



Historical Committee
Sunday, June 26, 2022
Toronto, Canada
Minutes

1. Call to Order

Mr. Morasch called the meeting to order at 8:03 am.

2. Code of Ethics and Values Commitment

Mr. Morasch read the ASHRAE Code of Ethics and Values Commitment aloud to the committee.

In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests.

Code of Ethics

In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests.

Core Values

Excellence

ASHRAE education, technical information and all other activities and products will always reflect the best practices that lead our industry. We strive for continuous improvement and innovation in all our practices and products.

Commitment

ASHRAE and its members are passionate about serving the built environment, creating value, and recognizing the accomplishments of others.

Integrity

ASHRAE is committed to the highest ethical standards. We work transparently, observing essential requirements for due process and peer reviews to assure our members and stakeholders that we do the right things the right way.

Collaboration

ASHRAE seeks and embraces collaborative efforts with organizations, agencies, and individuals sharing our commitment to sustainable built environments.

Volunteerism

Members lead ASHRAE at every level, serving ASHRAE and helping ASHRAE serve society.

Diversity

ASHRAE is committed to providing a welcoming environment. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual.

(Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)

(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>)

3. Diversity, Equity & Inclusion (DEI):

Mr. Morasch read the Toronto Chapter's Land acknowledgment: *Traditional territory of the Mississauga's of the Credit First Nation & others.*

As you might be aware, Canada has had a sordid history with Indigenous peoples within our borders, specifically the residential school system. Our history of assimilation through cultural genocide is something is that many people were/are unaware of, and is not a topic that has been universally covered in schools across Canada through time.

The Truth and Reconciliation Commission was formed in 2008 and concluded in 2015 (<https://www.rcaanc-cirnac.gc.ca/eng/1450124405592/1529106060525>). Part of their findings report included 94 Calls to Action for every Canadian to take meaningful steps to Truth and Reconciliation where they are able to.

#92 concerns the business sector (https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/indigenous-people/aboriginal-peoples-documents/calls_to_action_english2.pdf)

Business and Reconciliation

92. We call upon the corporate sector in Canada to adopt the *United Nations Declaration on the Rights of Indigenous Peoples* as a reconciliation framework and to apply its principles, norms, and standards to corporate policy and core operational activities involving Indigenous peoples and their lands and resources. This would include, but not be limited to, the following:

- i. Commit to meaningful consultation, building respectful relationships, and obtaining the free, prior, and informed consent of Indigenous peoples before proceeding with economic development projects.
- ii. Ensure that Aboriginal peoples have equitable access to jobs, training, and education opportunities in the corporate sector, and that Aboriginal communities gain long-term sustainable benefits from economic development projects.
- iii. Provide education for management and staff on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

To that end Niss Feiner has been taking several initiatives at the chapter level, including the creation of a land acknowledgement, with the assistance of Indigenous Services at George Brown College in Toronto where I teach.

The Toronto Chapter of ASHRAE would like to acknowledge that we operate on the Traditional territory of the Mississauga's of the Credit First Nation, as well as other Indigenous peoples who have lived here over time under treaty number 13 and dating back to the Royal Proclamation of 1763. We are grateful to share this land so that we may learn from each other and share our knowledge and experience towards furthering our mission and vision.

4. ASHRAE Simplified Rules of Order (Attachment A)

Mr. Morasch reviewed the ASHRAE Simplified Rules of Order with the council.

5. Introduction of Committee Members and Visitors

Committee Members & Guests introduce themselves.

6. Review of Agenda

Mr. Morasch reviewed the agenda with committee members.

7. Approval of Minutes

The Draft Minutes have been posted to the PEC Basecamp account for review.

It was moved and seconded:

(1) Approve the draft minutes as distributed for the October 12, 2021, Virtual Meeting.

MOTION (1) Approved 10-0-0, CNV

An action was assigned to staff to post the approved minutes on the Historical Committee page of the ASHRAE website and the Historical Committee Basecamp website.

(ACTION ITEM 1) Complete. (June 28, 2022)

It was moved and seconded:

(2) Approve the draft minutes as distributed for the January 30, 2022, Las Vegas Meeting.

MOTION (1) Approved 10-0-0, CNV

An action was assigned to staff to post the approved minutes on the Historical Committee page of the ASHRAE website and the Historical Committee Basecamp website.

(ACTION ITEM 2) Complete. (June 28, 2022)

8. Action Items – Incomplete/in progress from January 30, 2022, Las Vegas Meeting

Mr. Morasch reviewed the action items from the January 30, 2022, Las Vegas Meeting

<u>No.</u>	<u>Responsible</u>	<u>Action Item</u>
1	Grusnick	Meet with a trained archivist to discuss the development of a “finding aid” for ASHRAE's archive. Note: Glenn Remington resigned from Hist. Com. 1/29/2022. On-going
2	Grusnick	Develop parameters and guidelines for content inclusion in ASHRAE's archive. On-going
3	Feiner	Develop an outline for templates and procedures for document storage ASHRAE's archive. On-going
4	Feiner	Develop an Historical Newsletter. Note: Glenn Remington resigned from Hist. Com. 1/29/2022. On-going
5	Feiner	Develop a document reporting on diversity in ASHRAE and the HVACR industry. On-going
6	Staff	Obtain email addresses for Regional Historians and forward to Niss Feiner – Subcommittee Chair (Communications/Regional Historians Guidelines), for use in emailing communications (eg. Historical Committee Newsletter) to Regional Historians, who will in turn forward the newsletters to their respective Chapter Historians. Complete.

9. Historical Subcommittees (Attachment B) (Attachment C)

Mr. Morasch reviewed Historical Subcommittees’ responsibilities of committee MBOs and actions items from the January 30, 2022, Las Vegas Meeting

9.1 Administrative/Archives: Norman Grusnick – Chair,
Members: Norman Grusnick / Atilla Biyikoglu / S. Morasch (ExO)
(ACTION ITEM 1); (ACTION ITEM 2); (MBO # 9)

9.2 Communications/Regional Historian Guidelines: Niss Feiner – Chair,

Members: Niss Feiner / Wei Sun / Spencer Morasch (ExO)
(ACTION ITEM 3); (ACTION ITEM 4); (MBO #'s: 1, 2, 3, 4, 5 & 11)

9.3 Awards/Leadership Voices: Niss Feiner – Chair,
Members: Niss Feiner / Robert Pollard / Spencer Morasch (ExO)
(No action items); (MBO #'s: 7, 8 & 10)

10. Historical Committee MBO's (Attachment D)

MBO #1 Develop proposals to improve the opportunities for Regional Historians to participate in Historical Committee activities. (Assigned to: Communications/Regional Historian Guidelines Sub Committee)

With a limited budget, the committee will continue to encourage on-line participation of Regional Historians at Society Historical Committee meetings.

MBO #2 Develop PAOE and recommended changes to 2022- 2023 PAOE.
(Assigned to: Communications/Regional Historian Guidelines Sub Committee)

Final PAOE document is due out during the month of July 2022. (Attachment E)

MOB #3 Encourage younger members of ASHRAE to have an interest in historical-related activities of the Society. (Assigned to: Communications/Regional Historian Guidelines Sub Committee)

Mr. Feiner will reinstitute the Historical Newsletter in the 2022-2023 Society Year.

MBO #4 History Category PAOE update summary report at Annual & Winter Meetings to include copy similar to 2019-2020 Annual meeting. Most recent report dated 1/11/2021 was included with Historical Committee Meeting Minutes of June 3, 2021. (Assigned to: Communications/Regional Historian Guidelines Sub Committee)

MBO #5 Encourage Chapter Historians who don't Attend their Regional CRC to complete the Chapter Historians Training Power Point and promote on-line History Workshop participation at CRCs. (Assigned to: Communications/Regional Historian Guidelines Sub Committee)
(Attachment F)

MBO #6 Foster collaboration with other international societies to improve our historical research and support history-related activities of the Society. (Assigned to: Morasch/Feiner)

This will be discussed as New Business item - IEEE History Center Membership Proposal.

MBO #7 Leadership Recall - Arrange for videos at Annual Conference – 2022.

(Assigned to: Awards/Leadership Recall Sub Committee)

This MBO will remain on-going. The ASHRAE Annual Conference for June 2022 will be an in-person meeting – first time since the January 2020 Winter Conference.

The committee will continue efforts to schedule virtual and in-person meetings.

MBO #8 Digitize archived Journals & Transactions. (Assigned to: Administrative/Archives Sub Committee)

This MBO will remain on-going, and the committee will continue efforts for digitalization of ASHRAE material.

MBO #9 Historical Awards Encourage submission of nominations for Chapter Historian Gold Ribbon Awards and the Society Lou Flagg Historical Award. (Assigned to: Awards/Leadership Recall Sub Committee)

MBO #10 Historical Committee Newsletter - Resume publishing a newsletter for the target audience of Regional & Chapter Historians. (Assigned to: Communications/Regional Historian Guidelines Sub Committee)

An Action Item was assigned to staff to provide Mr. Feiner with access to ASHRAE email alias addresses for the Regional Historians. **(ACTION ITEM #1) Complete.**

11. Old Business

11.1 Pilot Milestone (plaque) Project

First project was to be installed in Orange, Texas. – Status?
First Presbyterian Church of Orange, Texas Built and Air Conditioned in 1908- 1912
(Attachment G)

11.2 IEEE History Center / Engineering & Technology History Wiki / United Engineering Foundation

This is a carry-over from efforts first started at HC Meeting in Houston, June 24, 2018.
(Attachment H)

Need to source sustained funding for annual membership cost of \$3000.00.
Reaching out to ASHRAE Foundation & Life Members Club regarding financials.

11.3 PEC Referred Motion from Region VII Fall 2021 CRC, Memphis Chapter (Attachment I)

Memphis Chapter – Motion 6A (11/4/2021):

Motion: “That Regional Historians be added to the Society Historical Committee as full voting members with all rights, and privileges, and responsibilities pertaining thereto.”

At Jan. 30, 2022, meeting, action on the motion was tabled in order to gather more information so that a vote on the disposition of the motion can be taken up during the HC meeting scheduled for June 26, 2022, in Toronto.

Niss Feiner has headed up an Ad Hoc to study this further and make a recommendation to the full HC in Toronto.

12. New Business

None.

13. Other Business

13.1 Reference Manual, Manual of Procedures & Rules of the Board (2.410 Historical Committee):

Documents are found in Basecamp. All should review & become familiar with them.

13.2 Mentor / Mentee Assignments: To be assigned by the incoming chair, Niss Feiner.

13.3 Introduction of incoming voting members of the Historical Committee.

13.4 Introduction of Incoming Chair, Niss Feiner:

Spencer Morasch (outgoing chair) to introduce Niss Feiner as the incoming chair of the Historical Committee.

13.5 Thank you to the outgoing members of the Historical Committee:

- Spencer Morasch
- Prof Atilla Biyikoglu (international member)
- Glenn Remington (resigned from HC 1/29/2022)

14. Next Meeting

The Next Historical meeting will be on Sunday, February 5, 2023, from 8:00am - 12:00pm at the ASHRAE Winter Conference in Atlanta, GA.

15. Adjournment

Mr. Morasch adjourned the meeting at 11:59pm.

Guiding Principles:

- Quorum is required before business can be conducted.
- Everyone has the right to participate in discussion if they wish before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.

“Call for orders of the day.”

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

ASHRAE Simplified Rules of Order – Quick Reference

You are unsure the president of the board announced the results of a vote correctly. Without being recognized, call for a "division of the house." A roll call vote will then be taken.

You are confused about a procedure being used and want clarification. Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

Executive Session.

Discussion of an issue of sensitive, proprietary or personal in nature.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
 - to get information about business –point of information to get information about rules– parliamentary inquiry
 - if you can't hear, safety reasons, comfort, etc. –question of privilege
 - if you see a breach of the rules –point of order
 - if you disagree with the president of the board's ruling –appeal
 - if you disagree with a call for Unanimous Consent –object

Order of Precedence of Motions					
The rules are in descending order of importance. A rule higher in the table takes precedence over one lower in the table. Implication is that everything takes precedence over the main motion on the floor.					
Rule	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Adjourn (End meeting)	X			Majority	
Recess	X		X	Majority	
Table	X			Majority	
Close Discussion	X			2/3 rds	X
Limit Debate	X		X	2/3 rds	X
Postpone to a later time (##)	X	X	X	Majority	X
Refer to Committee	X	X (+)	X	Majority	X
Kill a Motion	X			Majority	X
Amend Motion (* #)	X	X		Majority	X
Postpone Indefinitely (**)	X	X	X	Majority	X
Main Motion	X	X	X	Majority	X

(#, ##, *, **,+) See full Rules of Order for explanation of symbols



ASHRAE SIMPLIFIED RULES OF ORDER & MEETING FUNDAMENTALS

Updated by the Society Rules Committee: February 1, 2022
Approved by the ASHRAE BOD: February 2, 2022

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Preface

The purpose of Rules of Order is to facilitate the conduct of the business of the group and to ensure an equal opportunity for all group members to contribute and participate in conducting their business.

These Rules of Order will generally follow Roberts Rules of Order but are intentionally modified for the purpose and use in ASHRAE meetings.

Meeting Fundamentals

The conduct of being the chair of a group of people and leading the meetings thereof within ASHRAE is a skill to be learned and which results in more efficient use of staff and volunteer time.

These meeting fundamentals describe common operations used in ASHRAE meetings.

Principles of Parliamentary Procedure

1. Parliamentary procedure makes it easier for people to work together effectively and helps groups accomplish their purposes. Rules of procedure assist in the conduct of a meeting, not inhibit it.
2. Before a group can conduct its business, it requires a *quorum*. The By-laws of ASHRAE, the Rules of the Board, or a Manual of Procedures of a group specify the number of members that constitute a quorum if different than a simple majority.
3. A meeting can deal with only one matter at a time. Once a motion is before a meeting, it must be adopted or rejected by a vote, or the meeting must dispose of the question in some other way before any other business can be introduced. The various kinds of motions are assigned an order of precedence ([see Table 1](#)).
4. All members have equal rights, privileges, and obligations. One of the chairperson's main responsibilities is to use the authority of the chair to ensure that all people attending a meeting are treated equally—for example, not to permit a vocal few to dominate the debates.
5. A simple majority vote decides an issue unless a higher number is required on major issues outlined in Society Bylaws or Rules of the Board. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable a meeting to determine the will of the majority of those attending a meeting.
6. The rights of the minority must be always protected. Although the ultimate decision rests with a majority, all members have basic rights such as the right to be heard and the right to oppose. The rights of all members—majority and minority—should be the concern of every member, as a person may be in a majority on one question, but in minority the on the next.
7. Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member's right to vote.
8. Every member has the right to understand the meaning of any question presented to a meeting, and to know what effect a decision will have. A member always has the right to request information on any motion they do not thoroughly understand. Moreover, all meetings must be characterized by fairness

and by good faith. Parliamentary strategy is the art of using procedure legitimately to support or defeat a proposal.

