



Shaping Tomorrow's
Built Environment Today

MINUTES

SOCIETY RULES COMMITTEE MEETING

**Tuesday, June 22, 2021
1:00PM – 4:00PM**

Note: These minutes are the official record of minutes voted on and approved by SRC at the August 24, 2021 meeting .

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 Society Rules Committee Meeting
 June 22, 2021

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PRINCIPAL MOTIONS
 Society Rules Committee Meeting
 June 22, 2021

No. – Pg.	Motion
1-1	The Society Rules Committee minutes from the May 20, 2021 meeting as presented be approved.
2-3	<p>ROB Section 1.100.002.4 Manuals and Procedures and Section 1.100.002.5 Reference Manual be revised as below (additional revisions have been noted in blue)</p> <p>1.100.002.4 Manuals of Procedures <u>The</u> Manual of Procedures (<u>MOP</u>) of a council or committee is a document developed within the council or committee to describe the <u>assigned methods and procedures duties and responsibilities of by which</u> the council or committee <u>and its members accomplishes the duties and responsibilities assigned to it</u>. The manual <u>MOP</u> is an internal document of the council or committee for its own guidance. <u>It also describes the responsibilities of assigned members, subcommittee organization, and the procedure for revising rules and requires approval by the committee or council and the next higher body.</u></p> <p>1.100.002.5 Reference Manual <u>1.100.002.5.1 Each council or committee may establish a</u> Reference Manual, <u>which may contain</u>s guidelines, procedures, sample documents and other tools that the council or committee uses in its day-to-day operation. The Reference Manual ensures consistency in the operation of the council or committee and serves as an educational tool for new members. The Reference Manual is an internal document of the council or committee and <u>only</u> requires the approval of <u>that the</u> council or committee <u>only</u>.</p> <p><u>1.100.002.5.1 Along with the Reference manual, other reference material that may be used by other committees or by members of the committee or council should be placed in the online storage used by the Society for access by members and for historical purposes.</u></p>

3-4	<p>The chart in ROB Section 1.201.022.1 titled <i>Society Contact Data Availability</i> be removed.</p> <div style="text-align: center;"> <p>Society Contact Data Availability Jan. 1, 2005</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">ASHRAE Contact Data Access</th> <th colspan="7" style="text-align: center;">7-Jan-05</th> </tr> </thead> <tbody> <tr> <td colspan="8"><small>Assumptions: ALL ASHRAE positions will have an ASHRAE E-mail Alias (Tech Council has already done this. Staff is expanding for all ASHRAE positions thru Chapters.)</small></td> </tr> <tr> <td colspan="8"><small>Access to level is based on position. Ideally for a period of 18 months. 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4-6	<p>The Board Approved Awards and Elections Table as presented below be moved to ROB Section 2.200.010.</p> <p>2.200.010 BOARD APPROVED AWARDS AND ELECTIONS</p> <p>2.200.010.1 Honors and awards (as delineated in ROB 2.411.003.5A) criteria.</p> <table border="1"> <tr> <td>ASHRAE Hall of Fame</td> <td>2 or more negative votes defeats</td> </tr> <tr> <td>Honorary Member</td> <td>2 or more negative votes defeats</td> </tr> <tr> <td>F. Paul Anderson Award</td> <td>2 or more negative votes defeats</td> </tr> <tr> <td>the Pioneers in Industry</td> <td>2 or more negative votes defeats</td> </tr> <tr> <td>Fellow</td> <td>4 or more negative votes defeats</td> </tr> <tr> <td>Louise and Bill Holladay Distinguished Fellow Award</td> <td>4 or more negative votes defeats</td> </tr> <tr> <td>Andrew T. Boggs Service Award</td> <td>4 or more negative votes defeats</td> </tr> <tr> <td>ASHRAE Award for Distinguished Public Service</td> <td>4 or more negative votes defeats</td> </tr> </table>	ASHRAE Hall of Fame	2 or more negative votes defeats	Honorary Member	2 or more negative votes defeats	F. Paul Anderson Award	2 or more negative votes defeats	the Pioneers in Industry	2 or more negative votes defeats	Fellow	4 or more negative votes defeats	Louise and Bill Holladay Distinguished Fellow Award	4 or more negative votes defeats	Andrew T. Boggs Service Award	4 or more negative votes defeats	ASHRAE Award for Distinguished Public Service	4 or more negative votes defeats
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5-7	<p>Edits to SRC Reference Manual Sections 10.3, 10.3.3.2, and 10.3.3.3 as presented below be approved</p> <p style="text-align: center;">Revisions to Rules of the Board</p> <p>Except from ROB Volume 3, 3.400:</p> <p>10.3.3 Changes to Rules of the Board - Proposed changes (additions and deletions) to Rules of the Board (ROBs) shall be submitted by committees, councils and Board members. Changes proposed by a committee shall be submitted through the body to which it reports; councils and Board members may submit proposed changes directly to the Board of Directors. <u>A proposed change, addition or deletion, as a minimum, shall include the complete ROB number (e.g., 2.106.001.2), the proposed change(s) marked as indicated above, and the reason(s) for the change(s).</u></p> <p>10.3.3.1 To propose a change to an existing ROB, present the current ROB with changes marked by double underlining to designate words proposed to be added and strikethrough to designate words proposed to be deleted. <u>A proposed change, as a minimum, shall include the complete ROB number (e.g., 2.106.001.2), the proposed change(s) marked as indicated above, and the reason(s) for the change(s).</u></p> <p>10.3.3.2 To propose a new ROB, present the wording for the new rule and include a statement indicating a recommended placement of the new rule within the ROB organization. Examples: It is recommended that this rule be placed in ROB Volume 1, Policies. It is recommended that this rule be placed in ROB Volume 2, Publishing and Education Council.</p> <p>10.3.3.3 To propose rescinding an existing ROB, include in the recommendation the ROB volume in which the rule is located, the rule number or other identification code, and the wording of the rule to be rescinded.</p>
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6-8	<p>The Rules Action Table in the SRC Reference Manual be updated as below:</p> <table border="1"> <tr> <th colspan="2" style="background-color: #fce4d6;">MOP Changes-Councils and Committees</th> </tr> <tr> <td>The need for <u>editorial/minor</u> changes are discovered in MOPs of Councils or Committees Reporting to the BOD</td> <td>Council or committee makes editorial or minor changes to the MOP. <u>No action required by SRC.</u></td> </tr> <tr> <td>The need for <u>editorial/minor-substantive</u> changes are discovered in MOPs of Councils or Committees Reporting to the BOD</td> <td><u>Proposed changes are given to SRC for review, comment and approval</u> SRC <u>reviews and approves changes</u>, reports <u>approved changes</u> to BOD as an information item.</td> </tr> <tr> <td>Committees reporting to Councils wish to make changes to their MOPs.</td> <td><u>Proposed changes are given to the governing Council with a request to</u> <u>The councils will</u> review and approve <u>changes</u>. <u>No action required by SRC</u></td> </tr> <tr> <td>SRC wishes to make changes to its MOP</td> <td>SRC reviews and approves changes, reports to BOD as an information item.</td> </tr> </table>	MOP Changes-Councils and Committees		The need for <u>editorial/minor</u> changes are discovered in MOPs of Councils or Committees Reporting to the BOD	Council or committee makes editorial or minor changes to the MOP. <u>No action required by SRC.</u>	The need for <u>editorial/minor-substantive</u> changes are discovered in MOPs of Councils or Committees Reporting to the BOD	<u>Proposed changes are given to SRC for review, comment and approval</u> SRC <u>reviews and approves changes</u> , reports <u>approved changes</u> to BOD as an information item.	Committees reporting to Councils wish to make changes to their MOPs.	<u>Proposed changes are given to the governing Council with a request to</u> <u>The councils will</u> review and approve <u>changes</u> . <u>No action required by SRC</u>	SRC wishes to make changes to its MOP	SRC reviews and approves changes, reports to BOD as an information item.
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SRC wishes to make changes to its MOP	SRC reviews and approves changes, reports to BOD as an information item.										

