



Shaping Tomorrow's
Built Environment Today

MINUTES

SOCIETY RULES COMMITTEE CONFERENCE CALL

**Thursday, May 14, 2015
2:00 pm – 3:00 pm**

Note: These minutes are not approved until voted on by the SRC.

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Society Rules Committee Meeting
May 14, 2015

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PRINCIPAL MOTIONS
Society Rules Committee Minutes
May 14, 2015

No.- Page Motion

ACTION ITEMS
 Society Rules Committee
 May 14, 2015

<u>No. - Pq.</u>	<u>Responsibility</u>	<u>Summary</u>	<u>Status</u>
1 - 1	Mescher	Continue review of Nominating Committee MOP	<u>Ongoing</u>
2 - 1	Fly	Update clean version of Volume 2 with criminal background check wording.	<u>Ongoing</u>
3 - 2	SRC	When more information is available, add IAQA to the ASHRAE organization chart.	_____
4 - 2	SRC	Prepare for a letter ballot vote to be made on May 26 on Volumes 1-4 of the ROB's and on editorial changes to the Nominating Committee ROB.	_____
5 - 2	Townsend	Discuss with ExCom whether to add IAQA to the organizational chart.	_____
6 - 2	SRC	Send incoming chair Art Giesler suggestions on 2015-16 SRC MBOs.	_____
7 - 2	McMillan/Townsend	Send suggested wording changes to Scholarship Trustees and ask them to consider revising their ROB.	_____
8 - 2	SRC	Prepare to vote via letter ballot on May 26 to only require a report to the BOD on SRC log changes on an annual basis.	_____

MINUTES

SOCIETY RULES COMMITTEE CONFERENCE CALL

Thursday, May 14, 2015

2:00 pm – 3:00 pm

MEMBERS PRESENT: Kirk T. Mescher, Chair
Arthur L. Giesler, Vice Chair
Charles H. Culp III (late)
Mark W. Fly
Hugh D. McMillan III

MEMBERS ABSENT: James R. Fields
Michael J. Brandemuehl, Consultant
Charles E. Gullede III, CO

GUEST PRESENT: Patricia T. Graef

STAFF PRESENT: Mary Dean Townsend
Claire I. Neme

CALL TO ORDER

Chair Mescher called the meeting to order at 2:02 pm on Thursday, May 14, 2015. Members and staff attended as listed above. A quorum was not present at the start of the call but was present about mid-way.

REVIEW OF AGENDA

Chair Mescher asked if there were additions or deletions from the agenda. The agenda was approved as presented.

APPROVAL OF MINUTES

Mr. Mescher called for a motion to approve the SRC minutes from the April 16, 2015 conference call. Mr. Giesler made a request to correct the spelling of his last name. Mr. McMillan made the motion and it was passed

(1) to approve the SRC minutes from the April 16, 2015 SRC conference call as amended.

MOTION 1 PASSED (4-0-0-CNV)

REVIEW OF ACTION ITEMS

4 - 1	Mescher	Ongoing	Continue review of Nominating Committee MOP.	AI 1
8 – 2	Fly	Ongoing	Update clean version of Volume 2 with criminal background check wording.	AI 2

PEAC ROB Revisions

Revisions to the PEAC ROB are complete and have been incorporated into Volume 2 of the ROB.

bEQ Modifications

Modifications to the bEQ ROB to correct the format of the membership portion have been made and included in the log.

IAQA Integration into ROBs

Mr. Mescher indicated that IAQA would need to be integrated into the ROBs but SRC is not yet ready to do this. This will have to remain on the SRC agenda until information is received that will allow us to proceed with this project.

AI 3

Volumes 1-4 – Final Review

A letter ballot vote will be made by May 26 to approve all four volumes of the revised ROBs. SRC is asked to make a final review prior to May 26 and be prepared to vote. Final version of 2015-16 ROBS will be posted to the web site prior to the June Annual Meeting in Atlanta.

AI 4

Nominating Committee ROB (Attachment A)

Mr. Mescher made changes to the Nominating Committee ROB adding transportation reimbursement policy and attendance requirement wording as shown in Attachment A.

Organizational Chart

IAQA is not shown on the ASHRAE Organizational chart. Mrs. Townsend will discuss with the Executive Committee whether they should be added to the chart.

AI 5

NEW BUSINESS

Mr. Giesler reported he recently met with staff at ASHRAE headquarters to discuss the 2015-16 Society Rules Committee MBOs and processes. He asked SRC to send him suggestions on MBOs.

AI 6

ASHRAE Scholarship Program Changes

Mr. McMillan indicated the ROB wording should be reworked and sent back to Scholarship Trustees. The scholarship is not only a first-year scholarship as the wording suggests. Mr. Mescher asked Mrs. Townsend to send the revised wording to Scholarship Trustees for their consideration.