9. There is no need for a motion to receive a committee or task force report. The adoption of the agenda has guaranteed that the report will be heard. The chairperson moves acceptance, and a seconder is unnecessary because the motion is being made on behalf of a committee.

Roll Call Vote

A *roll call vote* places on the record (minutes) how each member votes. A roll call vote would only be used if it were important that each person voting be identified in the minutes of the meeting. It has the opposite effect to a *ballot vote*, which keeps each vote secret.

Roll call votes should not be used in a mass meeting or in any group whose members are not responsible to a constituency.

Challenging a Ruling of the Chair

Any ruling of the chair can be challenged, but such appeals must be made immediately after the ruling. If debate has progressed beyond the announcement of a ruling, a challenge is not in order. ASHRAE does not allow debate on such challenges.

Voting Rights of the Chair

If the presiding officer is a member of the group concerned, they have the same voting rights as any other member. The chair protects impartiality by exercising voting rights only when their vote would affect the outcome. In such cases the chair can either vote (CV) and thereby change the result or can abstain. Normal ASHRAE procedure is for the minutes to reflect that the chair did not vote (CNV). If the chair abstains, they announce the result of the vote with no mention of their own vote.

Executive Session

Discussion of an issue of sensitive, proprietary, or personal nature. Attendance is restricted to members of the body and those invited by the chair. Executive session may be declared by the chair or by a motion approved by a majority vote.

How Motions are Classified

The order of precedence of motions. **Once a motion is before a meeting, it must be adopted or rejected by a vote, or the meeting must dispose of the question in some other way before any other business can be introduced.** If two motions, A and B, are related in such a way that motion B can be made while motion A is pending, motion B *takes precedence over* motion A and motion A *yields* to motion B. The order of precedence (in descending order) is presented in Table 1.

Motions are classified into five (5) groups:

1. main motions
2. subsidiary motions (Secondary Motions)
3. privileged motions (Secondary Motions)
4. incidental motions (Secondary Motions)
5. motions that bring a question again before a meeting

Motions in the second, third and fourth classes (subsidiary, privileged and incidental motions) are *secondary* motions and are in order when a main motion is being debated. They assist a meeting to deal with the main motion and take precedence over the main motion.

When a motion is on the floor, a motion of higher precedence may be proposed, but no motion of lower precedence is in order. At any given time, there can be pending only one motion of any one rank and other motions proposed during consideration of a motion can be accepted by the chair *only* if they are of higher precedence

A main motion can be made only when no other motion is pending. However, a meeting can deal with a main motion in several ways other than just passing or defeating it. These other ways are the purpose of the various secondary motions listed above.

Certain secondary motions also take precedence over others (table 1), so it is possible for more than one secondary motion to be pending at any one time (together with the main motion). In such a case, the motion most recently accepted by the chair is the immediately pending question - it takes precedence over all the others.

A secondary motion takes precedence over a main motion; a main motion takes precedence over nothing, yielding to all secondary motions. When a secondary motion is placed before a meeting, it becomes the immediately pending question; the main motion remains pending while the secondary motion is dealt with.

The main motion, the subsidiary motions, and the privileged motions fall into a definite *order of precedence*, which gives a particular rank to each. The main motion, which does not take precedence over anything—ranks lowest. Each of the other motions has its proper position in the rank order, taking precedence over the motions that rank below and yielding to those that rank above it.

In voting, the meeting proceeds with the various motions in inverse order—the last one proposed, being of highest precedence, is the first one to be decided.

Table 1. Order of Precedence of Motions

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Adjourn (End meeting)	X			Majority	
Recess	X		X	Majority	
Table	X			Majority	
Close Discussion	X			2/3 rds	X
Limit Debate	X		X	2/3 rds	X
Postpone to a later time (##)	X	X	X	Majority	X
Refer to Committee	X	X +	X	Majority	X

Kill a Motion	X			Majority	X
Amend Motion (* #)	X	X		Majority	X
Postpone Indefinitely (**)	X	X	X	Majority	X
Main Motion	X	X	X	Majority	X

The rules are in descending order of importance. A rule higher in the table takes precedence over one lower in the table. Implication is that everything takes precedence over the main motion on the floor.

Notes:

* An amendment to an amendment is not itself amendable.

A motion to amend the agenda requires a two-thirds majority.

** Can be reconsidered only if the motion is passed.

Can be reconsidered if the group to which the matter has been referred has not started work on the matter.

+ Only as to propriety or advisability of postponing and of postponing to a certain time.

The Main Motion

A main motion brings business before a meeting. Because a meeting can consider only one subject at a time, a main motion can be made only when no other motion is pending.

A main motion must not interrupt another speaker, requires a seconder, is debatable, is lowest in rank or precedence, can be amended, cannot be applied to any other motion, may be reconsidered, and requires a majority vote.

When a main motion has been stated by one member, seconded by another member, and repeated for the meeting by the chair, the meeting cannot consider any other business until that motion has been disposed of, or until some other motion of higher precedence has been proposed, seconded, and accepted by the chair.

Unless the main motion is very short and simple, the mover should provide it in writing

to the secretary.

When a motion has been made by a member and seconded by another, it becomes the property of the meeting. The mover and seconder cannot withdraw the motion unless the meeting agrees.

Usually, the chair would ask if the meeting objects to the motion's being withdrawn. If no one objects, the chair will announce: "The motion is withdrawn."

Subsidiary Motions

Subsidiary motions assist a meeting in treating or disposing of a main motion (and sometimes other motions). **Each of the motions takes precedence over the main motion and any or all the motions listed before it.**

The seven subsidiary motions in ascending order of rank (see Table 1) are:

1. postpone indefinitely
2. amend
3. refer
4. postpone to a certain time
5. limit or extend limits of debate
6. previous question
7. table

Postpone Indefinitely

Despite its name, **this motion is not one to postpone, but one to suppress or kill a pending main motion.**

If an embarrassing main motion is brought before a meeting, a member can propose to dispose of the question (without bringing it to a direct vote) by moving to postpone indefinitely. Such a motion can be made at any time except when a speaker has the floor. If passed, the motion kills the matter under consideration.

It requires a seconder, may be debated (including debate on the main motion), cannot be amended, can be reconsidered only if the motion is passed, and requires a majority vote. (See also "Postpone to a Certain Time".)

Amend

An *amendment* is a motion to change, to add words to, or to omit words from, an original motion. The change is usually to clarify or improve the wording of the original motion and must, of course, be germane to that motion.

An amendment cannot interrupt another speaker, must be seconded, is debatable if the motion to be amended is debatable, may itself be amended by an *amendment to the amendment*, can be reconsidered, and requires a majority vote, even if the motion to be amended requires a two-thirds vote to be adopted.

The chair should allow full discussion of the amendment (being careful to restrict debate to the amendment, not the original motion) and should then have a vote taken on the amendment only, making sure the members know they are voting on the amendment, but not on the original motion.

If the amendment is defeated, another amendment may be proposed, or discussion will proceed on the original motion.

If the amendment carries, the meeting does not necessarily vote immediately on the “motion as amended.” Because the discussion of the principle of the original motion was not permitted during debate on the amendment, there may be members who want to speak now on the issue raised in the original motion.

Other amendments may also be proposed, provided that they do not alter or nullify the amendments already passed. Finally, the meeting will vote on the “motion as amended” or, if all amendments are defeated, on the original motion.

An amendment to an amendment is a motion to change, to add words to, or omit words from, the first amendment. The rules for an amendment (above) apply here, except that the amendment to an amendment is not itself amendable and that it takes precedence over the first amendment.

Debate proceeds and a vote is taken on the amendment to the amendment, then on the first amendment, and finally on the original motion (“as amended,” if the amendment has been carried). Only one amendment to an amendment is permissible.

Sometimes a main motion is worded poorly, and several amendments may be presented to improve the wording. In such cases it is sometimes better to have a substitute motion

rather than to try to solve the wording problem with amendments.

An individual (or a group of two or three) can be asked to prepare a substitute wording for the original motion. If there is unanimous agreement, the meeting can agree to the withdrawal of the original motion (together with any amendments passed or pending) and the substitution of the new motion for debate.

Refer

When it is obvious that a meeting does not have enough information to make a wise decision, or when it seems advisable to have a small group work out details that would take too much time in a large meeting, a member may move: “That the question be referred to the _____ committee” (or “to a committee”—not named).

A motion to refer cannot interrupt another speaker, must be seconded, is debatable only as to the propriety or advisability of referral, can be amended, can be reconsidered if the group to which the question has been referred has not begun work on the matter, and requires a majority vote.

If a motion to refer is passed, the committee to which the matter is referred should report on the question at a subsequent meeting. Sometimes the motion to refer will state the time at which a report will be required.

Postpone to a Certain Time

If a meeting prefers to consider a main motion later in the same meeting or at a subsequent one, it can move to postpone a motion to a certain time, which is specified in the motion to postpone. Such a motion can be moved regardless of how much debate there has been on the motion it proposes to postpone. A motion may be postponed to a specific time or until after some other item of business has been dealt with.

When the time to which a motion has been postponed has arrived, the chairperson should state the postponed motion to the meeting for its consideration immediately. If another item of business is being discussed at that time, the chairperson should present the postponed motion immediately after the other business has been concluded. If the meeting, in postponing the original motion has instructed that it be given priority at the

time to which it has been postponed (that is, issued a “special order”), the postponed motion interrupts any item of business on the floor at that time. For this reason, any “special order” requires a two-thirds majority vote.

A motion to postpone to a definite time may not interrupt another speaker, must be seconded, is debatable only as to the propriety or advisability of postponing and of postponing to the time, can be amended, can be reconsidered, and requires a majority vote if the postponement is to a subsequent meeting.

However, if the postponement is to a later time in the same meeting, the effect is to amend the agenda of that meeting, and the motion therefore requires a two-thirds majority vote.

Limit or Extend Limits of Debate

A motion to limit debate changes the normal rules of debate. It could, for example, limit the time of the whole debate (such as, “I move that debate on this motion be limited to 15 minutes”), or it might limit the time taken by each speaker (“I move that debate on this motion be limited to two (2) minutes per speaker”).

A motion to extend debate permits greater participation and time than usual.

A motion to limit or extend the time of debate (on one matter or for the entire meeting) may not interrupt a speaker, must be seconded, is not debatable, can be amended, can be reconsidered, and requires a two-thirds majority vote.

Previous Question (To Vote Immediately)

This is a tactic to close debate on a question. It is usually made at a time when the debate has been long and repetitious. A member rises and says: “I move that the question be now put.”

A motion to put the previous question (that is, to vote immediately on the motion being debated) cannot interrupt another speaker, must be seconded, is not debatable, and is not amendable, and requires a two-thirds majority vote.

This requirement is important in protecting the democratic process. Without it, a momentary majority of only one vote could deny to the other members all opportunity to

discuss any measure the “majority” wanted to adopt or to defeat. Such a motion can be reconsidered, but if the vote was affirmative, it can be reconsidered only before any vote has been taken under it—that is, only before the previous question has been put.

A motion to put the previous question has precedence over all other motions listed in this section except the motion to table (see next subsection). If the motion to put the question passes, the chair immediately proceeds to call a vote on the question that was being debated. This means *that the mover of the motion loses their right to close debate*. If the motion is defeated, debate on the motion before the meeting continues as if there had been no interruption.

The motion to put the previous question is the only proper method of securing an immediate vote. Members who call, “Question!” in an attempt to get the chairperson to call the question immediately should be ruled out of order. The only situation in which members may properly call, “Question!” is in reply to the chairperson when the chair asks the meeting, “Are you ready for the question?”

Table (Lay on the Table)

Sometimes a meeting wants to lay a main motion aside temporarily without setting a time for resuming its consideration but with the provision that the motion can be taken up again whenever the majority so decides. This is accomplished by a motion to table or to lay on the table.

The motion has the effect of delaying action on a main motion. If a subsequent meeting does not lift the question from the table, the effect of the motion to table is to prevent action from being taken on the main motion. Indeed, rather than either pass or defeat a motion, a meeting will sometimes choose to “bury” it by tabling.

No motion or motions can be laid on the table apart from motions which adhere to them, or to which they adhere; and if any one of them is laid on the table, all such motions go to the table together. For example, a main motion may have been made and an amendment proposed to it. The proposed amendment “adheres” to the main motion. If the meeting wants to table either of the motions, it must table both of them. In this example, if the meeting did not like the proposed amendment, but wanted to deal with the main motion, the correct procedure would be not to table, but to defeat the amendment. Debate could then resume on the main motion.

A motion to table may not interrupt another speaker, must be seconded, is not debatable, is not amendable, may not be reconsidered, and requires a majority vote.

Privileged Motions

Unlike either subsidiary or incidental motions, *privileged* motions do not relate to the pending business, but have to do with special matters of immediate and overriding importance that, without debate, should be allowed to interrupt the consideration of anything else.

Privileged motions are listed below in ascending order of rank. Each of the succeeding motions takes precedence over the main motion, any subsidiary motions, and any or all the privileged motions listed before it.

The five (5) privileged motions are:

1. orders of the day
2. question (point) of privilege
3. recess
4. adjourn
5. fix time to which to adjourn.

The five (5) privileged motions fit into an order of precedence. All of them take precedence over motions of any other class (except when the immediately pending question may be a motion to amend or a motion to put the previous question).

Orders of the Day

The *orders of the day* means the agenda or the order of business. If the order of business is not being followed, or if consideration of a question has been set for the present time and is therefore now in order, but the matter is not being taken up, a member may call for the orders of the day, and can thereby require the order of business to be followed, unless the meeting decides by a two-thirds vote to set the orders of the day aside.

Such a motion can interrupt another speaker, does not require a seconder, is not

debatable, is not amendable, and cannot be reconsidered.

If the chair admits that the order of business has been violated and returns to the correct order, no vote is required. If the chair maintains that the order of business has not been violated, their ruling stands unless a member challenges the ruling. A motion to sustain the chair is decided by a simple majority vote.

Sometimes the chair will admit that the agenda has been violated but will rule that the debate will continue on the matter before the meeting. In such a case, a vote must be taken and the chair needs a two-thirds majority to sustain the ruling. The effect of such a vote is to set aside the orders of the day, i.e., amend the agenda, a move that requires a two-thirds majority vote.