ROB Section 2.402 regarding Government Affairs Committee Membership be revised as follows:**2.402.002 MEMBERSHIP** (18-01-24-03/17-09-06-01/15-01-28-18/1/-3-09-19)

2.402.02.1 Composition

The members of this committee are as follows:

- A. Voting members, including a Chair and one Vice chair, a Communications Coordinator, one representative from each Region who serves as Regional Vice Chair, one representative from each Council (Technology Council, Members Council, Publishing and Education Council) and four (4) at-large members.
- B. Non-voting members including the Treasurer of the Society, who shall serve as Coordinating Officer, a Board Ex Officio member and the staff of the Government Affairs Office.
- C. At least one of the Chair, Vice Chair, Sub Committee Chairs, or the Communications Coordinator should be from a non-U.S. governed state or territory.

2.402.02.2 Qualifications

A. Among the Chair, Vice Chair, and 4 at-large members, at least 1 shall be a Presidential Member, at least 2 shall have ASHRAE Executive Committee experience, and at least 1 shall have a professional background in government affairs or advocacy.

~~A. Either the chair or the Vice Chair of the committee shall have ASHRAE Executive Committee experience.~~

~~B. One at-large member shall have professional background in government affairs or advocacy. At least one at-large members shall be a Presidential Member.~~

~~C.~~ B. All members of the committee shall hold Member grade or higher in ASHRAE.

~~D.~~ C. Committee members should have broad knowledge and experience with the organization, activities, and policies of both ASHRAE and government.

2.402.002.3 Term of Service (17-01-29-1/15-01-28-18/70-07-01-02/76-02-04-16/78-02-01-27/88-05-21-49)

The term of service for The Chair and Vice Chairs shall be one year. The term of service for the other voting members shall be three years, subject to ROB 3.300 *Election and Appointment Procedures*.

2.402.003 OPERATION (15-01-28-18)

2.402.03.1 This Committee shall support grassroots-level governmental activities by: Chapters to promote ASHRAE standards, products, and services with local, provincial, national governments.

- B. Seeking the appointment of Chapter members to local, provincial, state and national governmental bodies.

2.402.03.2 The Committee shall inform and motivate ASHRAE membership about grassroots activities and public policy issues by:

A. Providing a conduit for grassroots members globally to keep their Chapters, Regions, and the Society Government Affairs staff informed on government affairs activities of interest to ASHRAE.

B. Liaising Chapters with educational and programs-related groups within ASHRAE.

C. Providing tools to train and enable Chapters and Chapter members to effect positive interactions with government and other public entities.

