

REGION III FALL CRC MOTIONS

Last Revised: 05/25/2018

Hampton Roads – Amended Motion 6B (11/4/2017):

That Rule of the Board 2.101.005.5 be revised to add the underlined language as shown below:

2.101.005.5 (92-07-02-21C/95-06-29-47/96-06-23-07)

2.101.005 Restrictions

2.101.005.5

- A. Proposed major organizational changes shall be submitted as information and in writing to the Society's Board of Directors at least sixty (60) days before any action is taken. Major organizational changes shall be defined as dissolving or adding a standing committee or council or adding or eliminating a council or board position. Organizational changes may also be defined as "major" by a two-thirds affirmative vote of the Board members voting. Motions designated as "Major Organizational" shall be distributed to the Membership sixty (60) days before any action is taken. Notice shall be by email, notice in the ASHRAE Journal, and notice on the ASHRAE Website. A link shall be provided for comments by the Membership to comment to the Board of Director representatives prior to voting.
- B. Any motion presented to the Board of Directors to make any major organizational changes shall be presented to the Board at one Board session and not voted on until ~~the next a~~ Board session after the Member Comment Window has closed on the comments distributed to the Board of Directors or a later Board session.

Status: This motion was approved to go to the Society Rules Committee before presenting to Board of Directors for consideration. **(Open)**

Hampton Roads Chapter – 2017 CRC Motion 12:

That Section 7.6 of the Society Bylaws be revised as shown below:

Section 7.6 Nominating Committee. This standing committee of the Society shall select candidates for elected officers and members of the Board of Directors. It shall consist of at least twenty-two members, each of whom 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 five years at the time of selection. Committee membership shall be comprised of the chair, the vice chair, one member and one alternate from each region of the Society selected by the Chapters Regional Committee of each respective region, and at least eight members and eight alternates selected by the Board of Directors.

~~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.~~

The Vice Chair of the committee shall be nominated by the members of the Nominating Committee and elected by the Board of Directors. The nominee will have served at least three years on the committee and have demonstrated their performance and a determination to provide leadership for the nominations of the best leadership for consideration by the Society Membership. He will then advance to Chair of the committee when replaced as Vice Chair.

The Nominating Committee shall serve during the Society year for which it is elected. Members and alternates shall be selected as follows: Regional electees by the Chapters Regional Committees at their regularly-called meetings; Board of Directors selectees by the Board at a regular meeting.

There shall not be more than three members and three alternates from any one region, except for the Chair and Vice Chair. No member of the Board of Directors shall be eligible to serve on the Nominating Committee.



Status: This motion was referred to the Planning Subcommittee Nominating Ad Hoc Committee and later referred to the Nominating Presidential Ad Hoc Committee for comments. This motion is postponed until the 2018 Annual Conference in Houston. **(Open)**

National Capital Chapter – Motion 4b (10/14/2016):

That ASHRAE develop and maintain a Women in ASHRAE (WiA) subcommittee to the Society Membership Promotion Committee focused on both the promotion and retention of women in ASHRAE related industries.

Answer: This motion was referred to the Membership Promotion Committee to ensure they are aware of these issues. The MP Committee was not in favor of this motion because the committee has already assigned the mission and vision reported in the Women in ASHRAE final ad hoc report to an existing subcommittee and is developing and implementing initiatives to follow the mission and vision as stated. **(Complete)**

National Capital Chapter – Motion 5a (10/14/2016):

That ASHRAE develop and maintain a CFD Certification program, with the end goal of ensuring analytical integrity of results to reassure engineers of the benefits of integrating CFD into their design processes.

Answer: This motion failed. The Certification Committee offers anyone the opportunity to submit a proposal for a new certification program. The form is located on the ASHRAE website. To be positioned to evaluate proposals for new certification programs, the Committee asks that the proposal form be completed and submitted. If chapters utilize the online certification form, the chapter's proposal is directed to the Certification Committee. **(Complete)**

Hampton Roads Chapter – Motion 7b (10/14/2016):

That Society make the ASHRAE Email Distribution Service available for Chapter and Regional use for official communications to their respective members.