Calls for orders of the day are not in order in a committee of the whole. The orders of the day—that is, the agenda items to be discussed, are either *special orders* or *general orders*.

A *special order* specifies a time for the item, usually by postponement. Any rules interfering with its consideration at the specified time are suspended. The four (4) exceptions are rules relating to:

- (1) adjournment or recess,
- (2) questions of privilege,
- (3) special orders made before this special order was made, and
- (4) a question that has been assigned priority over all other business at a meeting by being made *the* special order for the meeting.

A special order for a particular time therefore interrupts any business that is pending when that time arrives. Because a special order has the effect of suspending any interfering rules, making an item a special order requires a two-thirds vote, except where such action is included in the adoption of the agenda.

A *general order* is any question that has been made an order of the day (placed on the agenda) without being made a special order.

When a time is assigned to a particular subject on an agenda, either at the time the agenda is adopted, or by an agenda amendment later, the subject is made a special order. When the assigned time for taking up the topic arrives, the chairperson should announce that fact, then put to a vote any pending questions without allowing further debate, unless someone immediately moves to lay the question on the table, postpone it

or refer it to a committee. Any of those three (3) motions is likewise put to a vote without debate.

Also permissible is a motion to extend the time for considering the pending question. Although an extension of time is sometimes undesirable and may be unfair to the next topic on the agenda, it is sometimes necessary. The motion requires a two-thirds majority to pass (in effect, it amends the agenda), and is put without debate.

As soon as any pending motions have been decided, the meeting proceeds to the topic of the special order.

Question or Point of Privilege

If a situation is affecting the comfort, convenience, integrity, rights or privileges of a meeting or of an individual member (for example, noise, inadequate ventilation, introduction of a confidential subject in the presence of guests, etc.), **a member can *raise a point of privilege*, which permits that person to interrupt pending business to make an urgent statement, request or motion. If a motion is made, it must be seconded. The motion might also concern the reputation of a member, a group of members, the assembly, or the organization as a whole.**

If the matter is not simple enough to be taken care of informally, the chair rules as to whether it is admitted as a question of privilege and whether it requires consideration before the pending business is resumed. A point of privilege may also be used to seek permission of the meeting to present a motion of an urgent nature.

Recess

A member can propose a short intermission in a meeting, even while business is pending, by moving to recess for a specified length of time.

A motion to take a recess may not interrupt another speaker, must be seconded, is not debatable, can be amended (for example, to change the length of the recess), cannot be reconsidered, and requires a majority vote.

Adjourn

A member can propose to close the meeting entirely by moving to adjourn. This motion can be made and the meeting can adjourn even while business is pending, providing that the time for the next meeting is established by a rule of the group or has been set by the meeting. In such a case, unfinished business is carried over to the next meeting.

A motion to adjourn may not interrupt another speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered, and requires a majority vote.

If the motion to adjourn has been made, but important matters remain for discussion, the chair may request that the motion to adjourn be withdrawn. A motion can be withdrawn only with the consent of the meeting.

The motions to recess and to adjourn have quite different purposes. The motion to recess suspends the meeting until a later time; the motion to adjourn terminates the meeting. **The motion to adjourn should, however, be followed by a declaration from the chairperson that the meeting is adjourned.**

Fix Time to Which to Adjourn

This is the highest-ranking of all motions. Under certain conditions while business is pending, a meeting—before adjourning or postponing the business—may wish to fix a date, an hour, and sometimes the place, for another meeting or for another meeting before the next regular meeting. A motion *to fix the time to which to adjourn* can be made even while a matter is pending, unless another meeting is already scheduled for the same or the next day.

The usual form is: “I move that the meeting adjourn to Thursday, October 23, at 19:30 at___”

The motion may not interrupt a speaker, must be seconded, is not debatable, is amendable (for example, to change the time and/or place of the next meeting), can be reconsidered, and requires a majority vote.

Incidental Motions

These motions are incidental to the motions or matters out of which they arise. **Because they arise incidentally out of the immediately pending business, they must be decided immediately, before business can proceed.** Most incidental motions are not debatable.

Because incidental motions must be decided immediately, they do not have an order or precedence. An incidental motion is in order only when it is legitimately incidental to

another pending motion or when it is legitimately incidental in some other way to business at hand. It then takes precedence over any other motions that are pending—that is, it must be decided immediately.

The eight (8) most common incidental motions are:

1. point of order
2. suspension of the rules
3. objection to consideration
4. consideration seriatim
5. division of the meeting
6. motions related to methods of voting
7. motions related to nominations
8. requests and inquiries

Point of Order

This motion permits a member to draw the chair's attention to what they believe to be an error in procedure or a lack of decorum in debate. The member will rise and say: "I rise to a point of order," or simply "Point of order." The chair should recognize the member, who will then state the point of order. The effect is to require the chair to make an immediate ruling on the question involved. The chair will usually give their reasons for making the ruling. If the ruling is thought to be wrong, the chair can be challenged.

A point of order can interrupt another speaker, does not require a seconder, is not debatable, is not amendable, and cannot be reconsidered.

Suspension of the Rules

Sometimes a meeting wants to take an action but is prevented from doing so by one or more of its rules of procedure. In such cases the meeting may vote (two-thirds majority required) to suspend the rules that are preventing the meeting from taking the action it wants to take.

Such a motion cannot interrupt a speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered and requires a two-thirds majority.

Please note that only rules of procedure can be suspended. A meeting may not suspend

requirements of By-laws. After the meeting has taken the action, it wants to take, the rules that were suspended come into force again automatically.

Objection to the Consideration of a Question

If a member believes that it would be harmful for a meeting even to discuss a main motion, that person can raise an *objection to the consideration of the question*; provided debate on the main motion has not begun or any subsidiary motion has not been stated.

The motion can be made when another member has been assigned the floor, but only if debate has not begun or a subsidiary motion has not been accepted by the chair. A member rises, even if another has been assigned the floor, and without waiting to be recognized, says, “Chair, I object to the consideration of the question (or resolution or motion, etc.)” **The motion does not need a seconder, is not debatable, and is not amendable.**

The chair responds, “The consideration of the question is objected to. Shall the question be considered?”

A two-thirds vote against consideration sustains the member’s objection. The two-thirds vote is required because the decision in effect amends the agenda. The motion can be reconsidered, but only if the objection has been sustained.

Consideration by Paragraph or Seriatim

If a main motion contains several paragraphs or sections that, although not separate questions, could be most efficiently handled by opening the paragraphs or sections to amendment one at a time (before the whole is finally voted on), a member can propose a motion *to consider by paragraph or seriatim*.

Such a motion may not interrupt another speaker, must be seconded, is not debatable, is amendable, cannot be reconsidered, and requires a majority vote.

Division of the Meeting (Standing Vote)

If a member doubts the accuracy of the chair’s announcement of the results of a vote by show of hands, that member can demand a division of the meeting— that is, a standing vote.

Such a demand can interrupt the speaker, does not require a seconder, is not

debatable, is not amendable, and cannot be reconsidered. No vote is taken; the demand of a single member compels the standing vote.

Motions Related to Methods of Voting

A member can move that a vote be taken by roll call, by ballot or that the standing votes be counted if a division of the meeting appears to be inconclusive and the chair neglects to order a count.

Such motions may not interrupt another speaker, must be seconded, are not debatable, are amendable, can be reconsidered, and require majority votes.

Motions Related to Nominations

If the Bylaws or rules of the group do not prescribe how nominations are to be made and if a meeting has taken no action to do so prior to an election, any member can move while the election is pending to specify one of various methods by which candidates shall be nominated or, if the need arises, to close nominations or to re-open them.

Such motions may not interrupt another speaker, must be seconded, are not debatable, are amendable, can be reconsidered, and require majority votes.

The ASHRAE Nominating Committee has detailed rules on how their voting occurs internally as it relates to determining official nominees for Society leadership positions. This often include ballot voting procedures whereby the votes cast are confidential.

The ASHRAE By-laws specifies that certain actions of the Board of Directors require a 2/3 majority vote, such as when proposing revisions to the By-laws which are then subject to approval of the membership of the Society.

Requests and Inquiries

- a. *Parliamentary Inquiry* —a request for the chair's opinion (not a ruling) on a matter of parliamentary procedure as it relates to the business at hand.
- b. *Point of Information* —a question about facts affecting the business at hand, directed to the chair or, through the chair, to a

member.

c. *Request for Permission to Withdraw or Modify a Motion.* Although Robert's Rules of Order specify that until a motion has been accepted by the chair it is the property of the mover, who can withdraw it or modify it as they choose. A common practice is that once the agenda has been adopted, the items on it become the property of the meeting. A person may not, therefore, withdraw a motion unilaterally; they may do so only with the consent of the meeting, which has adopted an agenda indicating that the motion is to be debated.

Similarly, a person cannot, without the consent of the meeting, change the wording of any motion that has been given ahead of time to those attending the meeting—for example, distributed in printed form in advance, printed on the agenda, a motion of which notice has been given at a previous meeting, etc.

The usual way in which consent of a meeting to withdraw a motion is obtained is for the mover to ask the consent of the meeting to withdraw (or change the wording). If no one objects, the chairperson announces that there being no objections, that the motion is withdrawn or that the modified wording is the motion to be debated.

If anyone objects, the chair can put a motion permitting the member to withdraw (or modify) or any two members may move and second that permission be granted. A majority vote decides the question of modifying a motion—similar to amending the motion. A two-thirds majority is needed for permission to withdraw a motion, as this has the effect of amending the agenda.

d. *Request to Read Papers.*

e. *Request to be Excused from a Duty.*

f. *Request for Any Other Privilege.*

The first two types of inquiry are responded to by the chair, or by a member at the direction of the chair; the other requests can be granted only by the meeting.

Motions That Bring a Question Again Before the Assembly

There are four (4) motions that can bring business back to a meeting. Which are:

1. Take from the Table
2. Rescind
3. Reconsider, and
4. Discharge a committee

The order in which the four (4) motions are listed are no relation to the order of precedence of motions.

Take from the Table

Before a meeting can consider a matter that has been tabled, a member must move: “That the question concerning ‘_____’ be taken from the table.”

Such a motion may not interrupt another speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered, and requires a majority vote.

If a motion to take from the tables passes, the meeting resumes debate on the original question (or on any amendments to it). If considerable time has elapsed since the matter was tabled, it is often helpful for the first speaker to review the previous debate before proceeding to make any new points.

Rescind

A meeting, like an individual, has a right to change its mind. There are two ways a meeting can do so—rescind or reconsider.

A motion to rescind means a proposal to cancel or annul an earlier decision. A motion to reconsider, if passed, enables a meeting to debate again the earlier motion and eventually vote again on it. However, a motion to rescind, if passed, cancels the earlier motion, and makes it possible for a new motion to be placed before the meeting.

Another form of the same motion—a motion to *amend something previously adopted* — can be proposed to modify only a part of the wording or text previously adopted, or to substitute a different version.

Such motions cannot interrupt another speaker, must be seconded, are debatable, and are amendable.

Because such motions would change action already taken by the meeting, they require:

- **a two-thirds vote**, or
- a majority vote when notice of intent to make the motion has been given at the previous meeting or in the call of the present meeting, or
- a vote of the majority of the entire membership—whichever is the most practical to obtain.

Negative votes on such motions can be reconsidered, but not affirmative ones.

Reconsider

A motion to reconsider enables the majority in a meeting within a limited time and without notice, to bring back for further consideration a motion that has already been put to a vote. The purpose of reconsideration is to permit a meeting to correct a hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote.

If the motion to reconsider is passed, the effect is to cancel the original vote on the motion to be reconsidered and reopen the matter for debate as if the original vote had never occurred. A motion to reconsider has the following unique characteristics:

- It can be made only by a member who voted with the prevailing side**— that is, voted in favor if the motion involved was adopted, or voted contrary if the motion was defeated. This requirement is a protection against a defeated minority's using a motion to reconsider as a dilatory tactic. If a member who cannot move a reconsideration believes there are valid reasons for one, they should try to persuade someone who voted with the prevailing side to make such a motion.
- The motion is subject to time limits.** In a session of one day, a motion to reconsider can be made only on the same day the vote to be reconsidered was taken. In a session of more than one day, reconsideration can be moved only on the same or the next succeeding day after the original vote was taken. These time limitations do not apply to standing or special committees.
- The motion can be made and seconded at times when it is not in order for**

it to come before the assembly for debate or vote. In such a case it can be taken up later, at a time when it would otherwise be too late to make the motion.

Making a motion to reconsider (as distinguished from *debating* such a motion) takes precedence over any other motion whatever and yields to nothing. Making such a motion is in order at any time, even after the assembly has voted to adjourn, if the member rose and addressed the chair before the chair declared the meeting adjourned. In terms of debate of the motion, a motion to reconsider has only the same rank as that of the motion to be reconsidered.

A motion to reconsider can be made when another person has been assigned the floor, but not after that person has begun to speak. The motion must be seconded, is debatable provided that the motion to be reconsidered is debatable (in which case debate can go into the original question), is not amendable, and cannot be reconsidered.

ASHRAE has not specifically adopted the 2/3 majority vote requirement for motions to reconsider a motion. In regular meetings the motion to reconsider may be made at any time, in fact, it takes precedence over any other motion, but its rank as far as debate is concerned is the same as the motion it seeks to reconsider. In other words, the motion to reconsider may be *made* at any time, but *debate* on it may have to be postponed until later.

Discharge a Committee (From Further Consideration)

If a question has been referred, or a task assigned, to a committee that has not yet made its final report, and if a meeting wants to take the matter out of the committee's hands (either so that the meeting itself can deal with the matter or so that the matter can be dropped), such action can be proposed by means of a motion to discharge the committee from further consideration of a topic or subject.

Such a motion cannot interrupt another speaker, must be seconded, is debatable (including the question that is in the hands of the committee), and is amendable.

Because the motion would change action already taken by the meeting, it requires:

- a **two-thirds vote**, or
- a majority vote when notice of intent to make the motion has been given at the previous meeting or in the call of the present meeting, or

- a vote of the majority of the entire membership—whichever is the most practical to obtain.

A negative vote on this motion can be reconsidered, but not an affirmative one.

Adjournment

In organizations with a regular schedule of meetings a **motion to adjourn is a “privileged” motion that is neither amendable nor debatable. A seconder is required, and the motion should be put.**

If it is passed, the chair formally announces that the meeting is adjourned.

Meeting Fundamentals

Preparing for a Meeting

Although a chairperson will use the various rules of order in conducting a meeting, there are things the chair can do prior to the meeting to help ensure that things will go smoothly.