D. Serving as a clearinghouse for government adoptions of ASHRAE standards, products and services.

E. Tracking and reporting on legislation and regulations of interest to ASHRAE.

F. Apprising government entities and representatives of the public policy priorities of ASHRAE for the purpose of providing technical assistance in drafting legislative and regulatory language. The Committee will reach out to ASHRAE members and others in the HVAC&R field to provide the requested assistance.

- The Committee annually will seek input from members and the Executive Committee on issues to be addressed. The Committee annually will develop a list of proposed public policy priorities addressing significant current issues and will submit to ExCom and the Board of Directors for approval and as an information item to Members Council. (19-11-16-16)
- The Committee shall review ASHRAE documents on relevant government affairs issues annually. Where new or additional ASHRAE Position Documents or Public Policy Issues Briefs may be helpful, the Committee will request they be considered using existing procedures (in Volume 1 of the Rules of the Board) and will review them prior to final approval.

On matters in which a clear ASHRAE position does not exist or for which a timely response is required, the Committee will seek a position from ExCom.

This Committee shall support the development of CRC-Grassroots government affairs activities sessions at the CRCs by:

- A. Providing materials and qualified trainers for CRC-Grassroots Public Policy Government Affairs Workshops.
- B. Reporting of PAOE.

ACTION ITEMS
Society Rules Committee Meeting
June 22, 2021

No. – Pg.	Responsibility	Summary
1-2	Mr. Brandt	Request that ExCom review the draft Simplified Rules of Order document for feedback.
2-7	Mr. Cooper	Review ROB Volume 4 recommended deletions and provide a new ROB location for these items is applicable.
3-9	Mr. Fick	Follow-up with Mr. Macauley regarding intended ROB changes concerning the ERB.
4-9	Staff	Determine how BOD waivers should be recorded.

MINUTES
Society Rules Committee Meeting
June 22, 2021
2:00PM - 4:00PM

MEMBERS PRESENT:

Ken Fulk
Dunstan Macauley
Doug Fick
Mike Bilderbeck
Bert Phillips
Ken Cooper

GUESTS PRESENT:

Adrienne Thomle
Doug Cochrane
Ron Gagnon
Trent Hunt

STAFF PRESENT:

Alice Yates, Staff Director, Government Affairs
Joyce Abrams, Staff Director, Member Services
Emily Porcari, Manager, State and Local Government Affairs
Candace Devaughn, Manager of Board Services
Chandrias Jacobs, Coordinator of Board Services

CALL TO ORDER

Mr. Fulk called the meeting to order on Tuesday, June 22, 2021 at 1:00PM.

CODE OF ETHICS

Mr. Fulk read the ASHRAE Code of Ethics commitment.

ROLL CALL

Members and staff were in attendance as listed above. A quorum was present.

REVIEW OF AGENDA

The agenda was accepted as presented.

APPROVAL OF MINUTES

Mr. Macauley moved and Mr. Cooper seconded that

(1) The Society Rules Committee minutes from the May 20, 2021 meeting as presented be approved.

MOTION 1 APPROVED (5:0:0 CNV)

2021 VIRTUAL ANNUAL CONFERENCE Ex-O PRESENTATION

Mr. Brandt presented the ExO presentation to the committee.

He focused on specific updates of the presentation and noted that only a few items have changed since the presentation was last given during the 2021 Winter Meeting.

ROB CHANGE LOG

Mr. Fulk reviewed the ROB Change Log.

He shared with the committee that the item was for information only and represents all of the editorial edits made by SRC during the 2020-2021 Society Year. The committee was informed that the log would be attached to the SRC report to the BOD to be given at the July 1 BOD meeting.

ACTION ITEM REVIEW

Mr. Fulk notified the committee that action items would not be reviewed in detail as an update regarding all items were listed further in the agenda.

PROPOSED MEETING RULES OF ORDER

ExCom's previous request regarding abbreviated rules of order for the Society were discussed. Mr. Fulk reminded the committee that the request came as a result of feedback received that the current meeting rules of order were cumbersome; committee members felt that too much time was being spent on the rules and not committee business.

Mr. Fulk shared with the committee that he, Mr. Fick, and Mr. Cooper reviewed recommendations for new meeting rules of order provided by Staff. Once reviewed, it was determined that the document titled *Simplified Rules of Order* would be the template SRC would use to create guidance for ASHRAE. He noted that the template is now 40+ pages and has been edited to best reflect ASHRAE practices. Work still needs to be done with the template to ensure that as written, ASHRAE practices are accurately represented.

Mr. Fulk requested feedback from the committee regarding the template as attached to the agenda. He also suggested that the template be forwarded to ExCom for feedback.

Mr. Brandt, in reviewing the document, inquired about its origin.

Mr. Cooper shared that the document was originally located on the website of the American Counseling Association. The document, however, does not identify a rightful owner and appears to have been modified by the American Counseling Association to fit their meeting practices. He noted that the document, as edited, is not ready to be sent to ExCom as a final draft but should be sent to gain feedback.

Mr. Fulk mentioned that the document was the group's first attempt at responding to ExCom's request. Several items still need clarification such as the length of the intended document. There is hesitation to remove certain items in the original Simplified Rules of Order as it may be needed.

ACTION ITEM - Mr. Brandt will request that ExCom review the draft *Simplified Rules of Order* document for feedback. AI - 1

There was a question regarding if the rules in the template would affect technical committees and how they reach quorum.