AI 7

Motion to Change SRC Log Report to the BOD

Mr. Giesler suggested a BOD motion from SRC that would require log changes to be reported to the Board only once a year. This item will be one of three letter ballot votes that will be sent to SRC on May 26. (1. Approval of Volumes 1-4 of ROBs; 2. Log changes will be reported to the BOD annually; 3. Approval of editorial changes to the Nominating Committee ROB).

AI 8

NEXT MEETING:

The next SRC meeting will be held on Tuesday, June 30, 2015 from 4:00-5:30 PM in room 302, 3rd floor of the Atlanta Hilton Hotel.

ADJOURNMENT

The meeting was adjourned at 3:15 pm.

Respectfully submitted,



Mary Dean Townsend, Secretary

cc: Board of Directors

Attachment A

SRC Minutes 2015 May 14

2.415 NOMINATING COMMITTEE

2.415.001 SCOPE AND PURPOSE

This committee shall select candidates to replace those elected officers and members of the Board of Directors who are completing their terms, with the exception of the President. (SBL 7.6)

2.415.002 MEMBERSHIP

2.415.002.1 Composition (86-06-22-16/91-06-23-01/94-01-23-01/99-06-20-11/
01-01-28-01/10-01-24-02/13-01-27-01)

- A. This committee shall consist of at least twenty-two (22) voting members, including a chair and vice chair. (SBL 7.6)
- B. There shall be one member with one alternate from each region of the Society, selected by the Chapters Regional Committee of each respective region, and 8 members and 8 alternates selected by the Board of Directors. (SBL 7.6)
- C. The immediate Past President or the most recent Past President willing to serve shall serve as vice chair of the committee and then advance to chair when replaced as vice chair. (SBL 7.6)
- D. If a Board-elected Member cannot serve or attend either the fall or the Winter Meeting of the Committee, a Board-elected Alternate shall fill the Board-elected Member vacancy as stated in election rules. If a Board-elected Alternate cannot serve or attend either the fall or the Winter Meeting of the committee, a Board-elected "reserve" Alternate shall fill the Board-elected Alternate vacancy as stated in election rules. The replaced Member or Alternate may revert to "reserve" Alternate, as specified in the MOP.
- E. If a CRC-elected Member cannot attend either the fall or the Winter Meeting of the Committee, the CRC-elected Alternate shall become the Member. If a CRC-elected Alternate cannot attend either the fall or the Winter Meeting of the committee, the CRC-elected "reserve" Alternate shall become the Alternate representing the region. If replaced, the originally elected Member or Alternate may then serve as the "reserve" Alternate.
- F. If neither the Member nor the Alternate elected by the CRC can serve, the CRC-elected "reserve" Alternate shall become the Member representing the region. If no one elected by the CRC is able to serve, the DRC may appoint a Member to represent the region.
- G. If the region does not have a representative in attendance at the fall meeting of the Nominating Committee, but has a member and/or alternate at the Winter Meeting, the region shall have voice but no vote at the Winter Meeting of the committee. Attendance by the member and/or alternate at the Winter Meeting will count as one year toward the maximum of six years for which the individual can serve on the committee.
- H. The annual meeting is intended for committee orientation, all members of the committee are encouraged to attend but attendance is not mandatory.
- I. The President may appoint any person or persons to serve in a consulting capacity to any committee except the Nominating Committee. (SBL 7.2)

2.415.002.2 Qualifications

77-06-29-08

- A. The chair and vice chair of this committee shall be Past Presidents of the Society. (SBL 7.6)

- B. Each member of this committee shall hold the grade of Member or higher in the Society. Each shall have been a full Member in good standing in the Society for a period of at least 5 years at the time of selection. (SBL 7.6)
- C. There shall not be more than three (3) members and three (3) alternates from any one region, except for the chair and vice chair. (SBL 7.6)
- D. No member of the Board of Directors shall be eligible to serve on this committee. (SBL 7.6)
- E. If possible, the Member and Alternate to the committee shall be elected from individuals knowledgeable in Society affairs.

2.415.002.3 Term of Service

(86-06-22-16/94-01-23-01)

- A. Members and Alternates are elected annually for a single year of service. (SBL 7.6)
- B. Committee Members and Alternates may serve no more than a total of 6 years on the committee, whether BOD elected or regionally elected. Service as chair or vice chair shall not be counted in this 6-year maximum service. A person who has attended a fall or Winter Meeting of the committee is considered to have served one full year.