By far the most important thing a chairperson can do to ensure a successful meeting is to do their homework. The chair should become thoroughly familiar with all the business to be dealt with at the meeting, including any reports to be made by committees or task forces, any motions already submitted by members or groups of members, and insofar as is possible, any “new” business likely to be introduced. Such preparation will enable the person to “stay on top of things” while chairing the meeting, and to anticipate most of the questions likely to be asked, information needed, etc.

The chair should also ensure that key people needed by the meeting (for example, the vice chair, secretary, treasurer, sub-committee chairs, etc.) will attend the meeting.

One of the most fundamental ways to ensure a successful meeting is often overlooked because it is so obvious: ensuring that the room selected for the meeting is suitable and comfortable. The room should permit a seating arrangement in which no one’s view is blocked. Moreover, careful attention should be paid to such matters as lighting, acoustics and ventilation, for such factors can play major roles in the success or failure of a meeting.

Procedures Used in Meetings

Quorum of Members

Before a meeting of a group can conduct its business, it requires a *quorum*, the minimum number of members who must be present at the meeting before business can be legally or officially transacted. The requirement of a quorum is a protection against unrepresentative action in the name of the group by an unduly small number of people.

The By-laws of ASHRAE, the Rules of the Board, or a Manual of Procedures of a group should specify the number of members that constitute a quorum for that group if different than a simple majority, one (1) member beyond 50% of the total number of members. **In the case of an odd number of members making the quorum, 50% may be a fraction of a whole number, and a majority would be that fraction rounded to the next whole number.** If extremely bad weather or other extreme conditions might hinder obtaining a quorum then the meeting date and time may need to be changed to ensure a quorum is present.

The requirements for a quorum shall apply to all groups where a roster identifies official membership, including sub-committees. If a group or committee finds itself without a quorum, it can do nothing but rise and report to the regular meeting of the group it reports to. For all groups, committees and task forces, a quorum shall be a majority of the appointed voting members of the body unless governing documents indicate otherwise.

In any meeting of delegates, where applicable, the quorum is a majority of the number of delegates who have been registered as attending, even if some of them have departed unless current rules stipulate otherwise.

In the absence of a quorum, business requiring a vote cannot be transacted and if conducted is null and void, but not the meeting itself. Where ASHRAE Bylaws or other Rules require that a specific meeting be held, the absence of a quorum in no way detracts from the fact that the rules were complied with and the meeting was held, even though it had to adjourn immediately due to the lack of a quorum.

The only actions that can legally be taken in the absence of a quorum are to fix the time in which to adjourn, recess, or take measures to obtain a quorum (for example, contacting members during a recess and asking them to attend). The prohibition against transacting business in the absence of a quorum cannot be waived even by unanimous consent. If an important opportunity would be lost, unless acted upon immediately, the members present at the meeting can—at their own risk—act in the emergency in the hope that their actions will be ratified at a later meeting at which a quorum is present. This should be extremely rare and is discouraged unless a true emergency exists.

Before calling a meeting to order, the chair should be sure a quorum is present. If a quorum cannot be obtained, the chair should call the meeting to order, announce the absence of a quorum and entertain a motion to adjourn or one of the other motions allowed as described above.

If a meeting has a quorum to begin with, but members leave the meeting, the continued presence of a quorum is presumed unless the chair or a member notices that a quorum is no longer present. If the chair notices the absence of a quorum, it is the duty of the chair to declare this fact, at least before taking any vote or starting on a new motion. Any member noticing the apparent absence of a quorum can raise a point of order to that effect at any time so long as they do not interrupt a person who is then speaking. A member must question the presence of a quorum at the time a vote on a motion is to be taken. A member may not, at some later time, question the validity of an action on the grounds that a quorum was not present after the vote has concluded.

If a meeting has to be adjourned because of a lack of a quorum, either before it conducts any business or part way through the meeting, the group must call for another meeting to complete the business of the meeting. The usual quorum requirements apply to any subsequent meeting unless the Bylaws or other Rules indicate otherwise. The Bylaws or Rules could stipulate, for example, that if a meeting had to be terminated for lack of a quorum, another meeting will be held *x* days or weeks later, and that the number of members attending that meeting will constitute a quorum.

If the Bylaws or Rules do not provide for a special procedure, all the usual requirements for calling and holding meetings shall apply.

The Agenda

The *agenda* consists of the items of business to be discussed in a meeting. It is made up of “special” and “general” orders.

Usually, the chair or another designated person, generally a joint effort of the chair and the ASHRAE staff liaison, is charged with the responsibility for preparing the agenda. The person preparing the agenda can seek assistance from others with this task.

The agenda can be amended either before or after it is adopted. Until the meeting adopts the proposed agenda, the agenda is merely a proposal. Motions, requiring simple majorities, can be made to add items to, delete items from, or rearrange the order of items on a proposed agenda. However, it is also acceptable for the chair to ask for input on revisions, or suggest revisions, to the proposed agenda, which may also be approved by consensus, approved by the body unless someone objects. Once the agenda has been adopted, the business items on it are the property of the meeting

body, not of the groups or individuals who submitted the agenda items.

Any change to the agenda, once it has been adopted, can only be made by a motion, but any such motions then require a two-thirds or larger majority to pass.

If an individual has submitted a motion for debate at a meeting, but decides, after the agenda has been adopted, not to present the motion, the individual cannot simply withdraw the motion from the agenda; that action requires a two-thirds majority vote, because the effect is to amend the agenda. The individual may choose not to move the motion, but it is the right of any other person attending the meeting to move the motion if they want to do so.

To expedite the progress of the meeting, the chair may announce that the individual would like to withdraw the motion and ask if there is any objection. If no one objects, the chair can go on to the next item of business, because a unanimous lack of objection is, in effect, a unanimous vote to delete the item from the agenda.

Once the agenda has been adopted, each item of business on the agenda will come before the meeting group unless: (1) no one moves a motion, (2) no one objects to withdrawal suggested by the sponsoring individual or group, (3) a motion to delete an item from the agenda is made and passed with a two-thirds or larger majority, or (4) the meeting runs out of time before the item can be discussed.

In summary, the agenda can be changed before or after it has been adopted.

Before adoption of the agenda, motions to amend the agenda require simple majority votes. After adoption, motions to amend the agenda require two-thirds or larger majorities to pass.

Debate on Motions

Business is accomplished in meetings by means of debating *motions*. **The word “motion” refers to a formal proposal by two members of the group (the mover and seconder) on which the meeting group takes certain action.**

Technically, a meeting should not consider any matter unless it has been placed before

the meeting in the form of a motion. In practice, however, **it is sometimes advantageous to permit limited discussion of a general topic before a motion is introduced.** A preliminary discussion can sometimes indicate the precise type of action that is most advisable, whereas presentation of a motion first can result in a poorly worded motion, or a proposal for action that, in the light of subsequent discussion, seems inadvisable. This departure from strict parliamentary procedure must be used with caution and the chair must be careful not to let the meeting get out of control.

Normally, a member may speak only once on the same question, except for the mover of the main motion, who has the privilege of “closing” the debate (that is, of speaking last). If an important part of a member’s speech has been misinterpreted by a later speaker, it is ‘in order’ for the member to speak again to clarify the point, but no new material should be introduced. If two or more people want to speak at the same time, the chair should call first upon the one who has not yet spoken and if all have not spoken then they should all speak in the order in which they identified their desire to speak.

If the member who made the motion that is being discussed claims the floor and has already spoken on the question, then they are entitled to be recognized before other members.

In some cases, the meeting body may want to adopt rules limiting the time a member may speak in any one debate—for example, five (5) minutes. This should be identified by rule or the chair may suggest this course of action unless the body objects to these limits which may then be considered by motion and a vote.

The mover of a motion may not speak against their own motion, although the mover may vote against it. The mover need not speak at all, but when speaking, it must be in favor of the motion. If, during the debate, the mover changes their mind, then they can inform the meeting of this fact by asking the meeting’s permission to withdraw the motion.

The mover and seconder cannot withdraw the motion unless the meeting agrees.

Usually, the chair would ask if the meeting objects to the motion’s being withdrawn. If no one objects, the chair will announce: “The motion is withdrawn.”

In voting, the meeting proceeds with the various motions in inverse order - the last one proposed, being of highest precedence, is the first one to be decided.

If the amendment is defeated, another amendment may be proposed, or discussion will

proceed on the original motion.

If the amendment carries, the meeting does not necessarily vote immediately on the “motion as amended.” Because the discussion of the principle of the original motion was not permitted during debate on the amendment, there may be members who want to speak now on the issue raised in the original motion.

Proper Wording of a Motion

Much time can be wasted at meetings when a motion or resolution is carelessly worded and when background or rationale for the motion gets included in the motion. It is for this reason that a motion proposed at a meeting, unless it is very short and simple, should always be in writing. The requirement of having to write the motion out generally pushes the author to more carefully worded motions.

Sometimes a main motion is worded poorly, and several amendments may be presented to improve the wording. In such cases it is sometimes better to have a substitute motion rather than to try to solve the wording problem with amendments.

Determining Results of a Vote

Most motions are decided by a *majority* vote, more than half the votes actually cast, excluding blanks (a protest vote which is discouraged and extremely rare in any group) or abstentions. For example, if 29 votes are cast, a majority (more than 14½) is 15. If 30 votes are cast, a majority (more than 15) is 16. If 31 votes are cast, a majority (more than 15½) is 16.

Some motions (see Table 1 in ASHRAE Rules of Order) require a *two-thirds majority* as a compromise between the rights of the individual and the rights of the meeting. To pass, such motions require that at least two-thirds of the votes actually cast (excluding blanks and abstentions) are in the affirmative. If 60 votes are cast, for example, a two-thirds vote is 40. If 61 votes are cast, a two-thirds vote is 41. If 62 votes are cast, a two-thirds vote is 42. If 63 votes are cast, a two-thirds vote is 42.

A *plurality* vote is the largest number of votes when three or more choices are possible. Unless the body has adopted special rules to the contrary, a plurality vote does not decide

an issue unless it is also a majority vote. In a three-way contest, one candidate might have a larger vote than either of the other two, but unless they receive more than half of the votes cast, they are not declared elected.

Roll Call Vote

A *roll call vote* places on the record how each member votes. It has the opposite effect, therefore, of a *ballot vote*, which keeps each vote secret. Roll call votes should not be used in a mass meeting or in any group whose members are not responsible to a constituency.

If a body is going to use roll call votes, the organization or group should include in its procedures or rules a statement identifying when to call a roll call vote. Generally, in ASHRAE, it is the chair's decision to determine whether a roll call vote is necessary, or to be taken, and is generally reserved for motions of historical significance or which is controversial.

The procedure for taking roll call votes is to call the names of the voting members or delegates alphabetically, and to have each person indicate orally their vote.

When the roll call vote has been concluded, the chair should ask if anyone entered the room after their name was called in which case they should then be permitted to vote. Individuals may also have an opportunity to change their votes at this time. After all additions and changes have been made, the secretary will give to the chairperson the final number of those voting on each side, and the number abstaining. The chairperson will announce the figures and declare the result of the vote.

The name of each member or delegate would then be included in the minutes of the meeting, together with the vote.

Challenging a Ruling of the Chair

Any ruling of the chair can be challenged, but such appeals must be made immediately after the ruling. If debate has progressed beyond the announcement of a ruling, a challenge is not in order. Although Robert's Rules of Order allow debate under certain circumstances, the practice of ASHRAE is to allow no debate on such challenges.

It should be noted that members have no right to openly criticize a ruling of the chair unless they appeal it.

Voting Rights of the Chair

If the presiding officer is a member of the group concerned, they have the same voting rights as any other member. The chair protects impartiality by exercising voting rights only when their vote would affect the outcome. In such cases the chair can either vote and thereby change the result, or can abstain. If the chair abstains, they announce the result of the vote with no mention of their own vote.

The outcome of any motion requiring a majority vote will be determined by the chair's action in cases in which, without their vote, there is either a tie vote or one more vote in the affirmative than in the negative. Because a majority of affirmative votes is necessary to adopt a motion, a tie vote rejects the motion. If there is a tie without the chair's vote, the chair can vote in the affirmative, thereby creating a majority for the motion. If the chair abstains from voting in such a case, however, the motion is lost (because it did not receive a majority).

If there is one more affirmative vote than negative votes without the chair's vote, the motion is adopted if the chair abstains. If the chair votes in the negative, however, the result is a tie and the motion is therefore lost.

In short, the chairperson can vote either to break or to cause a tie; or, when a two-thirds vote is required, can vote either to cause or to block the attainment of the necessary two-thirds.

The chair cannot vote twice, once as a member, then again in their capacity as presiding officer.

In ASHRAE a chair frequently indicates "Chair not Voting" which is abbreviated as "CNV" which is equivalent to abstaining from voting.

Sample Order of Business

This section details a sample order of business for a regular business meeting and indicates how the chair should handle each item. The order is not intended to be

prescriptive; each chairperson should follow an order that is satisfactory to them and to the group involved.

The Order of Business (Agenda)

The chairperson of a meeting should prepare in advance a list of the order of business or agenda for the meeting. A sample order of business follows:

- Call to Order
- Announce a Quorum is Present
- Roll Call
- ASHRAE Code of Ethics
- Review and Approval of the Agenda
- Review & Approval of Minutes
- Update on Action Items
- Treasurers Report (if pertinent)
- Reports (Highest level body, most important, or carry over items from the last meeting should be first)
- Committee Reports (listed)
- Correspondence (listed)
- Unfinished or Old Business (listed)
- New Business (listed)
- Announcements (listed)
- Program(s) (An alternative is to have a guest speaker, if not a member of the body, make their comments before the business meeting begins so that they do not have to sit through the meeting.)
- Other Business
- Adjournment

Call to Order

The chairperson calls the meeting to order with a statement such as: “The meeting will now come to order.” If the president or chair is not present, the meeting may be called to order by the vice president or vice chair, or by any person attending that is willing to accept being the chairperson or be an acting chairperson.

Adoption of the Agenda

In ASHRAE the adopted practice is to **always circulate a copy of the proposed agenda to all members and interested parties of the meeting in advance.** All meetings should begin with the consideration of the agenda. The chairperson will ask if any of the members have additional matters that should be placed on the agenda. After these have been taken care of, the chairperson should call for a motion to adopt the agenda. A member should then move: “That the agenda be adopted.” (Or “adopted as amended.”) A seconder is required. Passage of the motion (requiring a simple majority) restricts the business of the meeting to items listed on the agenda.

Alternately to the formal process indicated above the Chair can note the proposed changes to the agenda and it can be approved by consent, whereby no person objects to the proposed amendments at the beginning of the meeting only.