Mr. Cooper notified the committee that quorum requirements for technical committees are outlined in the TAC MOP. He suggested that verbiage be added to the template that addresses quorums and how other rules may be indicated in committee MOPs.

Mr. Fick noted that meeting attendance has been altered since the pandemic and as a result, there is an even greater need to address quorum in ASHRAE's meeting rules template.

Ms. Thomle asked if the intent of the new meeting rules of order was that it be used at every level of ASHRAE.

Mr. Fulk responded that the intent of the document is for it to be a simple reference to be used throughout Society. The template proposed is the best out of the options reviewed as it complies with the spirit of the request from ExCom. Other documents reviewed held more of a consensus building approach as opposed to motions made

to handle committee business.

Mr. Fick notified the committee that the template as written does not contain any reference to training videos to assist the Society in properly conducting their meetings.

Mr. Fulk thanked Mr. Fick for his comments and noted that this should be addressed after getting the main components of the template finalized.

ACTION ITEM (AI) DELIVERABLES

SRC Basecamp Project and the Reference Manual

Mr. Cooper provided an update regarding recommendations for changes to the SRC Reference Manual while incorporating how Basecamp should be used.

He shared that the software may be more useful if paired with another item such as Google Docs for live editing. As of now, Basecamp is effective for storing historical items and items of reference in completing committee work.

Mr. Macauley shared his understanding that Google Docs can own some of the copyright material on the site which may affect the Society's work with Standards and other technical information. Basecamp is more of a repository for information and should not be used for live editing.

Mr. Cooper concluded that the action item can be considered complete and that Mr. Phillips will have edits to the SRC Reference Manual at this meeting.

O&D MOP and Potential BOD Reference Manual Review

Mr. Cooper reported that the Officer and Director MOP is still in the draft stages. Work now consists of determining where items should be placed in the ROB if pulled out from the O&D MOP.

The Committee may want to create a BOD Reference Manual along with updating the current BOD MOP as some items appear to either be misplaced or not belonging in the BOD MOP at all. These items could be placed in the BOD Reference Manual. As the BOD essentially approves their own MOP, this may be why it is located in the ROB.

Noted that some past BOD members have provided feedback that they would like one place where all BOD items are housed. Proposed Volume 4 be made in 2 sections: one the BOD MOP and one the BOD Reference Manual.

Mr. Cooper reported this item as ongoing.

ROB Reference to MOPs and Reference Manuals Update

Edits to ROB Section 1.100.002.4 Manuals and Procedures and Section 1.100.002.5 Reference Manual were discussed as presented below.

1.100.002.4 Manuals of Procedures

The Manual of Procedures (MOP) of a council or committee is a document developed within the council or committee to describe the assigned methods and procedures duties and responsibilities of by which the council or committee and its members accomplishes the duties and responsibilities assigned to it. The manual MOP is an internal document of the council or committee for its own guidance. It also describes the responsibilities of assigned members, subcommittee organization, and the procedure for revising rules and requires approval by the committee or council and the next higher body.

1.100.002.5 Reference Manual

~~1.100.002.5.1 Each council or committee may establish a~~ Reference Manual, ~~which may~~ contain guidelines, procedures, sample documents and other tools that the council or committee uses in its day-to-day operation. The Reference Manual ensures consistency in the operation of the council or committee and serves as an educational tool for new members. The Reference Manual is an internal document of the council or committee and only requires the approval of ~~that the~~ council or committee ~~only~~.

1.100.002.5.1 Along with the Reference manual, other reference material that may be used by other committees or by members of the committee or council should be placed in the online storage used by the Society for access by members and for historical purposes.

There were comments among the committee that some items that were stricken out need to remain.

Mr. Fick advised that in order to be consistent with the recently approved MOP template, the word “procedures” should be added back to ROB Section 1.100.002.4.

Mr. Cooper moved and Mr. Macauley seconded that

(2) ROB Section 1.100.002.4 Manuals and Procedures and Section 1.100.002.5 Reference Manual be revised as below (additional revisions have been noted in blue)

1.100.002.4 Manuals of Procedures

The Manual of Procedures (MOP) of a council or committee is a document developed within the council or committee to describe the assigned methods and procedures duties and responsibilities of by which the council or committee and its members accomplishes the duties and responsibilities assigned to it. The manual MOP is an internal document of the council or committee for its own guidance. It also describes the responsibilities of assigned members, subcommittee organization, and the procedure for revising rules and requires approval by the committee or council and the next higher body.

1.100.002.5 Reference Manual

~~1.100.002.5.1 Each council or committee may establish a~~ Reference Manual, ~~which may~~ contain guidelines, procedures, sample documents and other tools that the council or committee uses in its day-to-day operation. The Reference Manual ensures consistency in the operation of the council or committee and serves as an educational tool for new members. The Reference Manual is an internal document of the council or committee and only requires the approval of ~~that the~~ council or committee ~~only~~.

1.100.002.5.1 Along with the Reference manual, other reference material that may be used by other committees or by members of the committee or council should be placed in the online storage used by the Society for access by members and for historical purposes.

MOTION 2 APPROVED (5:0:0 CNV)**Society Contact Data Availability Chart Removal**

Mr. Fick Moved and Mr. Bilderbeck seconded that

(3) The chart in ROB Section 1.201.022.1 titled *Society Contact Data Availability* be removed.