2.415.003 OPERATION

2.415.003.1 General Requirements

- A. In the event of absence of the chair from a regular or special called meeting of the committee, the vice chair of the committee shall serve as chair of this meeting. In the event of absence of the chair and vice chair of the committee from a regular or special called meeting of the Nominating Committee, any member of the committee may call the meeting to order, and the committee may then elect its own chair for that meeting only. (79-06-27-09)
- B. The Secretary shall furnish both Members and Alternates of the Nominating Committee biographical information for each candidate suggested for election to the BOD, and information as to meeting dates. (60-01-31-09/94-01-23-01)
- C. In the absence of unusual or compelling circumstances relating to the benefit of the Society, no designated Member or Alternate of the Committee shall be considered eligible for proposal for candidacy as officer or director of the Society. No Member or Alternate of the Committee will be nominated for any such office. Should a Member or Alternate be proposed for any such office, it shall only be proposed with prior knowledge and consent of such a candidate who shall then immediately resign from the committee. (75-01-30-39/94-01-23-01)
- D. All nominees for Director shall be apprised fully of their duties and responsibilities, and of the time and expense involved in the execution thereof. (62-11-03-26)
- E. Nominations committee shall require a financial and criminal background check on all society officer nominees'. Background checks must be current within the last three years

2.415.003.2 Chapter Regional Meetings

- A. The Regional Nominating Committee Members ~~and~~, Alternates ~~and Reserve Alternates~~ shall attend the Chapters Regional Committee meeting in their region prior to attending the fall meeting of the Nominating Committee for the year in which they will serve. If either the Member or the Alternate cannot attend their Chapters Regional Conference, he/she may be asked to resign his/her membership on the Nominating Committee at the discretion of the Director and Regional Chair for that region. (86-06-22-16/94-01-23-01/97-01-26-01/01-01-28-03)
- B. The Regional Nominating Committee Member shall chair the CRC Nominations executive session. The CRC Executive Session is open only to the Regional Nominating Committee Member, Alternate, Reserve Alternate, and chapter delegates and alternates of that particular region and is not open to any other members of the Society Nominating Committee. Any current Society Board member shall not attend a regional caucus or Nominations executive session held in any region. (85-01-31-33/97-01-26-01/98-01-18-16/01-01-28-01/03-01-30-40B/006-06-28-09)

C. Transportation expenses will be reimbursed upon request to regional Committee members and alternates, and reserve alternates traveling to the Chapters' Regional Committee meeting in accordance with the current approved travel reimbursement policy.

2.415.003.3 Transportation Expenses

Transportation expenses will be reimbursed upon request to regional Committee Members and Alternates traveling to the Chapters' Regional Committee meeting in accordance with the current approved travel reimbursement policy, and alternate (94-01-23-01)

A. ASHRAE Annual Meeting – New Member orientation

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- B. [Fall Nominating Meeting](#)
- C. [ASHRAE Winter Meeting](#)
- D. [Regional CRC Regional Members, Alternates and Reserve alternates](#)

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2.105 ORGANIZATIONAL / STAFF

2.105.001 Standing Bodies (10-01-27-01/11-06-26-21C/12-10-26-13/14-01-22-06)

The standing bodies of the Society are the Board of Directors and those listed in the table below:

<u>Standing Body</u>	<u>Authorized Number of Meetings per Year</u>	<u>Reporting To</u>
Members Council*	4	Board of Directors
Publishing & Education Council	4	Board of Directors
Technology Council	4	Board of Directors
Audit	2	Board of Directors
College of Fellows (COF)**	2	Executive Committee
Building Energy Quotient	4	Board of Directors
Certification	4	Publishing & Education Council
Chapter Technology Transfer	2	Members Council
Chapters Regional	1	Members Council
Conferences and Expositions	2	Members Council
Development	2	Board of Directors
Electronic Communications	3	Publishing & Education Council
Environmental Health	4	Technology Council
Executive	4	Board of Directors
Finance	4	Board of Directors
Grassroots Government	2	Members Council
Advocacy		
Handbook	3	Publishing & Education Council
Historical	2	Publishing & Education Council
Honors and Awards	2	Members Council
Joint Exposition Policy	2	Executive Committee
Membership Promotion	3	Members Council
Nominating	23 ***	Board of Directors
Planning	4	Board of Directors
President-Elect Advisory	4	Executive Committee
Professional Development	4	Publishing & Education Council
Publications	4	Publishing & Education Council
Refrigeration	2	Technology Council
Research Administration	4	Technology Council
Research Promotion	2	Members Council
Society Rules	4	Board of Directors
Standards	4	Technology Council
Student Activities	2	Members Council
Technical Activities	4	Technology Council
Young Engineers in ASHRAE	2	Members Council

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*Given specific authority or duties by Bylaws or other rules of the Board

**COF positions are not eligible for travel or transportation reimbursement from ASHRAE for attendance at meetings.

***The orientation at the Annual Meeting should be treated as mandatory for incoming voting Members and Alternates who have not served on Nominating Committee within the previous three years.

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