Many of the less formal groups or committees may not bother with the consideration of the agenda in this way. However, the procedure outlined above protects the membership from the introduction, without prior warning, of new, and perhaps controversial, matters of business. If a meeting does adopt an agenda, it can change that agenda only by a formal motion to do so. A member might move, for example, that an item be added to the agenda or deleted from the agenda or that the order in which the items are to be discussed be changed. Such a motion must be seconded and requires a two-thirds majority vote. (See “Orders of the Day”.)

Minutes

It is the recommended ASHRAE procedure that **a copy of prior meeting minutes, not yet officially approved, be circulated to all members of a body and others interested**

in the work of the body before the meeting, in which case they need not be read at the meeting. If not distributed prior to the meeting a member of the body may call for the minutes to be read to the body. When action on the minutes is to be considered, the chairperson asks if there are any errors in or omissions from the minutes in which case those amendments should be addressed.

In ASHRAE it is preferred to have a formal motion to approve all body meeting minutes. A member should move: “That the minutes of the (*date*) meeting be approved as printed (or circulated).” In less formal meetings it is sufficient for the chairperson, if no one answers their call for errors or omissions, to say, “There being no errors or omissions noted, I declare the minutes of the (*date*) meeting approved as printed (or as per the copies distributed).” Should there be a mistake in the minutes, it is proper for any member to rise and point out the error. The secretary of the body should then make an appropriate correction or addition. The motion will then read: “.....approved as amended.”

Executive Committee Minutes

Sometimes the minutes of a previous executive committee, Executive Director and Officers, meeting are provided for record purposes of the larger body (Board of Directors), and may be read or summarized by the secretary, when applicable. One purpose is to give information to the membership on the disposition of business items that have been handled by the executive body. Occasionally a member will ask for more information regarding the matters disposed of by the executive body, and sometimes the general meeting will want to change the action taken by the executive body. Such cases are usually rare, but they are indications of the necessary subservience of the executive committee to the membership as a whole.

On important matters of business, the executive committee may have been able to arrive at recommendations that can later be considered by the general meeting. The reading or summarizing of the executive committee minutes can therefore prepare the membership for the discussion of important business on the agenda of the general meeting.

The executive committee minutes are not adopted or amended until the next executive meeting (having been read or summarized to the general meeting for information only).

Treasurer (If Pertinent)

The chairperson will call upon the treasurer to present a report on the finances of the society or group. For a regular meeting this would only need to be a simple statement of the receipts and disbursements since the last financial report, any major deviations in expenses and income based on the budget, the balance of money held in the account of the Society or group, and other information of interest to the body.

At the Annual meeting the treasurer should submit a detailed record of the financial business for the year and this report should be audited (that is, checked thoroughly by the appointed Board appointed Audit Committee (comprised of Board of Director members), to ensure that they present fairly the final financial position of the association and the results of its operations for the year).

Although it is not necessary to have a motion to “adopt” the treasurer’s report at a monthly meeting, it is advisable to adopt the audited annual report. A member of the Audit Committee should move: “That this report be adopted.”

At the annual meeting the treasurer would also present the proposed budget for the upcoming society year which also requires adoption by the Board of Directors.

Correspondence

Before the meeting, the secretary, in consultation with the chairperson, should separate any information and letters of significance received that impacts the operation and duties of the committee, into two groups—those requiring action and then others for information only.

The information and letters that require action by the meeting body should be added to the agenda with background information as applicable. They would be added to New Business if it requires action by the body. Each letter would require a separate motion to dispose of it.

Unfinished Business

Any business that has been postponed from a previous meeting, or that was pending

when the last meeting adjourned, is called “old” or “unfinished” business or “business arising from the minutes.” It is usually advisable for the chairperson to remind the meeting of the history of this business before discussion begins (or the chair may call upon someone with special information to do this).

Committee and Official Reports

Before the meeting, the chairperson should check with committee chairs to determine which committees or task forces have reports ready for the meeting and the importance of the material to be presented. All reports must be listed on the agenda.

In establishing the order in which committees should be heard, the chairperson should give priority to those with the most important reports. If none of the reports is of particular importance, any committee report that is pending from the previous meeting should be heard first. Usually, standing committees are given precedence over task forces (a standing committee is one that functions over an extended period of time; a task force or *ad hoc* committee is set up to deal with a special problem and is discharged when its task is completed). Committee reports should be in written form, so that a copy can be placed in the record files.

There is no need for a motion to receive a committee or task force report. The adoption of the agenda has guaranteed that the report will be heard.

If the report has been duplicated, the committee or task force chairperson should not read the report. The chair of the committee reporting may want to make a few comments, however, before answering questions from the meeting.

After all questions have been answered, the committee or task force chairperson will move any recommendations on behalf of the committee or task force. **Rules of Order indicate that a seconder is unnecessary for such motions because the motion is being made on behalf of a committee.**

Amendments to the recommendations may be proposed by any member at the meeting. After all the recommendations have been dealt with, motions may be received from the floor dealing with the substance of the report or the work of the committee or task force concerned.

Note: A committee or task force report need not be adopted. On rare occasions, a meeting may have occasion to adopt the entire report. An affirmative vote on such a

motion has the effect of the meeting's endorsing every word of the report—including the indicated facts and the reasoning—as its own. However, the treasurer's audited annual report should be adopted.

Occasionally it becomes evident that the report of a committee, or one of the recommendations, is not acceptable to a large proportion of the membership of the body present at the meeting. The committee can be directed to review its work in the light of the discussion heard.

New Business

When all unfinished business has been disposed of, the chairperson will say: "New business is now in order." Items not included on the agenda may not be discussed unless the agenda is amended. (The motion to amend the agenda requires a two-thirds majority.)

Announcements

The chairperson should give committee chairs and others an opportunity to make special announcements as well as making any of their own items of interest.

Program

When the association is to hear a special speaker, it may be advisable to have the speaker before the official business (from “Adoption of the Agenda” on) begins. In other cases the program occurs after pending new business has been disposed of. The chair of the meeting may ask a separate program chairperson to take charge at this point.

Adjournment

In organizations with a regular schedule of meetings a motion to adjourn is a “privileged” motion that is neither amendable nor debatable. A seconder is required and the motion should be put. If it is passed, the chair should announce formally that the meeting is adjourned.



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Attachment B

2021-2022 HISTORICAL COMMITTEE ASSIGNMENTS

DRAFT – July 10, 2021

<u>COMMITTEE</u>	<u>CHAIR</u>	<u>MEMBERS</u>
ADMINISTRATIVE/ ARCHIVES	Glen Remington	Glen Remington / Norman Grusnick / Atilla Biyikoglu / S. Morasch (ExO)
COMMUNICATIONS/ REGIONAL HISTORIAN GUIDELINES	Niss Feiner	Niss Feiner / Wei Sun / Spencer Morasch (ExO)
AWARDS/ LEADERSHIP RECALL	Niss Feiner	Niss Feiner / Robert Pollard / Spencer Morasch (ExO)



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Attachment C

2021-2022 HISTORICAL COMMITTEE

Mentor / Mentee Assignments

May 31, 2022

Mentor

Mentee

Spencer Morasch – Ch.

Niss Feiner – Vice Ch.

Spencer Morasch

Don Brandt

Niss Feiner

Tom Pollard & Norman Grusnick

Atilla Biyikoglu

Steven Marek

Spencer Morasch

Wei Sun

MBO Submission to PEC Planning								
FINAL - July 30, 2021								
Revised with Committee Assignments - Oct 19, 2021								
Author		Spencer Morasch - Chair, Historical Committee						
Council:		Publishing and Education Council						
Committee:		Historical Committee						
Reference Document		ASHRAE Strategic Plan 2019-2024						
Society Year:		2021-2022						
#	Description	Metric	Historical Committee Assigned	Committee Members	Strategic Plan Initiative # (can be more than 1)	Strategic Plan Goal # (can be more than 1)	Completion Date	Financial Assist Req'd?
		(how do we determine success?)		Chair in RED colored font				
	Example: Explore frequent use of digital live trainings for Grassroots, which will provide quick feedback and help from Grassroots.	Max 3-5 best practices			3 & 4	1b, 2a,b,c 3a,b	11/30/2020	No
1	Develop proposals to improve the opportunities for Regional Historians to participate in Society Historical Committee activities	Continue on-line participation of Regional Historian's at Society Historical Committee Meetings	Communications / Regional Historian Guidelines Committee	Niss Feiner / Wei Sun / Spencer Morasch (ExO)	3	2c, 3a	6/30/2022	No
2	Develop PAOE Recommended Changes to 2022-2023 Society Year PAOE	To get ahead of the PAOE Committee Cycle with proposal for the following year's (Society Year 2022-2023) PAOE Letter in Summer 2022. Historical PAOE subcommittee needs to work with the PAOE subcommittee of Members Council during the Fall 2021 to Submit recommendations.	Communications / Regional Historian Guidelines Committee	Niss Feiner / Wei Sun / Spencer Morasch (ExO)	4	2a	12/31/2022	No
3	Encourage younger members of ASHRAE to have interest in history-related activities of the Society	Proposing to keep the PAOE line item "For a local Chapter Historical activity performed by an actively engaged YEA member". Reference 2021-2022 PAOE Newsletter - Tag# YEAB (under YEA)	Communications / Regional Historian Guidelines Committee	Niss Feiner / Wei Sun / Spencer Morasch (ExO)	4	2a	6/30/2022	No
4	Historical Category PAOE Update Summary Report at Annual & Winter Conferences to include copy similar to 2019-2020 Annual Meeting. Most recent report dated 1/11/2021 was included with Historical Comm. Meeting Minutes of June 3, 2021 (Attachment C).	To encourage Regional Historians to target the below PAR performing Chapters in their Region based on the previous year's Historical PAOE Summary.	Communications / Regional Historian Guidelines Committee	Niss Feiner / Wei Sun / Spencer Morasch (ExO)	4	2a	1/31/2022	Yes
5	Encourage Chapter Historians who don't Attend their Regional CRC to complete the Chapter Historians Training Power Point and promote on-line History Workshop participation at CRCs	Update the Chapter Historians Training PowerPoint. Add points for submittal of a completed MBO with phone discussion with Regional Historian prior to August 30 of current fiscal year. Promote on-line workshop participation at CRCs	Communications / Regional Historian Guidelines Committee	Niss Feiner / Wei Sun / Spencer Morasch (ExO)	4	2a	6/30/2022	No
6	Foster collaboration with other international societies to improve our history research and support history-related activities of the Society	1) Continue work on collaboration. HC has links with similar groups in CIBSE and AICARR - opportunity to pursue to work w/similar committees in CEN, Intl Institute of Ammonia Refrigeration (IAR), Intl Institute of Refrigeration (IIR), & Global Cold Chain Alliance (GCCA). 2.) Continue work to investigate ASHRAE membership in the IEEE History Center. Grow support in the Life Members Club to fundraise & create an endowment fund that would provide ongoing financial support to sustain membership in the IEEE History Center.	Morasch & Feiner	Spencer Morasch & Niss Feiner	4	2b	6/30/2022	No for some groups, but YES for IEEE History Center
7	Leadership Recall - Arrange for videos at Winter Conference - January 2022	Arrange two Presidential interviews. Review other potential interviewees	Awards / Leadership Recall Committee	Niss Feiner / Robert Pollard / Spencer Morasch (ExO)	4	1b, 2c	1/31/2022	Possibly
8	Leadership Recall - Arrange for videos at Annual Conference - June 2022	Arrange two Presidential interviews. Review other potential interviewees	Awards / Leadership Recall Committee	Niss Feiner / Robert Pollard / Spencer Morasch (ExO)	4	1b, 2c	6/30/2022	Possibly
9	Digitize Archived Journals + Transactions	Encourage digitalization of all Society Journals and Transactions	Administrative / Archives Committee	Glen Remington / Norman Grusnick / Atilla Biyikoglu / S. Morasch (ExO)	3	3b	6/30/2022	Yes
10	Historical Awards - Encourage submission of nominations for Chapter Historian Gold Ribbon Awards and the Society Lou Flagg Historical Award.	A min. of one Gold Ribbon Award Nominee in each Region, and at least two nominations submitted for the Lou Flagg Historical Award	Administrative / Archives Committee	Glen Remington / Norman Grusnick / Atilla Biyikoglu / S. Morasch (ExO)	4	2a	12/31/21 for Lou Flagg Award, 6/30/22 for Gold Ribbon Award Nominations.	No
11	Historical Committee Newsletter - Resume publishing a newsletter for the target audience of Regional & Chapter Historians.	4 Newsletters published during the Society year.	Communications / Regional Historian Guidelines Committee	Niss Feiner / Wei Sun / Spencer Morasch (ExO)	4	1b, 2a, 2c	4 Editions. Target publish dates of July, Oct., Jan. & April.	No

2021-22 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

HISTORICAL CATEGORY

Attachment E

MINIMUM: 100 POINTS

PAR: 300 POINTS

Note: Histories about a system, standard, person, event or a company, outside the geographic area of the chapter are not acceptable for PAOE points unless a credible connection may be established by the Chapter Historian and approved by the Regional Historian. Histories for the Gold Ribbon Award shall be written by the Chapter Historian from information obtained by interviewing a person knowledgeable of the history being written or from personal knowledge of the history of the system, standard, person, event or company; or from detailed research as outlined in the document “The How To Guide for Researching.” All sources must be cited and referenced in a Bibliography attached at the end of the submittal document. Information obtained solely from electronic material or sources is not acceptable.