Society Contact Data Availability

Jan. 1, 2005

ASHRAE Contact Data Access				7-Jan-05			
Assumptions: ALL ASHRAE positions will have an ASHRAE E-mail Alias (Tech Council has already done this. Staff is expanding for all ASHRAE positions thru Chapters.)							
Access to level is based on position, locally for a period of 18 months, (2 months before, during and 2 months after position.)							
A privacy statement will be generated on each contact data release as noted below.							
All information will distributed thru electronic means.							
A person's contact data can be updated by the individual electronically thru a secure web portal.							
ASHRAE Contact Levels and Data at that level	Level A - Name and ASHRAE Position	Level B Name, Position and position email	Level C - Name, Position, Business, Pref Phone, Pref Address, Position email alias	Level D - Name, Position, Member number, Business, Pref Phone, Pref Address, Preferred Email, Preferred Fax, Position email alias	Level E - Name, Position, Business, (Preferred Phone, Address, Email, Fax)	Level F - about 100 Fields	Level G - Everything
Typical data use	General Web Page	Member only Web Pages	Mini Rosters, CIQ	Typical ASHRAE Roster	Senior ASHRAE Mgmt	Chapter and Region Membership	Nominating, H&A, Standards
Privacy Statement on printout			Yes	Yes	Yes	Yes	Yes
opt out option for personal, not positional items							
Access permissions							
Board Member	Yes	Yes		Yes	Yes		
Council Member	Yes	Yes	Other Councils, Standing Committees	Council	Yes		
Standing Committee Chair other the Nominating and Honors-Awards	Yes	Yes	Other Councils, Standing Committees	Council	Yes		
Nominating and Honors- Chair	Yes	Yes	Other Councils, Standing Committees	Council	Yes		limited (20 days, renewable)
TC Chair, Ad-Hoc Chair, TC Vice Chair, Sec, SubCommittee Chair	Yes	Yes	Other Councils, Standing Committees	Council			
Standing Committee Member	Yes	Yes	Committees below them	Their Standing Committee			limited (20 days, renewable)
Nominating and Honors-Awards Comm. Member	Yes	Yes		Their Standing Committee			
Regional DRG	Yes	Yes		Council	yes	yes (Region only)	
Regional ARC, RVC, EGC	Yes	Yes	Chapter CIQ In Region	Region Officers			
Regional Nominating Alternate	Yes	Yes	Chapter CIQ In Region	Region Officers			limited
Reserve Alternate	Yes	Yes	Chapter CIQ In Region	Region Officers, Chapter Roster (Chapter generated)		yes (Chapter only)	limited
Chapter President	Yes	Yes	Chapter CIQ In Region	Region Officers, Chapter Roster (Chapter generated)			
Chapter Officer	Yes	Yes	Chapter CIQ In Region	Region Officers, Chapter Roster (Chapter generated)			
Chapter Committee Chair	Yes	Yes		Region Officers, Chapter Roster (Chapter generated)			
Chapter Member	Yes	Yes	Chapter Roster if one				
Research, Standards, AdHoc Project Committee	Yes	Yes		Committee			
Ashrae Member	Yes	Yes					their own
General Public (non-member)	Yes						

Mr. Fulk notified the committee that the chart should be removed as it is no longer relevant to the current activities of the Society and that it is not a rules document per se. Staff has confirmed this with the Member Services Department.

MOTION 3 APPROVED (5:0:0 CNV)

Placement of ROB Section 2.421.003 Qualifications for New RAC Members

Mr. Cooper reported and recommended that the entire ROB Section 2.421 be reviewed again as he believes it is out of place. Items regarding qualifications that should live somewhere else if they are requirements.

Removing this item from its original location may suggest that we are tightening requirements for the committee. This section should be shortened and the rest given to RAC. There is too much information provided in the section than what needs to be.

Mr. Cooper noted all of the information, as written in ROB Section 2.421.003, is accurate but is just very high level.

In reviewing the section, 2.421.003 E. was discussed as it references research project approvals and funding.

Mr. Fick noted that there are some limits for certain CIQ types for projects and what can be passed by RAC and Tech Council; bigger projects go to the BOD.

Mr. Brandt notified the committee that there is a research reserve account maintained by RAC that is sometimes used for research projects. Projects have been funded by going to the research reserve account. Was this considered when reviewing any potential edits to the section? Should details regarding the research reserve account be added?

Mr. Fick shared that this is covered in the RAC procedures. The limit outlined in is 200 million dollars.

Mr. Cooper concluded that the action item can be considered as complete.

Placement of Board Approved Awards and Elections Table (ROB Section 2.200.010)

Mr. Cooper reviewed proposed changes with the committee.

He proposed that the table currently only found in the Board MOP, ROB volume 3, section 4.2.9 a – j be moved to ROB Volume 2 after subsection 2.200.009 Board Governance as a new section. The chart shouldn't be hidden in the BOD MOP and should be easily visible.

Mr. Fulk asked if the section should be put with information related to H&A or if it should remain in a section that deals with BOD actions. While the Nominating Committee and the Board Subcommittees for Nominations make recommendations, the responsibility lies with the Board and is part of their normal governance.

Mr. Cooper reiterated that the proposed new location of the table represents Mr. Fulks recommendation.

Mr. Cooper moved and Mr. Fick seconded that

(4) The Board Approved Awards and Elections Table as presented below be moved to ROB Section 2.200.010.

