



**ASHRAE** American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

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**MANUAL OF PROCEDURES**

**for**

**REFRIGERATION COMMITTEE**

**REVISED: June 2011**

# **MANUAL OF PROCEDURES FOR REFRIGERATION COMMITTEE**

## **FOREWORD**

The Refrigeration Committee (REF) is a General Standing Committee of the Society and operates under the direction of the Board of Directors and Technology Council. The Rules of the Board (ROB) for the Refrigeration Committee (REF) is its constitution. Proposed changes to the ROB and its appendices must be approved by the Board of Directors.

This Manual of Procedures (MOP) describes mandatory operational rules and interpretations of policy that the REF body must operate under to achieve their assigned responsibilities. It is designed to complement the ROB by providing methods and procedures under which to operate. The MOP, and revisions thereto, following approval by the Committee, shall be submitted to Technology Council or designated council subcommittee for approval. (ROB 96-02-18-07)

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## **SECTION A - REFRIGERATION COMMITTEE - GENERAL**

### **Part 1 Responsibilities/Duties**

The Refrigeration Committee shall encourage advancement of refrigeration technology and its application. (ROB 520-160-002)

- A1.1 The Committee shall promote refrigeration education and development at the chapter, regional and international levels of the Society.
- A1.2 The Committee shall recommend projects and programs related to refrigeration to Technology Council.
- A1.3 The Committee shall maintain liaison with ASHRAE Chapters and other general committees within ASHRAE regarding refrigeration subjects.
- A1.4 The Committee shall assist and advise the TCs and TGs with refrigeration-oriented goals.
- A1.5 The Committee shall maintain contact and encourage technology transfer with other refrigeration-oriented international and technical societies.
- A1.6 The Committee shall assist CTTC, as appropriate, with refrigeration-oriented activities.

### **Part 2 Membership**

#### **A2.1 General Information**

- Committee members should be refrigeration-oriented persons.
- Membership should include a cross-section of the refrigeration industry.
- Committee members are selected by the President Elect and approved by the BOD.
- Service on this committee for the members is intended to be for a 3-year term.
- Service on this committee for the Chair, Vice Chair, BOD ex-officio and Coordinating Officer is intended to be for a one-year term.
- The Chair of the Committee is a non-voting member of, and reports for the Committee to, Technology Council.

#### **A2.2 Composition**

- The Refrigeration Committee shall consist of 12 voting members including the Chair, and a Vice Chair.
- Non-voting board ex-officio and a coordinating officer shall be assigned
- One member of the committee shall serve as a liaison to the Chapter Technology Transfer Committee.
- Non-voting consultants as appropriate.

### **Part 3 Meetings**

- A3.1 The Committee shall have two (2)-scheduled meetings annually at the Society Winter and Annual meetings. Additional electronic meetings may be held at the call of the Chair.

## Part 4 Operations

A4.1 Specifics of Committee operations are detailed in the Reference Manual.

### **SECTION B - CHAIR, VICE CHAIRS AND STAFF LIAISON**

#### Part 1 Selection

B1.1 The Chair and Vice Chair of REF are nominated by the President-elect of the Society from the current membership of REF and approved by the Board of Directors to serve one-year terms commencing at the close of the next annual meeting of the Society.

#### Part 2 Responsibilities of the Chair

B2.1 Preside over all meetings of the Refrigeration Committee.

B2.2 Coordinate and direct the activities of the Vice Chair and those of the voting members through MBOs and other assignments.

B2.3 Organize REF subcommittees as necessary to satisfy the needs of the committee as indicated in the REF Reference Manual.

B2.3 Prepare the agenda for all Refrigeration Committee meetings.

B2.4 See that minutes are recorded for all Refrigeration Committee meetings.

B2.5 Prepare reports to be submitted to Technology Council at each Council meeting.

- Included in the Annual Meeting report shall be a final report of the committee's MBOs . A copy of the MBOs shall also be sent to the Refrigeration BOD Ex-O and to AMORT.
- The Annual Meeting report shall also include the MBOs prepared by the incoming chair (See B3.7). These two reports on MBOs will show the council what the committee accomplished during the Society year that is ending and what is planned for the upcoming year.

B2.6 Annually submit to the President-Elect of ASHRAE recommendations for a Chair, a Vice Chair, and replacement members for any members who are leaving the committee for any reason.

B2.7 Recommend one member of the committee to serve as a consultant of the CTTC committee.

B2.8 Appoint liaisons to TCs, TGs, SSPCs and any other refrigeration-related committees.