Points Related to Chapter Historical Activities:

H1	150 points; (150 points maximum)	For digitizing complete chapter historical archives posting on the chapter website and/or electronic storage and updating annually; (include a minimum of meeting minutes, monthly newsletters, listing of chapter executive inventory of historic items and memorabilia not scan-able and CRC reports)
H2	200 points; (200 points maximum)	For each history of a chapter, updates of the chapter history (5 years for a Chapter History), and history of a system, standard, person, event or a company significant to the Chapter’s history (Society Gold Ribbon Award). (Note: A Chapter history must be completed before other histories can be submitted for the Gold Ribbon Award.)
H3	50 points; (50 points maximum)	For chapter historical display at CRC (updated annually or new display)
H4	50 points; (50 points maximum)	For creating a chapter timeline with annual updates adding previous year events and posting on the chapter website and/or electronic storage
H5	50 points; (50 points maximum)	For program on history as all or part of a monthly chapter meeting
H6	100 points; (no maximum)	For each interview with Fellow ASHRAE member
H7	50 points; (50 points per individual; 300 points maximum)	For inviting Life members to one of the monthly chapter meetings
H8	25 points; (200 points maximum)	For publishing articles on chapter, company or member history in chapter newsletter, Society publication, chapter social media or chapter website with a maximum of 8 articles

Regional Historian Assigns/Enters the following points:

H9.1	100 points; (100 points maximum)	FOR THE INCOMING CHAPTER HISTORIAN: For attendance at the CRC Workshop
H9.2	50 points; (50 points maximum)	For completing the ASHRAE History Workshop Template between the start of the CRC and the start of the new ASHRAE Society year on July 1
H10	100 points; (100 points maximum)	For chapter historian participating in new historical based activities unique to the Region or Society; chapter needs to have Regional Historian’s prior approval for this activity to qualify
H11	100 points; (no maximum)	For each leadership recall interview, copy must be submitted to RVC by June 30
H12	50 – 100 points; (100 points maximum)	For planning/goal setting session with Regional Historian, including the preparation and submission of the respective Chapter’s Historical MBOs (<i>points assigned by Regional Historian by October 1 or 2 weeks after the CRC, whichever is later</i>)
H13	10 – 100 points; (100 points maximum)	For achieving goals established in goal-setting session with Regional Historian (<i>points assigned by Regional Historian by June 30</i>)



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To: Randy Schrecengost
Chair, ASHRAE Historical Committee

Date: January 15, 2017

From: Stanley M. Westhoff
Region I Historian
ASHRAE Historical Committee NVM
Email Address: swesthoff@nycap.rr.com

Reply to: Stanley M. Westhoff
18 Santee Drive
Gansevoort, NY 12831
Tel: 518-587-1949

**REGIONAL HISTORY REPORT
WINTER MEETING
JANUARY 29, 2017**

1. Current Regional Historical PAOE Points by Chapter.

- a. Boston Chapter has 540 Points.
- b. Rhode Island Chapter has 0 Points
- c. Connecticut Chapter has 165 Points
- d. Long Island Chapter has 485 Points
- e. New Jersey Chapter has 175 Points
- f. New York Chapter has 400 Points
- g. Northeast Chapter has 325 Points
- h. Central New York Chapter has 620 Points
- i. Rochester Chapter has 485 Points
- j. Niagara Frontier Chapter has 450 Points
- k. Champlain Valley Chapter has 165 Points
- l. Maine Chapter has 0 Points
- m. Twin Tiers Chapter has 330 Points
- n. Bi-State Chapter has 325 Points
- o. Granite State Chapter has 0 Points

2. Chapters with History on a Chapter Website

- a. Boston Chapter: [ashraeboston.org/chapter history](http://ashraeboston.org/chapter-history) (Inventory of items in library, time line of chapter, misc. lists)
- b. Rhode Island Chapter: No Website
- c. Connecticut Chapter: ctashrae.org (Past Presidents & Newsletters)
- d. Long Island Chapter: ashraeli.org (Past Presidents & Newsletters)
- e. New Jersey Chapter: njashrae.com (Past Presidents, Newsletters & Recall Interviews)
- f. New York Chapter: ashraeny.org (Newsletters, Minutes & Photos)
- g. Northeast Chapter: northeast.ashraechapters.org (Past Presidents, Newsletters & Recall Interviews)
- h. Central New York Chapter: ashraecny.org (Past Presidents, Newsletters, History)
- i. Rochester Chapter: Rochester.ashraechapters.org (Newsletters & Minutes)
- j. Niagara Frontier Chapter: Sites.google.com/site/niagarafrontierchapter/ (Newsletters, Recall Interviews & History)
- k. Champlain Valley Chapter: ashraevt.org (Past Presidents, Newsletters, Recall Interviews & Chapter Histories)



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- l. Maine Chapter: ashraemaine.org (Old Newsletters & One History)
 - m. Twin Tiers Chapter: twintiers.ashraechapters.org (Founding Chapter History)
 - n. Bi-State Chapter: ashraebistate.org (no postings)
 - o. Granite State Chapter: nhashrae.org (Early Chapter Histories)
3. **Chapters publishing Historical articles in their Chapter Newsletter?**
- a. Boston Chapter: (Published September thru January, none stood out for Society)
 - b. Rhode Island: (None)
 - c. Connecticut: (Published several interviews, none stood out for Society)
 - d. Long Island: (Published October thru January, Con Edison on Steam, but not for Society)
 - e. New Jersey: (None)
 - f. New York: (Published interview in January, none stood out for Society)
 - g. Northeast: (Published October to January, none stood out for Society)
 - h. Central New York: (None)
 - i. Rochester: (None)
 - j. Niagara Frontier: (November thru January, Birdsell Holly Municipal Fire Systems and District Steam worldwide, none stood out for Society)
 - k. Champlain Valley: (None)
 - l. Maine: (None)
 - m. Twin Tiers: (Published August thru November, none stood out for Society)
 - n. Bi-State: (None)
 - o. Granite State: (None)
4. **Chapters with a designated History Emphasis Night on Meeting Schedule**
- a. Boston: (October 2016, history of the father of air conditioning)
 - b. Rhode Island: (None)
 - c. Connecticut: (None)
 - d. Long Island: (June 2016, trivia, raffle, swearing in of new BOG)
 - e. New Jersey: (None)
 - f. New York: (None)
 - g. Northeast: (December 20, 2016, introduction of Past Pres. & brief on their year & display)
 - h. Central New York: (None)
 - i. Rochester: (November 2016, had a display, gambling with deferred maintenance)
 - j. Niagara Frontier: (Not Scheduled yet)
 - k. Champlain Valley: (Not Scheduled yet)
 - l. Maine: (None)
 - m. Twin Tiers: (Scheduled for January 17, 2017)
 - n. Bi-State: (Scheduled for January 2017)
 - o. Granite State: (None)
5. **Did your Chapter host a Past President and/or Life Member event?**
- a. Boston: (October 2016, 8 Past Presidents & 8 Life Members)
 - b. Rhode Island: (None)
 - c. Connecticut: (None)
 - d. Long Island: (June 2016, 5 Past Presidents & 1 Life Member)
 - e. New Jersey: (None)



- f. New York: (Scheduled for May 2017)
 - g. Northeast: (December 20, 2016 – 8 Past Presidents, Life Members in April 2017)
 - h. Central New York: (None)
 - i. Rochester: (November 2016 invited Life Members, none attended)
 - j. Niagara Frontier: (Invitation only with 8 Past Presidents & 3 Life Members attending)
 - k. Champlain Valley: (Not Scheduled yet)
 - l. Maine: (None)
 - m. Twin Tiers: (Scheduled Past Presidents & Life Members for January 17, 2017)
 - n. Bi-State: (Scheduled Past Presidents & Life Members for January 2017)
 - o. Granite State: (None)
6. **Chapters with a History Display at CRC? (CRC – August 2016)**
- a. Boston: (ASHRAE Books, Trophy & Misc.)
 - b. Rhode Island: (Chapter Charter, Photos, Various Lists & Brochures)
 - c. Long Island: (Photo Collage, Formative History Display)
 - d. Northeast: (Chapter Histories, Interviews, Photos, Chapter Roster, Past Presidents List)
 - e. Rochester: (Early Heat Pump Technology Display)
 - f. Niagara Frontier: (American Radiator Factory Collage & Book Archive)
 - g. Twin Tiers: (Past Presidents List, Photos, Books & Brochures)
 - h. Bi-State: (Past Presidents List, Photos, Chapter Charter & History)
7. **What was the Chapter attendance at CRC?**
- a. Chapter XXX.
 - b. Chapter YYY. Etc.
 - c. When was the CRC – August 2016
8. **What History Award(s) were given at the CRC?**
- a. Niagara Frontier: (Region I Gordie Root Historical Award)
 - b. Northeast: (Gold Ribbon)
9. **Which Chapter Historians participate in other Chapter activities?**
- a. Boston: (Honors & Awards, Product Show co-chair)
 - b. Northeast: (Nominating)
 - c. Niagara Frontier: (Nominating)
 - d. Twin Tiers: (Nominating & Honors & Awards)
10. **Did you hold a Historian Workshop at CRC - YES**
- a. Did you use the Society History Power Point for the workshop -No
 - b. Did you use the Society Honors & Awards Power Point for the workshop- No
11. **Were there any Gold Ribbon award presentations at CRC - YES**
- a. Are there any potential Low Flag Award candidates - NO
 - b. If so, name the recipient and provide a copy to the Historical Committee.
12. **Were there any Leadership Recall Interviews completed for this report period?**
- a. New York: (Richard Batherman)



Shaping Tomorrow's
Built Environment Today

- b. Boston: (Leon Glickman & Stacie Suh)
 - c. Long Island: (Mike Gerazounis, Peter Gerazounis & Thomas J Fields)
13. **Are there any motions or recommendations for the Historical Committee to consider?**
- a. Niagara Frontier: (Would like procedure for honorary chair for a deceased member)
14. **Any recommendations for Pioneers of the Industry or ASHRAE Hall of Fame?**
- a. Rochester: (Lynn Bellinger)
15. **Any unusual or interesting activities in your Chapters to report?**
- a. New York: (Richard Batherman named BOG member emeritus for career long contributions to BOG)
16. **Do you have any issues or problems that might impact History?**
- a. Please provide information to the Historical Committee.

Very Respectfully,

Stanley M. Westhoff
Region I Historian

202__-202__ (UPDATE THIS)

ASHRAE REGION ____
HISTORIAN'S WORKSHOP

CHAPTERS REGIONAL CONFERENCE

HOSTED BY: _____ CHAPTER

Located in _____



CHAPTERS REGIONAL CONFERENCE

Why are we here?

Keep history alive!!



202_-202_ REVIEW & DISCUSSION

Highlights of SOCIETY HISTORICAL COMMITTEE MINUTES



HISTORICAL COMMITTEE FROM (LAST WINTER OR ANNUAL MEETING

<u>COMMITTEE</u>	<u>CHAIR</u>	<u>MEMBERS</u>
ADMINISTRATIVE/ ARCHIVES	Comm Member	___/___/Chair(ExO)
COMMUNICATIONS/ RVC GUIDELINES	Vice Chair	___/Chair (ExO)
AWARDS/ LEADERSHIP VOICES	Comm Member	___/___/Vice Chair (ExO)



202_-202_
PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)
HISTORICAL CRITERIA (300 PAR - 100 MIN)



2019-20 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

HISTORICAL CATEGORY

MINIMUM: 100 POINTS

PAR: 300 POINTS

Note: Histories about a system, standard, person, event or a company, outside the geographic area of the chapter are not acceptable for PAOE points unless a credible connection may be established by the Chapter Historian and approved by the Regional Historian. Histories for the Gold Ribbon Award shall be written by the Chapter Historian from information obtained by interviewing a person knowledgeable of the history being written or from personal knowledge of the history of the system, standard, person, event or company; or from detailed research as outlined in the document "How to Find Historical Document information." All sources must be cited and referenced in a Bibliography attached at the end of the submittal document. Information obtained solely from electronic material or sources is not acceptable.

Points Related to Chapter Historical Activities:

H1	150 points; (150 points maximum)	For digitizing complete chapter historical archives posting on the chapter website and/or electronic storage and updating annually; (include a minimum of meeting minutes, monthly newsletters, listing of chapter executive inventory of historic items and memorabilia not scan-able and CRC reports)
H2	100 points; (100 points maximum)	For each history of a chapter, updates of the chapter history (for the last 3-5 years), and history of a system, standard, person, event or a company significant to the Chapter's history (Society Gold Ribbon Award). (Note: A Chapter history must be completed before other histories can be submitted for the Gold Ribbon Award.)
H3	50 points; (50 points maximum)	For chapter historical display at CRC (updated annually or new display)
H4	50 points; (50 points maximum)	For creating a chapter timeline with annual updates adding previous year events and posting on the chapter website and/or electronic storage
H5	50 points; (50 points maximum)	For program on history as all or part of a monthly chapter meeting
H6	50 points; (no maximum)	For identifying and documenting any heating, refrigeration or air-conditioning plant, systems or buildings of historic interest within the boundaries of the Chapter ASHRAE members (<i>see criteria in note above</i>)
H7	50 points; (no maximum)	For each interview with Fellow ASHRAE member
H8	50 points; (50 points per individual; 300 points maximum)	For inviting Life members to one of the monthly chapter meetings
H9	25 points; (200 points maximum)	For publishing articles on chapter, company or member history in chapter newsletter, Society publication or chapter website (<i>8 newsletters</i>)

YEA/Diversity Activities:

H10	25 points; (50 points maximum)	For a local Chapter Historical activity performed by an actively engaged YEA member (YEA or Diversity, but not both)
H11	25 points; (50 points maximum)	For a local Chapter Historical activity performed by an actively engaged Diversity in ASHRAE member (YEA or Diversity, but not both)

Regional Historian Assigns/Enters the following points:

H12	100 points; (100 points maximum)	For the incoming Chapter Historian: attendance at the CRC workshop; or completing a "Review of Historical Committee Training PowerPoint" between the start of the CRC and the start of the new ASHRAE Society year on July
H13	100 points; (100 points maximum)	For a chapter historian serving in the position 2 years or more
H14	100 points; (100 points maximum)	For chapter historian participating in new historical based activities unique to the Region or Society; chapter needs to have Regional Historian's prior approval for this activity to qualify
H15	100 points; (no maximum)	For each leadership recall interview, copy must be submitted to RVC before the next CRC
H16	50 – 100 points; (100 points maximum)	For planning/goal setting session with Regional Historian, including the preparation and submission of the respective Chapter's Historical MBOs (<i>points assigned by Regional Historian by October 1 or 2 weeks after the CRC, whichever is later</i>)
H17	10 – 100 points; (100 points maximum)	For achieving goals established in goal-setting session with Regional Historian (<i>points assigned by Regional Historian by June 30</i>)



PAOE HISTORICAL CRITERIA (2019-20)

H1. For Digitizing Complete Chapter Historical Archives And Electronically Posting And Updating Annually

- Include a minimum of meeting minutes, monthly newsletters, listing of chapter executive inventory of historic items and memorabilia not scan-able and CRC reports

150 points (150 maximum)



PAOE HISTORICAL CRITERIA

H2. For each history of a chapter, updates of the chapter history, (Society Blue Ribbon Award) (Note: A Chapter History must be completed before other histories can be submitted for the Gold Ribbon Award ; see upcoming slides for details for Gold Ribbon).

100 points (**no limit**)



PAOE HISTORICAL CRITERIA

H3. For a historical display at CRC (updated annually or new display)

50 points (50 maximum)



PAOE HISTORICAL CRITERIA

H4. For creating a chapter timeline with annual updates adding previous year events and posting on the chapter website and/or electronic storage.

