, Region XIII Member
Bratislav Blagojevic, Region XIV Member*
Marko Ignjatovic, Region XIV Alternate
Krishnan Viswanath, RAL Member
Mohammad Sajid, RAL Alternate
Robin Bryant, BOD-Elected Member
Chris Gray, BOD-Elected Member
Sheila Hayter, BOD-Elected Member
Adeeba Mehboob, BOD-Elected Member
Guy Perreault, BOD-Elected Member
David Underwood, BOD-Elected Member
Julia Keen, BOD-Elected Alternate
Jennifer Leach, BOD-Elected Alternate
Karine Leblanc, BOD-Elected Alternate
Cesar Luis Lim, BOD-Elected Alternate
Lee Millies, BOD-Elected Alternate
Bjarne Olesen, BOD-Elected Alternate
Edward Tsui, BOD-Elected Alternate

GUESTS PRESENT:

Ginger Scoggins
Richard Vehlow
Chris Phelan
Daniel Chudecke
Louise McKenzie
Timothy Theriault

JoJo Castro
Sandesh Bhure
Mohamed Alagraa
Tom Lawrence
Billy Austin
Steven Sill
Ashok Virmani

STAFF PRESENT:

Candace Denton, Sr. Manager - Board Services
Chandrias Jolly, Manager - Board Services

CALL TO ORDER

The meeting was called to order at 7:30am.

VALUE STATEMENT

Mr. Schwedler read the value statement and advised that the full code of ethics, core values, and diversity statements were available online.

ROLL CALL/INTRODUCTIONS

Roll call was conducted; members, guests, and staff were in attendance as noted above.

REVIEW OF MEETING AGENDA

Mr. Schwedler reviewed the meeting agenda. 'Kirk T. Mescher Innovation Award' was added to *New Business*.

It was advised that Mr. Tsui would be a voting member at this meeting in Mr. Macauley's absence.

APPROVAL OF MINUTES

The open session minutes from the January 21, 2024 Nominating Committee meeting were approved via acclimation.

REVIEW OF ACTION ITEMS

The action item was reported as complete.

RULES SUBCOMMITTEE REPORT

Mr. Fly reported on behalf of the subcommittee. The full report was attached to the agenda.

The subcommittee met recently to address several issues. Due to scheduling conflicts, the group did not have quorum so motions presented in the report will require a second.

Mr. Fly moved and Mr. Tsui seconded that

1. The Nominating Committee recommends to the Board of Directors the following changes to the Rules of the Board, Section 2.415.002.2 and the Society Bylaws, Section 7.6, as shown below:

... D. No member of the Board of Directors shall be eligible to serve on this committee.

Additionally, the Regional Members Council Representative or Region DRC Alternates shall not be eligible to serve on this committee.

... No member of the Board of Directors shall be eligible to serve on the Nominating Committee.

Additionally, the Region Members Council Representative or Region DRC Alternates shall not be eligible to serve on this committee.

Mr. Morasch reported that SRC reviewed the proposed changes, and they are vetted and ready to be presented to the BOD.

Mr. Fly reported that the Bylaws change, if approved by the BOD, would require a vote by the full membership.

The floor was opened for discussion. There was no discussion.

MOTION 1 PASSED (Via Voice Vote, CNV). Mr. Mehboob abstained.

Mr. Schwedler thanked the Rules Subcommittee for their work. He advised that the motion regarding the change to the Bylaws would require a 2/3 majority vote of the BOD. If approved, the proposed change would be added to the spring member ballot.

REQUEST FROM THE MEMBERS COUNCIL REGION OPERATIONS SUBCOMMITTEE

Mr. Fly reported that the subcommittee reviewed the MCO, as was requested by Members Council. He expressed that he was surprised by how little the MCO addressed caucus responsibilities of regional delegates and alternates. For example, there is not currently any mention of recommending officer and director candidates during the CRC caucus.

Mr. Fly moved and Mr. Viswanath seconded that

2. Proposed changes to the Manual of Chapter Operations (MCO), as shown in ATTACHMENT A, be forwarded to Members Council in response to their request.

Mr. Underwood asked why the committee was reviewing a document that is the responsibility of Members Council. Mr. Schwedler advised that Members Council asked for input from the cognizant bodies before changes were made. He expressed that the council reached out as a courtesy.

MOTION 2 PASSED (Via Voice Vote, CNV). Mr. Underwood abstained for the reason stated above.

Mr. Schwedler thanked the group for their thoughtful consideration. He advised that the proposed feedback would be passed on to Members Council.

EXECUTIVE SESSION

Mr. Schwedler advised that there was not any executive session business other than the approval of minutes. He advised that executive session minutes could be approved in open session as long as there was no discussion.

There was no objection.

Ms. Bryant moved and Mr. Perreault seconded that

3. That the executive session minutes from the January 21, 2024 meeting be approved.

MOTION 3 PASSED (Unanimous Voice Vote, CNV).

NEW BUSINESS

KIRK T. MESCHER INNOVATION AWARD

Ms. Thrasher advised that the Kirk T. Mescher Innovation Award is available and the recipient is awarded \$3,000. To date, not many recommendations were submitted so this update is being provided to raise awareness.

The award was created in Kirk’s memory and to acknowledge members and their interesting work. Informational flyers were made available.