B2.9 Appoint at the final meeting of the Fiscal Year a mentor for each new incoming member of the committee.

### Part 3 Responsibilities of the Vice Chair

B3.1 In the absence of the Chair, assume the chair at scheduled or called meetings of the Refrigeration Committee.

B3.2 In the event the Chair is unable to perform the duties of that office, assume all duties of the Chair until a successor is selected.

B3.3 The Vice Chair shall serve as a member of the Planning Subcommittee of Technology Council.

B3.4 The Vice Chair shall prepare a budget for the Refrigeration Committee and review expenditures.

B3.5 Encourage refrigeration technology transfer within the Society by working with the Research Administration Committee Research Liaisons, and with the Technical Activities Committee Section Heads, particularly Section 10, to stimulate: (a) programs at Society Meetings, (b) research projects and (c) technical committee membership.

B3.6 Be responsible for regular review of the Refrigeration Committee's Rules of the Board Procedures and make recommendations for revisions.

B3.7 Prepare and submit MBOs for upcoming year.

#### Management By Objectives,(MBO)

Prior to the Society annual meeting, the committee vice chair or the individual who will be the next year's chair will prepare MBOs for the REF committee for the next year and present these objectives to the REF committee for review at the committee meeting held during the Society annual meeting. The MBOs will be included in the REF committee's report to the Technology Council at the annual meeting as an information item, and a copy of the MBOs will be sent to the Refrigeration BOD Ex-O and AMORT. A suggested format for committee MBOs can be found in the Reference manual.

B3.8 Perform other duties, which may be assigned by the Chair.

### Part 4 Responsibilities of the Staff Liaison

B4.1 Attend all meetings of the committee.

B4.2 Perform assignments made by the Chair.

- B4.3 Prepare draft of minutes, submitting to Chair and Vice Chair for comments.
- B4.4 Update Rules of the Board and Manual of Procedures at the direction of the Committee. When appropriate, distribute to Committee members for review and possible update.
- B4.5 Distribute materials to the members for regular meetings of the Committee.
- B4.6 Assist with budget preparation.
- B4.7 Provide support for all awards presented by the Committee.
- B4.8 Post materials as directed by the Chair to the Committee's webpage.
- B4.9 Maintain and update the TC Activities Report for the webpage.

### **SECTION C - DUTIES OF VOTING MEMBERS**

#### Part 1 Responsibilities

- C1.1 Attend all meetings of the Refrigeration Committee.
- C1.2 Perform MBO tasks and other duties as assigned by the Chair.
- C1.3 Encourage Refrigeration Committee formation and activity in each chapter through liaison with CTTC. One member shall also serve as a liaison to the Chapter Technology Transfer Committee.
- C1.4 Recommend, via the President-Elect Advisory Committee, criteria for Chapter Refrigeration activities in the Presidential Award of Excellence program.
- C1.5 Report regional activities at the Annual and Winter meetings of the Refrigeration Committee.
- C1.6 Assist and advise the TCs, TGs and SSPCs with refrigeration-oriented goals including (a) programs at Society Meetings, (b) research projects and (c) technical committee membership.
- C1.7 Voting members may be required to serve as Committee Liaisons. (See Section D)
- C1.8 Annually, determine the winners of the REF Awards
  - Milton W. Garland award
  - Refrigeration Comfort Cooling award

- George Briley ASHRAE Journal Article Award
- C1.9 Sponsor or cosponsor programs at Society meetings on refrigeration to educate ASHRAE members as specified in A1.1.

## **SECTION D – COMMITTEE LIAISONS**

### **Part 1 Selection**

- D1.1 The Refrigeration Committee shall provide liaisons to represent the Refrigeration Committee at CTTC, TCs, TGs, SSPCs, committees and other refrigeration related ASHRAE activities such as programs and workshops.

### **Part 2 Duties**

- D2.1 The liaisons will provide a written report to the Refrigeration Committee on all pertinent refrigeration-related issues and information as related to the other committees. These reports shall be presented at the Annual and Winter meetings. A summary of the activities of each liaison shall be included with the Refrigeration Committee minutes.
- D2.2 The members appointed to CTTC will assist chapter and regional activities in the field of refrigeration.
- a. Provide recommendations to the Refrigeration Committee for PAOE point criteria in refrigeration for the President-Elect Advisory Committee.
  - b. Assist all CTTC RVCs with CRC workshop materials and presentations pertaining to refrigeration.
- D2.3 Liaise with other Society Committees (see A1.3) and identify refrigeration related speakers/presenters for their programs when requested.