50 points (50 maximum)



PAOE HISTORICAL CRITERIA

H5. For program on history as all or part of a monthly chapter meeting.

50 points (50 maximum)



PAOE HISTORICAL CRITERIA

H6. For identifying and documenting any heating, refrigeration or air-conditioning plant, systems or buildings of historic interest within the boundaries of the Chapter ASHRAE members (see criteria in note above).

50 points (no maximum)



PAOE HISTORICAL CRITERIA

H7. For each interview with Fellow ASHRAE Member

50 points (no maximum)



PAOE HISTORICAL CRITERIA

H8. For inviting Life Members to one of the monthly chapter meetings.

50 points (50 points per Life Member; 300 points maximum)



PAOE HISTORICAL CRITERIA

H9. For publishing articles on chapter, company or member history in chapter newsletter, Society Publication or chapter web site (8 newsletters)

25 points (200 maximum)



PAOE HISTORICAL CRITERIA – YEA/Diversity Activities:

H10. For a local Chapter Historical Activity performed by an actively engaged YEA member (YEA or Diversity) but not both)

25 points each (50 points maximum)



PAOE HISTORICAL CRITERIA

H11. For a local Chapter Historical activity performed by an actively engaged YEA or Diversity in ASHRAE member (YEA or Diversity, but not both).

25 points each (50 maximum)



PAOE HISTORICAL CRITERIA Regional Historical Assigns/Enters the following points:

H12. For the incoming Chapter Historian; attendance at the CRC workshop; or completing a “Review of Historical Committee Training Power Point” between the start of the CRC and the start of the new ASHRAE Society year in July.

100 points; (100 points maximum)



PAOE HISTORICAL CRITERIA

H13. For a Chapter Historian serving in the position 2 years or more.

100 points (100 maximum)



PAOE HISTORICAL CRITERIA

H14. For Chapter Historian participating in new historical based activities unique to the Region or Society; chapter needs to have Regional Historian's prior approval for this activity to qualify.

100 points each year (100 maximum)



PAOE HISTORICAL CRITERIA

H15. For each leadership recall interview, copy must be submitted to Regional Historian before the next CRC.

100 points; (no maximum)



PAOE HISTORICAL CRITERIA

H16. For planning/goal setting session with Regional Historian, including the preparation and submission of the respective Chapter's Historical MBO's (points assigned by Regional Historian by October 1 or 2 weeks after the CRC, whichever is later)

50-100 points (100 maximum)



PAOE HISTORICAL CRITERIA RH ASSIGNMENTS

H17. For achieving goals established in goal-setting session with Regional Historian (Points assigned by Regional Historian by June 30 on receipt of evidence from Chapter)

10-100 points (100 maximum)



GOLD RIBBON AWARD

For chapters and historians that accomplish certain goals to the satisfaction of the Regional Historian and DRC

Approved by the Honor and Awards Committee and Board of Directors in January 1981



GOLD RIBBON AWARD

GOLD RIBBON awarded to chapter for mounting on their chapter banner

A certificate is awarded to the chapter historian

Awards made annually at the CRC



GOLD RIBBON AWARD



Chapter historians, initially, must complete a minimum of five years of history of their chapter



Thereafter the Gold Ribbon Award can be won for each additional minimum of five-year chapter history update



Ultimate goal is eventually recording or completing the chapter's history back to its founding, as well as describing key events that led up to the formation of the chapter



GOLD RIBBON AWARD

1. HISTORY OF A CHAPTER

In a narrative format, and in chronological order, for example

- Society and CRC events

- Chapter Charter

- Chapter events

- List of chapter officers and Fellows

- Honors and Awards

- Photographs and brief description of chapter's members contribution to Society as well as HVAC&R and the community



GOLD RIBBON AWARD

2. UPDATE OF THE CHAPTER HISTORY

This is the continuing update of the chapter history

Includes any prior information obtained as well as continuing to build for the current year

The bits and pieces of happenings that make history interesting start here

A minimum five year update is required for the **Gold Ribbon** award



GOLD RIBBON AWARD

3. History of a Person, Company, or System

May include, for example

- a piece of equipment

- an artifact

- technology

- project

.....particularly at a site with a heritage interest



GOLD RIBBON AWARD

Background to historic articles etc

Information can be, for example, from ...

within an organization

retired employees

libraries

museums

publications

company files

Source of information must be given

Information should be of significant value



GOLD RIBBON AWARD

Background to historic articles etc



Include photographs and text and graphics



Clearly identify objects and people



Material presented in historical perspective



GOLD RIBBON AWARD

Background to historic articles etc



Authors of ASHRAE historical presentations and articles published in ASHRAE Journal and other technical magazines and journals can be considered for Gold Ribbon award



Chapter history and historical presentations to be published on Chapter website and in newsletters



Prior to presenting historical material at CRC it can be presented at Chapter meetings



LOU FLAGG HISTORICAL AWARD



Society President in 1988-89

The Lou Flagg Historical (Gold Ribbon) Award approved by ASHRAE Board of Directors in June 2002

“to recognize a Chapter Gold Ribbon Award winner for compiling information on outstanding historical projects or persons related to HVAC&R”

Award consists of a plaque and lapel pin



LOU FLAGG HISTORICAL AWARD

Recognizes the vital role historians play in identifying and preserving the accomplishments of its members and the industry

Recognizes the most outstanding history on projects or persons



LOU FLAGG HISTORICAL AWARD

Presented at the Society's Annual Conference

.....winner receives free transportation

Recipient selected from nominations submitted to, and judged by, the Historical Committee.

Nominations submitted yearly from each Region and from Historical Committee

Nominations to be received at ASHRAE Headquarters by Dec. 1st



LOU FLAGG HISTORICAL AWARD

Judging Criteria

Historical significance	35 points
Innovation	25 points
Photographs	20 points
Quality of presentation	20 points



LOU FLAGG HISTORICAL AWARD

Historical Significance

- History of a person, company, project, event, system or object invented or created
- Significant contribution to the progress of HVAC&R industry
- The relevance of the historical value or significance shall be clearly addressed.



LOU FLAGG HISTORICAL AWARD

Innovation

- The depth to which the individual went, during the information gathering process, to locate and to identify the information should be emphasized.
- Project should describe the facts pertaining to the preparation of the article.



LOU FLAGG HISTORICAL AWARD

Photographs or Duplicates of Photos

- Encourage to use photos or illustrations in the submittal
- Illustrations and photos should enhance the presentation
- All photos should be identified (who, what, when, where and why)
- NOTE: Do not submit original photographs.



LOU FLAGG HISTORICAL AWARD

Quality of Presentation

- Presentation should be logical, concise and effective with significant features clearly highlighted.
- Simple to read system schematics or charts and easy-to-follow series of photos
- A presentation in electronic format is required.



LOU FLAGG HISTORICAL AWARD

- Presented annually at the Society's Annual Conference.
- Winner receives free transportation to the Society's Annual Conference.



HOW TO ARCHIVE

Decide what you are trying to document: the chapter history, history of industry, company or person? It will probably be a combination.

Set a time frame to achieve your goals – allow enough time, but not too much for the entire process. Try not let the project linger.

Keep objective



HOW TO ARCHIVE

Inventory materials to be archived, involving other people if necessary for decision-making

Become familiar with everything that is scheduled to be archived

Weed out any duplicates

Save copies of formal programs, announcements, newsletters, or brochures that reflect the chapter's meetings, membership, etc.

Preferably keep originals, not photocopies

Make a decision about roughly how many items you want to keep, protect and/or digitize.



HOW TO ARCHIVE

- **Triage** the materials into three piles:
 - **Toss/throw away:** Toss anything without obvious value. If you decide to keep a common item for interest's sake, only keep one or two at most.
 - **Keep:** Decide what is of enough value that it would have importance in five-ten years (role play with yourself or others: in 10 years time, would this have any bearing on the history of my chapter or the industry or a particular individual – not always easy to decide)
 - **Undecided:** Hardest of all. Place anything in this pile that you are not sure about the wisdom of keeping, but have a feeling that maybe you should.



HOW TO ARCHIVE

- **Triage again:**

- Keep pile: Go through this pile again; make sure that there isn't any redundancy
- Undecided pile: Go through again with an eye to further removals
- Create new toss/throw away pile: This is for your new discards.

Walk away for a period of time, so that you can think about the decisions you have made and also to consult with others who may have more knowledge about the items. A distance of space and time will provide further clarification for the decisions that you must make.



HOW TO ARCHIVE

- **Triage one more time:** Continue to narrow your selection until you reach the number and quality of items you have planned to keep.



CHAPTER HISTORIANS WORKSHOP



THANKS FOR COMING



EMAIL: XXX@XXXXXX.XXX

YOUR NAME _____

REGIONAL HISTORIAN



First Presbyterian Church of Orange, Texas Built and Air Conditioned in 1908-1912

Church built in 1908-12 and air-conditioned at that point in time still operational and in everyday use. This report meets the requirements outlined by the Society Historical Committee for a History of an Installed A/C System Installed in 1908-1912 and Still Operational 2019 at First Presbyterian Church in Orange, Texas. The Houston, Texas Chapter ASHRAE {formally South Texas Chapter ASHVE} [formally the Texas Chapter of ASHVE] are of operations includes Beaumont, College Station, Galveston, Huntsville, Orange, and Port Arthur, Texas ASHRAE assigned chapter members.

The First Presbyterian Church was funded, built, operated with funds donated to the Orange City community by the Lutcher Stark family who owned extensive timber lands and operated saw mills in the East Texas and Louisiana Piney Woods around Orange, Texas around the turn of the century community. The family never revealed the building construction cost, operating cost and maintenance costs of the facility.

The church has a large stained glass dome with seating for a considerable number of church goers. The original system was a anhydrous ammonia compressor and ice making system that utilized a steam boiler to driver the AHU fan wheel and chilled water spray circulating pumps to wash the air clean and reduce the temperature to 55 FDB at near saturation levels. The initial Air Handling Unit and Chilled water pump had a large flat leather belt driven by a steam engine and steam boiler. The City of Orange did not have sufficient electricity to provide for the facility when the system was upgraded to the Kroeschell CO2 All electric system, so the Lutcher family built a steam driven power plant and hired the stationery engineer to safely run it for them. The smelly ammonia A/C system was replace by a high pressure CO2 steam driven compressor, blower and chilled water pump provided and installed by the Kroeschell CO2 Company. Later the AHU was replaced by a Carrier Buffalo Forge Chilled water spray coil AHU around 1929 and an electric driven R-22 compressor with a water cooled heat exchanger which compressor and coil have been replace by a more modern R-402A compressor and water cooled shell and tube heat exchanger. The Carrier Buffalo Forge AHU is still in place and operational daily to maintain very pleasant conditions within the church and meeting room!

Refer to attached history report with photos and copies of the installation drawings. I have researched the facility online and have downloaded information including photos, visited the facility to see with Mark 1 Eyeball Scanning Equipment the condition of the facility and discuss with current operating personnel the system functioning. The facility gracious allowed me the use of some very spectacular photos that had been taken and gave me electronic copies of the original building AMEP plans that the church was built from. Refer to attached info. The History of the various A/C systems installed in the church indicate very deep pockets and with a great deal of personal pride to provide this facility to the community without revealing the costs involved. Four different kinds of A/C systems have been deployed at this facility 1) a steam driven ammonia compressor with AHU and spray water cooling coil and pump belt driven by a rotating steam motor, a high pressure CO2 compressor with high pressure pipe coil, chilled water pump and chilled water coil spray & wash-down cooling system, a Carrier Buffalo Forger AHU with chilled water wash down coil and spray unit with a shell and tub heat exchanger to cool the R-22 refrigerant system and the more modern R402A refrigerant system utilizing the 1929 AHU unit Manufactured by Carrier Buffalo Forge and currently driven by electricity!

An Engineer's time was \$2.00 per hour when billed April 30, 1929 & the Travel expense was billed at \$0.0056/mile. Refer to Invoice below.

Mr. Lutcher Stark negotiating with William H. Moler of the Carrier Corporation to Install turn-key project of a new air conditioned system located within the Church in Orange, Texas to replace the existing Kroeschell CO2 Dioxide system that had developed a motor starter problem earlier.

FIRST PRESBYTERIAN CHURCH,

2 SHIPPED TO AND DESTINATION

ORANGE TEXAS.

L

DATE SHIPPED
CAR INITIALS & NO.
HOW SHIPPED & ROUTE

4/30/29

FROM

HOUSTON

COLL. () PREPAID ()

GROSS WEIGHT

LBS. COMPLETE (XX) PARTIAL () FINAL () FROM THIS POINT

SALESMAN (S)
B/L ORIGINAL TO 1
N.1 TO 1-1 TO 0.0.0.F.
N.1 TO 2 IF DIFF. from 1
S.N. TO S.P. CORR.

NAME

NO.

LEHMAN

402-230

DEPT.

DATE	SIGNATURE	TITLE
SATISFACTORY AND APPROVED		
ADJUSTMENTS		
ACCOUNTING DISTRIBUTION		
ADDED	FINAL APPROVAL	
I. C. NO.	DIST. CODE 1-X	
TERMS	NET 30 DAYS	
INTEREST CHARGED ON OVERDUE ACCOUNTS		
F.O.B. (3)	HOUSTON	

PACKAGE NUMBERS	Item No.	Quantity (Show Unit)	IDENTIFICATION NO. AND DESCRIPTION	PRICE PER UNIT	AMOUNT
			9800(4170)		
			TIME AND EXPENSE OF ENGINEER INSPECTING CLASS 11-200 C 5 MOTOR STARTER. INSPECTION SHOWED STARTER OVERLOADED.		
			APRIL 30TH 9 HRS. @ 2.00 PER HR.	NET	18.00
			EXPENSES 4/30 HOUSTON TO ORANGE & RETURN		15.00
					<u>33.90</u>

H. J. LUTCHER STARK
ORANGE, TEXAS

April 24, 1928

Notation relative to the change in air conditioning equipment to be installed at the First Presbyterian Church at Orange, Texas.