Answer: This motion was referred to the Electronic Communications Committee and IT Staff. Since each chapter's needs are different not only in terms of email contacts and email volume, but also technical expertise to use such a solution, it becomes quite complex to begin to estimate both cost and time and resources needed for implementation for all chapters. There is also an additional element of staff infrastructure that would be needed to onboard any chapters that would use the solution. Lastly, to assist chapters (and regions) with their emailing needs, ASHRAE's electronic collaboration tools subcommittee is working on a document based on survey results intended to provide information to chapters about what tools are currently in use as a basis to decide which tools might be best to consider for their use. Additionally ECC will provide a document outlining basic email best practices to help chapters and regions improve the delivery rate of all their email communications, including official communications. **(Complete)**

Roanoke Chapter – Motion 9 (10/14/2016):

That members identified as Delegates in the CIQ be granted access to Member bios through the Secure Chapter Activity page.

Answer: This motion failed. Listed below is an example of the typical email that delegates and alternates receive from Society to prepare for CRC. It was noted that if the delegates and alternates are not entered in the CIQ by the chapter then the names cannot be included for access to the member bios. **(Complete)**



Message How to Access Other Members' Bios-Screen Shots-4-7-15.pdf (539 KB)

Action Items + Get more ap

To: **Region II Chapter Delegates and Alternates**

In preparation for the 2016 fall CRC in your region, you have been given access to view and/or print other members' bios effective immediately until August 29.

Attached are instructions on how to access another individual's biographical record. Please keep these instructions for future use:

PLEASE NOTE: You will need member (ID) numbers in order to access bios. If you need assistance in locating member numbers, please send a list of complete names to me at (cneme@ashrae.org) and I will send you the member numbers. I will need full names that are correctly spelled, no nicknames, and a geographical location (city, state, province, etc.), or any other details to help ensure that we identify the correct member.

If you have questions or need assistance, please let me know.

Thank you.

Claire

Johnstown Chapter – 2015 CRC Motion 13:

That by June 1 of each fiscal year, ASHRAE Society Staff automatically provide each Chapter President with the following reports required for PAOE documentation:

- Chapter Members who submit for a bEQ rating
- Chapter YEA Members who are voting members of an ASHRAE TC
- Chapter Members of who author, co-author or translate and ASHRAE publication which was submitted to the cognizant group for publication

We recommend that this motion be implemented prior to the end of ASHRAE fiscal year 2015-16.

Answer: This motion was referred to ASHRAE IT Staff since this is something that is currently being addressed in the PAOE program. IT Staff identified 13 PAOE line items in the Chapter Operations, Membership Promotion, Student Activities and Historical categories that is now automated. **(Complete)**

Johnstown Chapter – 2015 CRC Motion 14:

That the PAOE Subcommittee of Members Council provide a definition and/or description of training activities or other programs that qualify for the PAOE Chapter Operations points as follows:

- People Skills, Leadership Training for Chapter Officers and Future Leaders
- ASHRAE Marketing Training for Chapter Officers and Future Leaders

We recommend that this motion be implemented and included in the 2016-2017 Presidential Newsletter moving forward.

Answer: This motion was referred to the President Elect's PAOE Subcommittee for review and consideration and it will be part of the 2016-17 PAOE (see below). **(Complete)**

- 50 points; (100 points maximum; minimum 1 hour of training): For people skills, leadership training for chapter officers and future leaders at a chapter event ([click here: This is ASHRAE presentation](#))
- 50 points; (100 points maximum; minimum 1 hour of training): For ASHRAE marketing training for chapter officers and future leaders held by the chapter ([click here: This is ASHRAE presentation](#))

National Capital Chapter – Postponed Motion 6 (11/5/2015) / Motion 29 (06/28/2016):

That ASHRAE create and define ~~the~~ responsibilities of ~~the~~ a Sustainability Committee in the Manual for Chapter Operations (MCO).



Answer: This amended motion was referred to the Members Council Region Operations Subcommittee. Members Council approved the motion to create a Sustainability Committee and a section in the MCO was written to include the job responsibilities of the committee. **(Complete)**

Johnstown Chapter – Motion 18 (11/6/2015):

That the cutoff date for delinquencies be changed from the last day of the fiscal year (June 30) to fifteen (15) days prior to the end of the fiscal year for purposes of measuring the success of the Membership Promotion Campaign for the Chapter.