2.200.010 BOARD APPROVED AWARDS AND ELECTIONS

2.200.010.1 Honors and awards (as delineated in ROB 2.411.003.5A) criteria.

ASHRAE Hall of Fame	2 or more negative votes defeats
Honorary Member	2 or more negative votes defeats
F. Paul Anderson Award	2 or more negative votes defeats
the Pioneers in Industry	2 or more negative votes defeats
Fellow	4 or more negative votes defeats
Louise and Bill Holladay Distinguished Fellow Award	4 or more negative votes defeats
Andrew T. Boggs Service Award	4 or more negative votes defeats
ASHRAE Award for Distinguished Public Service	4 or more negative votes defeats

MOTION 4 APPROVED (5:0:0 CNV)

ROB Volume 4 Edits

Mr. Fulk notified the committee that an in-depth review of ROB Volume 4 was done by himself and Staff. A majority of the items in the Volume represent items that are routine. There are only a few sentences that may need to remain as they represent actual BOD rules. Historically, Volume 4 was a repository for updates of actions of the BOD and not rules. Recommended that no additional action be taken during this meeting.

Mr. Brandt noted that in review of the Volume, MOUs are listed. Suggested that a statement be added that current MOUs are listed on the ASHRAE Website.

Mr. Fick asked Mr. Fulk if the real intent is to remove Volume 4 altogether and find places in the ROB for all of its contents.

Mr. Fulk responded that the Volume currently has a lot of items that are done on an annual basis. There are also a lot of the items that can be considered reference manual material.

Mr. Cooper expressed that he remembered that the committee agreed that ROB Volume 4 would be the location to house the BOD MOP and Reference Manual.

Mr. Fick recommended that as an interim action, items that have been identified for removal be deleted. Before deletion, the committee should make sure the items identified for removal are covered somewhere else.

ACTION ITEM - Mr. Cooper will review ROB Volume 4, recommend deletions, and provide a new ROB location for these items is applicable.

AI - 2

Mr. Fick suggested that once the new locations were provided, the committee should review and vote on the remaining items in ROB Volume 4, if any.

SRC Reference Manual Additional Changes

Mr. Phillips reviewed changes to the SRC Reference Manual that were presented at the prior meeting, as the committee requested justification for some of the proposed changes.

In reviewing changes to SRC Reference Manual Sections 10.3, 10.3.3.2, and 10.3.3.3, Mr. Phillips shared that the changes, as proposed, would require all ROB revisions to have a justification. In the existing verbiage, we explicitly ask for reasons to modify an existing ROB, but don't explicitly ask for additions and deletions.

Mr. Phillips moved and Mr. Cooper seconded that

(5) Edits to SRC Reference Manual Sections 10.3, 10.3.3.2, and 10.3.3.3 as presented below be approved

Revisions to Rules of the Board

Except from ROB Volume 3, 3.400:

- 10.3.3 Changes to Rules of the Board - Proposed changes (additions and deletions) to Rules of the Board (ROBs) shall be submitted by committees, councils and Board members. Changes proposed by a committee shall be submitted through the body to which it reports; councils and Board members may submit proposed changes directly to the Board of Directors. A proposed change, addition or deletion, as a minimum, shall include the complete ROB number (e.g., 2.106.001.2), the proposed change(s) marked as indicated above, and the reason(s) for the change(s).
- 10.3.3.1 To propose a change to an existing ROB, present the current ROB with changes marked by double underlining to designate words proposed to be added and strikethrough to designate words proposed to be deleted. ~~A proposed change, as a minimum, shall include the complete ROB number (e.g., 2.106.001.2), the proposed change(s) marked as indicated above, and the reason(s) for the change(s).~~
- 10.3.3.2 To propose a new ROB, present the wording for the new rule and include a statement indicating a recommended placement of the new rule within the ROB organization.
Examples:
It is recommended that this rule be placed in ROB Volume 1, Policies.
It is recommended that this rule be placed in ROB Volume 2, Publishing and Education Council.
- 10.3.3.3 To propose rescinding an existing ROB, include in the recommendation the ROB volume in which the rule is located, the rule number or other identification code, and the wording of the rule to be rescinded.

MOTION 5 APPROVED (5:0:0 CNV)

Mr. Phillips notified the committee that as requested, changes were made to the Rules Action Table that reflect how changes to Council and Committee MOPs are currently handled.

Mr. Fick moved and Mr. Macauley seconded that

(6) The Rules Action Table in the SRC Reference Manual be updated as below:

MOP Changes-Councils and Committees	
The need for <u>editorial/minor</u> changes are discovered in MOPs of Councils or Committees Reporting to the BOD	Council or committee makes editorial or minor changes to the MOP. <u>No action required by SRC.</u>
The need for <u>editorial/minor-substantive</u> changes are discovered in MOPs of Councils or Committees Reporting to the BOD	<u>Proposed changes are given to SRC for review, comment and approval</u> SRC reviews and approves changes, reports <u>approved changes</u> to BOD as an information item.
Committees reporting to Councils wish to make changes to their MOPs.	<u>Proposed changes are given to the governing Council with a request to</u> The councils will review and approve changes. <u>No action required by SRC</u>
SRC wishes to make changes to its MOP	SRC reviews and approves changes, reports to BOD as an information item.

MOTION 6 APPROVED (5:0:0 CNV)

Ethics Review Board MOP Update

Mr. Macauley reported that he spoke with Ms. Abrams regarding how the ERB is functioning versus the original intent as listed in the ROB. While the intent was for the ERB to have a Chair and Vice Chair, it does not. The group also has no MOP.