1. Should we make any change, whatsoever, we, the First Presbyterian Church are desirous of contracting with one corporation for the completed job with the exceptions in the form of contract to be noted later.
2. The results to be obtained would be a comfortable church and Sunday School room to the occupants in winter and in summer. From my knowledge of womanhood, in this vicinity, I suggest that seventy degrees in winter even with a relatively high humidity might not satisfy. I should think the system, at an outside temperature of fifteen degrees should be capable of producing at least seventy-four degrees. In summer, with an outside dry bulb temperature of at least one hundred degrees, I doubt very much whether eighty degrees, maximum, with fifty degrees humidity would satisfy. I am also conscious of the fact that at an extremely low temperature of seventy degrees with high humidity might be much more uncomfortable than eighty degrees with a lower humidity. The end that we seek to obtain is comfort in both seasons of the year and, before signing a contract, we should like to have some practical demonstration of what the figures suggested mean.
3. We suggest that the representative of the Carrier Engineering Corporation enter into a completed contract with us. This completed contract to include carrying out the present equipment, installing the new equipment in an up-to-date efficient manner. I suggest that the equipment be placed upon concrete bases, sufficiently high from the floor to permit cleaning underneath and to prevent rust and corrosion from attacking the equipment in inaccessible places. I also suggest that an attempt be made in co-operation with us, looking to the practical water-proofing of the basement as well, as the equipment has to be removed from the basement, anyway. This contract to include, further, all necessary equipment to complete this job, whether ice machines, condensing coils, water connections, tunnels for water pipe and returns, pumps, electric motors, switches, and everything else that goes to make up a turn-key job. We, the First Presbyterian Church to look to the Carrier Engineering Corporation for the completion of the whole.
4. We request the Carrier Engineering Corporation to submit to us an itemized bid upon all equipment other than that which they, themselves, furnish, we reserving the privilege to purchase equipment and supplies of the same character and specifications and to furnish same to them on the job, holding ourselves liable for all delays in shipment and that follow in any divided purchasing agreement.
5. In explanation of the above note, it is the desire of the First Presbyterian Church of Orange to buy a completed job, which will have behind it the guarantee of the Carrier Engineering Corporation as to the workability and results produced by the entire installation, we, the First Presbyterian Church of Orange, holding the Carrier Engineering Corporation responsible for the success of the operation of the entire job.

The superintendent for Carrier was to start work at the Church no later than January 22, 1929 the refrigeration equipment cost was established at \$5,363.00

Carrier Engineering Corporation

Air Conditioning-Drying-Refrigeration

Burnham Building

Chicago, Ill.

TELEPHONE STATE 3646

CABLEGRAMS
"CARICOR
NEW YORK"
NEW YORK
PHILADELPHIA
BOSTON
WASHINGTON

OFFICES AND
LABORATORIES
NEWARK, N. J.
CHICAGO
CLEVELAND
KANSAS CITY
LOS ANGELES

Houston, Texas,
April 26, 1928.

Mr. H. J. Ludcher Stark,
Orange, Texas.

Dear Mr. Stark:

Re: Cooling System for Church
and Sunday School Room in
First Presbyterian Church.

We are attaching to this letter three contracts specifications which we are asking your office to forward to you. The contracts are revised in accordance with your notation of April 24th. We request that you sign two of these contracts, mailing them to the above address and at the same time wire Mr. E. P. Heckel that you are sending them. This will prevent any delay in the completion of the job.

You will note that we have changed the temperature guarantee as per the second paragraph of your letter. We have included in our proposal the entire job - what you would call a turn-key job. We will allow a deduction of \$5,363.00 if you desire to furnish the refrigerating equipment. We have however, obtained a specially low price on this including a 10% discount so that you would have to pay the same amount or more for this equipment. We recommend that you allow us to assume the entire responsibility for the completed job including refrigeration. We have been unable to obtain segregated bids on the equipment we did not furnish, hence we are unable to pass them on to you. However, we shall be glad to purchase all supplies which must be bought in your neighborhood from firms whom you would recommend.

We have sent all of the data and plans to our home office, 750 Frelinghuysen Avenue, Newark, N. J. for their final checking so that there will be no delay in the ordering of equipment after receipt of your wire. We plan to have our construction superintendent on the job shortly after you return to Orange with the idea of having the work going smoothly and quickly and with a minimum of time during which you will not have the ventilating system in operation.

Trusting that we may have the pleasure of making for you also,

Every Day A Good Day.

Yours very truly,
CARRIER ENGINEERING CORPORATION

Carrier Engineering Corporation

Air Conditioning-Drying-Refrigeration

CABLE GRAMS
"CARRIER"
NEW YORK

NEW YORK
PHILADELPHIA
BOSTON
WASHINGTON

Offices and Laboratories
850 Frelinghuysen Ave.
Newark, N. J.

TELEPHONE TERRACE 2-6000

OFFICES AND
LABORATORIES
NEWARK, N. J.

CHICAGO
CLEVELAND
KANSAS CITY
LOS ANGELES

December 28, 1928.

Rev. E. T. Drake,
First Presbyterian Church,
Orange, Texas.

Dear Reverend Drake:

I regret that I was unable to see you on my very hurried trip to Texas, the early part of this month. I spent a few hours in Houston, discussing the cooling of the Church with Mr. D.C. Lingo of the Southern Engineering and Pump Company, and asked him to convey to you my regret of not being able to stop off at Orange on this trip.

I think it is a good thing the writer returned here, since we have lately developed a method by which it will be practically impossible for any change of the ammonia fumes from the machine in the neighboring building to get into the Church thru the ventilating system.

We expect to have the drawings completed between the 27th or 28th of this month, and we also expect our superintendent to be on the job on the 2nd of January. We would have him go over the drawings with Mr. Vaden, and he will also check up any of the things which he may find to be different from what is shown on the set of blue-prints we have. I think we have been very fortunate in getting one of our best superintendents to work on your job.

The writer expects to be in Texas again about the 18th or 20th of January, and we sincerely hope and expect to visit you at that time. Meanwhile may we express a delighted thanks for your cordial offer of assistance and cooperation in the completion of our work, and also to wish you "A Very Happy Holiday and Pleasant New Year."

Sincerely yours,

CARRIER ENGINEERING CORPORATION,

Wm. H. Moler

WM. H. MOLER

WHE:F



Historical Committee

January 30, 2022

Draft document authored by Spencer Morasch - Chair

PROPOSAL

For ASHRAE to join the partnership between the United Engineering Foundation, and the AIAA, AIChE, ASCE, IEEE, SPE & SWE, for the purpose of engaging with the Engineering & Technology History Wiki (ETHW).

The ETHW is administered by the IEEE History Center.

Engineering & Technology History Wiki (ETHW) Home Page:

[Engineering and Technology History Wiki \(ethw.org\)](http://ethw.org)

High level overview of the ETHW - website:

[ETHW:About - Engineering and Technology History Wiki](#)

For ASHRAE to join the partnership, will require \$3000.00 annual "dues" for membership.

In order to sustain membership in perpetuity, and to operate outside of ASHRAE's normal budget, it is proposed to set up a dedicated endowment fund in the ASHRAE Foundation. It is anticipated that \$60,000.00 will be needed in order to accomplish this goal, based on a 5% return on investment by the Foundation.

Fundraising will be needed to raise the endowed amount, including soliciting the Life Members Club, who have well supported Historical activities in the past. Additional funds will be solicited from ASHRAE members, including Regions & Chapters.

ASHRAE Mission & Vision

Mission: To serve humanity by advancing the arts and sciences of heating, ventilation, air conditioning, refrigeration and their allied fields.

Vision: A healthy and sustainable built environment for all.

Joining the partnership will support ASHRAE's Mission & Vision as follows:

- 1.) By joining the ETHW, ASHRAE collaborates with other leading engineering societies to document ALL engineering history, and have it housed in a single, readily accessible location. It is a valuable long-term resource / reference that can benefit ASHRAE & it's membership now and into the future.
- 2.) **"Those that fail to learn from history are doomed to repeat it."** (Winston Churchill).

- 3.) The key to learning from history is of course to first know what the history is, and the ETHW will help provide the source of historical reference info.
- 4.) PERFECT EXAMPLE of the need for better documentation & accessibility of historical info:
 The current pandemic raised questions very early on in the pandemic regarding ASHRAE's historical documentation of the last major pandemic, which was the Spanish Flu of 1918. A research of ASHRAE's own historical archives produced little info about the Spanish Flu. The current pandemic has had outstanding results from the ASHRAE Epidemic Task Force. We need to make sure that this work is preserved for use & reference for when the NEXT pandemic occurs!
 This is just one example of how readily accessible historical info can be applied to ASHRAE's Mission & Vision.

Current members of the partnership:



AIAA = American Institute of Aeronautics and Astronautics

AIChE = American Institute of Chemical Engineers

AIME = American Institute of Mining, Metallurgical, and Petroleum Engineers

AIST = Association for Iron & Steel Technology

ASCE = American Society of Civil Engineers

ASME = American Society of Mechanical Engineers

IEEE = Institute of Electrical & Electronics Engineers

SPE = Society of Petroleum Engineers

SWE = Society of Women Engineers

SME = Society of Mining, Metallurgy & Exploration

United Engineering Foundation



Below info is sourced from ETHW's website:

[ETHW:About - Engineering and Technology History Wiki](#)

What is the Engineering and Technology History Wiki (ETHW)?

The Engineering and Technology History Wiki (ETHW) is a website powered by [MediaWiki](#) with thousands of articles, first hand accounts, oral histories, milestones, archival documents and lesson plans pertaining to the history of technology. The ETHW is one of the world's premier sites for the documentation, analysis, and explanation of the history of technology; the scientists, engineers and business people who made these technologies happen; and on the history of the organizations to which these men and women belonged.

The ETHW is developed by a partnership between the [United Engineering Foundation](#), and the AIAA, AIChE, AIME, ASCE, ASME, IEEE, SPE and SWE. It fosters the creation of narratives that not only document the history of engineering practices but also explain when, how, and why these technologies developed as they did. It uses a wiki-based web platform to foster a collaborative online environment that taps into the collective memories, experiences, and knowledge of engineering's worldwide membership – the men and women who provide the imagination, creativity, and know-how to sustain engineering progress and technological innovation. In time, this site will serve as a central historical repository of all the achievements, ideas, and first-hand knowledge of engineering association members, societies, councils and technical communities. The ETHW will also provide a central location for all materials related to engineering's organizational history.

Although the contributions to this site are restricted to registered users, the ETHW is also dedicated to making the social, economic, political, and technical aspects of the history of technology accessible to all. The general public is invited to explore and learn about the history of the technologies that have shaped and will continue to shape their lives.

What the ETHW Is Not

The ETHW is not a "how-does-technology-work" site. The scope of the ETHW is historical; instead of focusing on the inner workings of technology, it aims to explain how the technology was developed, who were the major players involved, and what long term significance the technologies have. The ETHW is not only an encyclopedia of the history of technology, but it also contains a full range of materials that relate to the legacy of engineering, including personal accounts, documents, and multimedia objects. In that sense, it is a combination reference guide, blog, virtual archive, and on-line community.

Goal

This site is intended to be the premier global record for preserving and interpreting the history of technological innovation and making that history available to the public. The wiki-based ETHW enables the recording of first-hand experiences of people around the world who have developed technologies' products and services into the globally accessible public record. The

ETHW will raise the public visibility of the role and historical contributions of engineers, and related professionals in enhancing the quality of life and the global environment.

Unlike other on-line encyclopedias that may include technological topics, the ETHW will be solely focused on the history of technology. The ETHW's content will also be unique. No other wiki site offers the personal accounts of the technical innovators themselves. In other words, this site serves as a living testament to all the important experiences and contributions made by members and others to technological progress from around the globe. As such, the site will never be complete — it will grow and expand continually. It is the mission of the ETHW to be a forum for the community of engineers and innovators, and those who study their work, a networked repository of their memories, knowledge and achievements, a place to share and explore the history of technological innovation.

The Importance of Shared Experiences

The ETHW enables its members to record their involvement in technological innovation. Through these First-hand Histories, [the ETHW invites and encourages members to share their experiences in developing products and services](#) -- from invention, R&D, design, testing, production and commercialization -- with the world. Ideally these recollections will also include the broader range of experiences that led to members' successes as professionals, including their inspirations, educations, and affiliations. Because of the wiki functionality, the ETHW also enables individuals to contribute their experiences as contributors to a collective First-hand History of a group, such as an R&D lab or design team within a university or corporation.



Shaping Tomorrow's Built Environment Today

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Joyce Abrams
Director Member Services

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Attachment I

TO: Don Brandt, Publishing and Education Council Chair
Mark Owen, Publishing and Education Council Staff Liaison

FROM: Joyce Abrams

DATE: December 7, 2021

SUBJECT: Members Council Referrals to Publishing and Education Council

During the Members Council November 2021 virtual fall meeting, the council referred the motions below to Publishing and Education Council for consideration. Please note the motions below were not vetted by Members Council. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

Memphis Chapter – Motion 6A (11/4/2021):

That Regional Historians be added to the Society Historical Committee as full voting members with all rights, and privileges, and responsibilities pertaining thereto.

Background: Currently, the Regional Historians are allowed and encouraged to attend the Historical Committee meetings as guests. They, in effect, have a voice but no vote. There is a vast divide between the work and objectives of the Historical Committee and the expectations of the Regional and Chapter Historians, to the point that replies to Regional and Chapter inquiries of the Historical, Committee are delayed or go completely unanswered. Further, this disconnect between the Historical Committee and the grassroots (e.g. Regions and Chapters) is made publicly obvious by the resources on the Society Historical Committee's webpage being so old and out of date. In at least one case, the PowerPoint presentation is so outdated as to have the previous ASHRAE logo from nearly a decade ago still on it. Grassroots representation by, and voting authority of, Regional Historians would keep the Historical Committee much more in tune and in contact with the Grassroots and would likely result in a better historical archive and more participation in the Gold Ribbon and Lou Flagg awards programs. This would in turn incentivize Chapters to appoint active Chapter Historians.

Fiscal Impact: \$15,000.00 per year (15 Historians x 2 Conferences/yr. x \$500 Avg. Airfare)

Kansas City Chapter – Motion 6B (11/4/2021):

That non-current ASHRAE Handbook editions be made available to dues-paying ASHRAE members (Full or Associate Member grade) in an electronic format, in lieu of the hardbound handbook.

Background: Many ASHRAE Members have kept older versions of ASHRAE Handbooks for reference in hard copy, however new Members do not have access to older versions of the Handbook and many people have been converting to utilize more digital content.

This could be offered as either a member benefit or an additional revenue stream.

Fiscal Impact: \$2,000-3,000.

Hellenic Chapter – Motion 24 (11/4/2021):

ASHRAE to include, as per its policy, SI units in its online and instructor led training courses.

Background: ASHRAE's greatest assets are its technical expertise and training, and thus attracts and sustains members throughout the world. However, most of the training courses are in IP units and practically impossible to use in countries that use SI units. There is also a need to consider international regulations and practices when adapting the material for a global audience.

Fiscal Impact: TBD.