Answer: This motion failed. The reports are already available and there is nothing to prevent the chapters from running the reports whenever they need them. Membership Staff was assigned an action item to notify chapters where this information is located. **(Complete)**

Johnstown Chapter – Motion 21 (10/2/2014):

That the Society “Transportation Reimbursement Policy for Chapters” (Appendix 2B), be revised to include the YEA Chapter Chairs (YCC) transportation to their Chapter Regional Conference (CRC).

Answer: This motion failed. Chapter chairs reimbursed transportation to CRC are grassroots positions and the YEA chair is not a grassroots position. An ad hoc committee on Members Council was assigned an action item to review and address the status of the YEA Committee. **(Complete)**

Pittsburgh Chapter – Motion 22 (10/2/2014):

That Society creates electronic calendar feeds (RSS and iCal) that Chapter Officers and Chairs can subscribe to will identify the milestones and deadlines for each ASHRAE fiscal year. The calendar feeds provide both notifications of an upcoming deadline (minimum 2 weeks) as well as indicate the milestone date. Examples of such dates include; Full Circle, Volunteer Committee Worksheet, CIQ Completion, etc. The calendar feeds should be implemented beginning fiscal year 2015-2016.

Answer: This motion was approved. An action item was assigned to IT staff to implement. **(Complete)**

Richmond Chapter – Motion 14 (01/27/2015):

That beginning fiscal year 2015-2016, Society take the lead in responding to all audits of the local chapters regarding 501(c)3 qualifications/status from external organizations (IRS, etc.). This would be limited to nonprofit qualifications/status audits only and would not include financial audits.

Answer: This motion was approved. An action item was assigned to the Comptroller to implement. **(Complete)**

Richmond Chapter – Motion 23 (01/27/2015):

That beginning fiscal year 2015-2016, Society creates a standardized response and procedure that can be incorporated into the MCO that includes a dedicated contact from Society for all the chapters to use when they are being asked to justify their non-profit status. This would be limited to nonprofit qualifications/status audits only, and would not include financial audits.

Answer: This motion was approved. **(Complete)**

Richmond Chapter – Motion 25 (10/5/2013):

That the Student Activities Committee implement the following changes to the requirements to establish and sustain an ASHRAE Student Branch:

- 1) Reduce the required quantity of student petitioners from 10 to 5.
- 2) Reduce the number of Student Officers from 3 (President, Vice-President & Treasurer) to 2

- (Student Branch President/Chapter Liaison & Vice-President/Treasurer)
- 3) Allow school department to sponsor chapter in case a branch advisor or professor is not available for sponsorship.

Answer: This motion was referred to the Student Activities Committee for consideration. The Student Activities Committee was not in favor of this motion for the following reasons: 1) there needs to be a core group of active students to allow for attrition after students graduate; 2) need to have more than two officers to spread out the work so the students do not burn out; 3) there needs to be a faculty champion on campus. **(Complete)**

Philadelphia Chapter – Motion 22.1 (01/29/2013):

That Society provide the ability for a student member to either renew his student membership or apply for advancement to associate member online. The results are to be reported at the end of ASHRAE Program Year 2012-2013.

Answer: This motion was approved and referred to ASHRAE IT for implementation. **(Complete)**

National Capital Chapter – Motion 12 (10/24/2010):

That ASHRAE modify the policy for Technology Awards whereby the design firm, and/or the engineer of record, is recognized for the innovative technological design concept.

Answer: This motion was withdrawn. While CTTC does not disagree with the statistics quoted by the National Capital Chapter, it is the belief of the committee that someone associated with this project that had a “significant role in the design or development of the project” (i.e. principal-in-charge, senior project manager, etc.), should still be employed by the same firm at the conclusion of the project. In August 2010, CTTC amended the Society-level Technology Award Application to request the name of the entrant(s) design firm and up to three members of the design team. At the Society Award Ceremony, one award plaque (in addition to the one received by the entrant(s) is presented to the building owner. The winning design firm and each additional entrant may purchase extra plaques. **(Complete)**

National Capital Chapter – Motion 13 (10/24/2010):

That ASHRAE modify the policy for Technology Awards where any ASHRAE member, with the written consent of the Engineer of Record and/or the Director of Engineering at the time of the design, may author the application for submission on behalf of the party responsible for the project.