Staff is working to propose ROB changes that will reflect the current operation of the ERB. As of now, the ROB is their only governing document and there are no official meetings of the full ERB.

Mr. Macauley noted that a draft version of proposed ROB changes have been shared with a member who was on the ERB. Changes will also be proposed regarding the reporting structure so that it reflects the current operation of the group.

He hopes to have changes wrapped up by end of this week.

Mr. Fulk shared that he was on the ERB when an ERB MOP was discussed and a draft version was created. Noted that contents of the MOP at that time referenced that they would meet at some point to discuss business matters at hand. This was an initial stab at how the ERB would operate with the intent that once they had operated a year, someone would update the MOP to reflect current practices.

Mr. Macauley notified the committee that selection of the ERB tribunal is done through Members Council. Should we make the current draft MOP that Mr. Fulk is referencing the ERB Reference Manual?

Ms. Abrams conveyed that the ERB is randomly selected and do not know any other members until they meet. Jurys in legal cases only meet for that one case. Why create something that seems more permanent than what it was intended to be? This may put the ERB in an ASHRAE cubby hole.

Mr. Macauley stated that defined rules may be hinder the group. ERB is a board and not a committee. Its functioning is completely different than other ASHRAE groups.

Mr. Fulk shared that when the draft ERB MOP was created, it may have provided more narrative of process beyond

what was in the ROB. Do members of the ERB have a need to discuss issues they have had that might suggest further changes to the procedures in the future? Should consequences for violations be discussed in an effort to keep consequences consistent? Should the ERB meet to discuss progressive levels of punishment per violation?

Ms. Abrams responded that the investigative panel says how we should move forward based on the violation. If there is some type of recommended discipline, the panel makes that recommendation. It is the BOD that has to vote in it. If the violation is serious, it goes to the investigative panel and then to a tribunal. There is a multi-step process when handling significant violations. Determining if the level of discipline is fair based on the violation is at the discretion of the EVP.

Mr. Macauley informed the committee that the panel makes a recommendation but it is the BOD's final decision. They can also request additional information from the Human Resources Manager. No consistency needed among recommendation only with final decision. Believes ERB decisions have to be kept for 5 years. Recommended that some form of a MOP may be valuable if kept by Members Council. This would require the document to be updated and essentially those who have access to it may not be able to update it because they aren't familiar with the process.

Mr. Cooper suggested that based on Ms. Abrams comments it seems ERB governance could be made as just a document somewhere with no formal title. When panel is assimilated, members can just get a copy.

Mr. Fulk inquired if the original draft MOP should be passed to Members Council to determine how they would like to handle it.

Ms. Abrams notified the committee that the draft MOP can be given to Members Council but individuals are not aware of this so it may draw a great deal of unnecessary confusion.

Mr. Fulk notified Ms. Abrams that this item was discussed as it was brought forward by Mr. Macauley. If the ERB would like to create a MOP in the future please let us know.

ACTION ITEM - Mr. Fick will follow-up with Mr. Macauley regarding intended ROB changes concerning the ERB.

AI - 3

BOD WAIVER DOCUMENTATION RECCOMENDATION (CURRENT AND HISTORICAL)

Mr. Fulk reminded the committee that BOD waiver documentation is in relation to ROB Volume 4 as waivers are present in the Volume. Waivers may need to be included in a Reference Manual for the BOD.

Mr. Fulk advised that waivers are temporary decisions made for that Society year and are not rules. As a result, they should not be a part of the ROB.

ACTION ITEM – Staff will determine how BOD waivers should be recorded.

AI - 4

NEW BUSINESS

Life Members Club MOP

Mr. Cooper reviewed proposed edits to the Life Members Club MOP.

The following represents edits to be made by the LMC after Committee discussion:

- Section 7.2 should be edited to read Development Committee
- All references to the ASHRAE Conferences should be written as Winter and Annual
- Section 9.2 should read "their absence"

Mr. Fulk suggested that references to lunch meetings be removed.

Mr. Cooper recommended that the presence of lunch meetings remains as the LMC operates a lot differently than COF or any other ASHRAE groups.

Mr. Bilderbeck asked if the reference in section 5.1.1 is accurate as it reads that only one person may hold one office.

Mr. Cooper notified Mr. Bilderbeck that the reference as written is correct as it addresses how the LMC currently operates.

Mr. Fick drew attention to section 5.1.2 as presented below:

The term of each officer shall commence on the first day of the ASHRAE fiscal year following election to office.

He shared that the text as written could be limiting. What if someone leaves office and is elected? Would they have to wait until next term?

Mr. Cooper and Mr. Bilderbeck conveyed that section 6.2 Vacancies addresses if someone leaves office and how this is handled.

Mr. Fulk recommended that approval of the LMC MOP be tabled until next meeting as there was some confusion regarding several items contained in the MOP.

ACTION ITEM – Mr. Cooper will address edits as noted above with the LMC for review and additional edit by the next SRC meeting. AI - 5

GAC ROB Section 2.402

Mr. Fulk reviewed the changes as presented from GAC regarding committee membership qualifications. He noted that the changes appeared to be appropriate.