RECOGNITION OF OUTGOING MEMBERS

Mr. Schwedler recognized outgoing members.

He expressed his gratitude and stated that it was an honor to serve as vice chair and chair of the Nominating Committee. He expressed that he has been impressed with the wisdom of the room. He stated that he was happy to be able to serve again next year as a BOD-elected member.

CHANGE OF CHAIR

Mr. Mehboob thanked Mr. Schwedler for his service and leadership. He presented Mr. Schwedler with a gift from the committee.

He recognized Ms. Scoggins as incoming vice chair and welcomed her to the committee.

2024-25 SUBCOMMITTEE ASSIGNMENTS

Mr. Mehboob reviewed subcommittee assignments for the 2024-25 Society Year. The full list of assignments was attached to the agenda.

NEW MEMBER ORIENTATION

Mr. Mehboob and the Training Subcommittee conducted new member orientation. A short portion of the orientation was conducted in executive session.

The Process Improvement Subcommittee will draft procedures for how to address discussions that happen in executive session, from one year to the next.

AI - 1

NEXT MEETING

It was reported that the in-person fall Nominating Committee meeting will be at ASHRAE HQ on November 8-9, 2024.

ADJOURNMENT

The meeting adjourned at 10:05 am without objection.

Mick Schwedler

Mick Schwedler, Chair

ATTACHMENTS:

A. Proposed Edits to the MCO



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----- Motion

Proposed Motion #2: The Rules Subcommittee recommends to the Nominating Committee the following changes be forwarded to Members Council in response to their request for review of change to the Manual of Chapter Operations.

Excerpt from MCP

2.4 Chapters Regional Conference (CRC) Committee

The CRC Committee is comprised of a Delegate and an Alternate Delegate from each chapter in the region. The Delegates and Alternates are expected to attend the Chapter Regional Conference, which is a meeting of representatives and officers from chapters in a given region. The Chapter Regional Conference is Chaired by the region's Director and Regional Chair (DRC). The location of a Chapter Regional Conference typically rotates among the chapters in the region.

- A. The chapter selects a Delegate and an Alternate to serve on the Chapter Regional Committee.
- B. The Delegate should be the President, the President-Elect, a Vice-President or the Immediate Past President. The Alternate should be a member of the BOG and, preferably, a chapter officer.
- C. No individual should serve for more than two consecutive years in either of these positions and not more than four consecutive years in both positions.

The delegate and alternate take office on July 1 and serve for a period of one year. For Regions with spring CRCs, the delegate and alternate take office at the CRC and serve until the next spring CRC. {SNC Comment: It makes no sense to have different terms for spring and fall CRCs. In both cases there is much work and prep that must take place prior to the CRC and other than reporting back not much after.} In the event of disability, death or resignation, a replacement may be made by the chapter's BOG, or as provided in the chapter bylaws.

Accreditation of delegates and alternates from a chapter to the CRC is accomplished in the CIQ by the due dates listed in Section 7.1.B. of the MCO. If a change in the delegate or alternate is required during the Society year, the chapter's BOG will make the selection and certify the change to the Society and to the DRC through the secretary of the chapter.

Although last minute changes are to be discouraged they are sometime necessary. In this event, the DRC must be advised of the change and the reason for it in writing, with as much advance notice as possible.

The chapter delegate or alternate to the Chapters Regional Conference represents the chapter at the CRC and provide direct feedback to the region and society level from the grassroots members.



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At CRC they:

- Report on the past year's chapter operations
- Receive feedback from other chapters and the region
- Brings forward chapter motions on changes to how society operates
- Puts forward nominates and vote for recommendations for regional and society positions (Appendix 2J provides a sample CRC nominations worksheet)

After CRC they report to the chapter and BOG at the first chapter meeting after the CRC, and at any other time when requested. They shall also maintain liaison between the chapter and the DRC, as well as other chapters.

Officers, delegates and alternates will be reimbursed for CRC attendance in accordance with Society's Transportation Policy, which is excerpted in **Appendix 2B**.

2.12 Nominating Committee

The Nominating Committee is selected by the chapter at least 60 days prior to the March meeting and consists of a minimum of five members.

NOTE: FOR SPECIFIC DATES SEE CHAPTER BYLAWS.

The responsibilities of this committee include:

- A. Selecting candidates for officers and the BOG and, if the bylaws provide, for a Delegate and Alternate to the Chapters Regional Conference
- B. Obtaining the written consent of each member nominated.

Appendix 2I outlines typical Nominating Committee procedures. **and Appendix 2J provides a sample CRC nominations worksheet.**

- C. Guidelines for the selection of Nominating Committee members:
 - The nomination committee is responsible to build the chapter leadership of tomorrow. The chapter leaders that the committee will have to select shall be members that represent well the unique local chapter marketplace and diversity
 - The nomination committee should be formed of at least 5 chapter members in good standing.
 - While forming the committee, the committee chair should present a slate of nominees to the chapter based upon the following credentials (refer to chapter bylaws):
 - ✓ Past chapter presidents
 - ✓ Members with past service to ASHRAE with good knowledge of the marketplace and ASHRAE operations
 - ✓ Chapter BOG members
 - ✓ Key chapter committee members
 - ✓ Chapter executive members
 - ✓ Members with regional experience

----- End of Motion