Answer: This motion was withdrawn. While CTTC does not disagree with the statistics quoted by the National Capital Chapter it is the belief of the committee that someone associated with this project that had a “significant role in the design or development of the project” (i.e. principal-in-charge, senior project manager, etc.) should still be employed by the same firm at the conclusion of the project. Motion 13 is slightly confusing because it appears that the intent of the motion is to allow for someone else (other than the main project designer) to author and submit the project for the original firm the main designer was with as long as they have the consent of the main designer. Technology Awards criteria do not require the main designer to be the one who authors (i.e. prepares) the submission. It only requires that someone that had a “significant role in the design or development of the project” to ultimately submit the project. There is already a section on the Society-level application which requires that the Engineer of Record give consent for the submission of the project. It is the CTTC’s opinion that the issues raised in this motion have already been addressed. **(Complete)**

National Capital Chapter – Motion 14 (10/24/2010):

That ASHRAE modify the policy for Technology Awards where ASHRAE adopts an electronic application form and submission process to better align with the Society’s sustainability values.

Answer: This motion was withdrawn. CTTC agrees with the National Capital Chapter’s desire to encourage electronic application of the Society’s process. To help address the need to provide more

electronic processes for Technology Award submittals, the current procedures are in place for the Society-level Long Application:

- a) The current "Long Application Form" does not require any hardcopy submission. It is made available via download from the CTTC webpage. Hardcopies are not distributed.
- b) Item #1 of the Long Application Instructions specifically notes in bold that "all entries are to be in PDF format only, no hardcopy entries."
- c) Item #4 of the Long Application Instructions specifies that signatures do not have to be written, but can be electronic signatures. Since most reports are written with word processor type software, the pictures and graphics inserted into these reports are typically electronic type media, PDF copies only are requested, and electronic signatures are accepted.
- d) Copies of all submissions are distributed in PDF format via CD for the Technology Awards Judging Panel's review.

CTTC concluded that ASHRAE is already accepting electronic (i.e. paperless) Technology Award Applications under the current submission process. CTTC is modifying the current text of the Application to further identify the electronic submission process and will continue to evaluate electronic submission mechanisms as needed. **(Complete)**

Philadelphia Chapter – Postponed Motion 34 (10/24/10) / Motion 15 (01/31/2011):

That Society investigate available electronic meeting registration and payment systems for Chapters and Regions to utilize at their option. The results are to be reported at the end of ASHRAE Program Year 2011-2012.

Answer: This motion was approved. Staff was assigned an action item to develop an online meetings registration package that all regions will have the option to use for their chapter events and to investigate reducing or charging a credit card fee based on percentage. **(Complete)**

Hampton Roads Chapter – Motion 5 (10/25/2008):

That Society create a certification for HVAC design technicians similar to the Hospital Design Professional.

Answer: This motion failed. Comments concerning this motion included a cost prohibitive factor and noncompliance with certification requirements. An action item was assigned to staff to forward this information to the ASHRAE Manager of Education and Certification with a note to express continued interest from the chapters for this type of program. **(Complete)**

Philadelphia Chapter – Motion 17 (10/25/2008):

That the CRC Transportation Reimbursement Policy be revised to include associated tolls as well as mileage (limited to CRC travel policy only).

Answer: This motion failed. This is a regional issue and the region should decide if they want to cover the expense of tolls. **(Complete)**

Johnstown Chapter – Motion 8 (09/21/2007):

That Society make chapter member biographical information available for review to chapter presidents directly through the Society website for the purpose of making the nominating process at CRC for Society awards easier.

Answer: This motion was approved. **(Complete)**



National Capital Chapter – Motion 3 (09/21/2007):

That Society reimburse Chapter Technology Transfer Committee Chairs for transportation expenses related to attendance at Chapters Regional Conferences (CRCs).

Answer: This motion was approved. This same motion was submitted by several regions during their 2007 Fall CRC. Because of this, Members Council considered one motion from Region IV which asked that both the CTTC and SAC chairs be reimbursed. **(Complete)**