Mr. Macauley shared additional background regarding the proposed changes with the committee. He stated that the rules as written did not allow someone to move up to a leadership position. Changes proposed allow more opportunity for candidates. Not all past presidents are interested in Government Affairs. The intent of having an ExCom member serve is to bring that high level of understanding to the committee. A presidential member can also bring this experience without having to be the Chair or Vice Chair.

Mr. Bilderbeck asked Mr. Macauley if an RVC can fill the requirements for Members-at Large as presented.

Mr. Macauley responded that GAC recommends who should fill the at large positions; they do not fill the positions for RVC.

Mr. Fulk advised that it's not likely that an RVC is able to fill these positions.

Ms. Thomle asked why references to grassroots were deleted.

Mr. Fulk notified Ms. Thomle that the references to grassroots in the proposed changes are outdated and should be removed.

Mr. Fick and Mr. Macauley seconded that

(7) ROB Section 2.402 regarding Government Affairs Committee Membership be revised as follows:

2.402.002 MEMBERSHIP (18-01-24-03/17-09-06-01/15-01-28-18/1/-3-09-19)

2.402.02.1 Composition

The members of this committee are as follows:

- D. Voting members, including a Chair and one Vice chair, a Communications Coordinator, one representative from each Region who serves as Regional Vice Chair, one representative from each Council (Technology Council, Members Council, Publishing and Education Council) and four (4) at-large members.
- E. Non-voting members including the Treasurer of the Society, who shall serve as Coordinating Officer, a Board Ex Officio member and the staff of the Government Affairs Office.
- F. At least one of the Chair, Vice Chair, Sub Committee Chairs, or the Communications Coordinator should be from a non-U.S. governed state or territory.

2.402.02.2 Qualifications

A. Among the Chair, Vice Chair, and 4 at-large members, at least 1 shall be a Presidential Member, at least 2 shall have ASHRAE Executive Committee experience, and at least 1 shall have a professional background in government affairs or advocacy.

~~A. Either the chair or the Vice Chair of the committee shall have ASHRAE Executive Committee experience.~~

~~B. One at-large member shall have professional background in government affairs or advocacy. At least one at-large members shall be a Presidential Member.~~

~~C. B.~~ All members of the committee shall hold Member grade or higher in ASHRAE.

~~D. C.~~ Committee members should have broad knowledge and experience with the organization, activities, and policies of both ASHRAE and government.

2.402.002.3 Term of Service (17-01-29-1/15-01-28-18/70-07-01-02/76-02-04-16/78-02-01-27/88-05-21-49)

The term of service for The Chair and Vice Chairs shall be one year. The term of service for the other voting members shall be three years, subject to ROB 3.300 *Election and Appointment Procedures*.

2.402.003 OPERATION (15-01-28-18)

2.402.03.1 This Committee shall support grassroots-level governmental activities by: Chapters to promote ASHRAE standards, products, and services with local, provincial, national governments.

B. Seeking the appointment of Chapter members to local, provincial, state and national governmental bodies.

2.402.03.2 The Committee shall inform and motivate ASHRAE membership about grassroots activities and public policy issues by:

G. Providing a conduit for grassroots members globally to keep their Chapters, Regions, and the Society Government Affairs staff informed on government affairs activities of interest to ASHRAE.

H. Liaising Chapters with educational and programs-related groups within ASHRAE.

I. Providing tools to train and enable Chapters and Chapter members to effect positive interactions with government and other public entities.

J. Serving as a clearinghouse for government adoptions of ASHRAE standards, products and services.

K. Tracking and reporting on legislation and regulations of interest to ASHRAE.

L. Apprising government entities and representatives of the public policy priorities of ASHRAE for the purpose of providing technical assistance in drafting legislative and regulatory language. The Committee will reach out to ASHRAE members and others in the HVAC&R field to provide the requested assistance.

- The Committee annually will seek input from members and the Executive Committee on issues to be addressed. The Committee annually will develop a list of proposed public policy priorities addressing significant current issues and will submit to ExCom and the Board of Directors for approval and as an information item to Members Council. (19-11-16-16)
- The Committee shall review ASHRAE documents on relevant government affairs issues annually. Where new or additional ASHRAE Position Documents or Public Policy Issues Briefs may be helpful, the Committee will request they be considered using existing procedures (in Volume 1 of the Rules of the Board) and will review them prior to final approval.

On matters in which a clear ASHRAE position does not exist or for which a timely response is required, the Committee will seek a position from ExCom.

This Committee shall support the development of ~~CRC Grassroots~~ government affairs activities sessions at the CRCs by:

- C. Providing materials and qualified trainers for ~~CRC Grassroots Public Policy~~ Government Affairs Workshops.
- D. Reporting of PAOE.

MOTION 7 APPROVED (5:0:0 CNV)

2020-21 MBO UPDATE

All MBOs for the 2020-2021 Society Year were reported as complete.

RECOGNITION OF OUTGOING MEMBERS

Mr. Macauley was recognized as an outgoing member and thanked for his service to the Committee. The meeting was turned over to Mr. Fick.

CHANGE OF CHAIR

Mr. Fulk was thanked for his service as Chair for the past year. MBOs and assignments were reviewed for the 2021-22 Society Year.

FUTURE MEETINGS

Mr. Fick notified the committee that New Member Orientation will be Monday, June 28, 2021 from 3:00PM-4:00PM.

ADJOURNMENT

The meeting was adjourned at 4:06PM.

Respectfully Submitted,



Kenneth M. Fulk