Taking and Reporting the Minutes

Module developed by

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Technical Activities Committee

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When Do You Record Minutes?

ALWAYS!

With or without quorum, the business of the committee continues.

Quorum only affects the ability to hold votes.

Outline

- Quorum
- Voting rules
- Recording votes
- Executive sessions
- Draft vs final minutes
- Submission of minutes

Quorum

- Meeting:
  - Quorum to conduct business at physical or RPM meetings is established when the number of **voting members present** is the larger of 4 **or** EXCEEDS 1/2 of the number of total Voting Members (both present and absent).
    - When a Voting Member-non-quorum is absent, his/her position is not included in determining the total number of Voting Members.

- Electronic or Letter:
  - Quorum for letter or electronic ballots is established when the number of **voting members responding** EXCEEDS 1/2 of the number of total Voting Members (responding and not responding).
    - Voting Members-non quorum are included in the total Voting Members

Do We Have Quorum?

Total (Voting) Membership
18 voting + 2 voting non-quorum

Members in Attendance		Quorum	Quorum
Voting	Voting NQ	Based on	Y/N
10	0	18	Yes
9	0	18	No
9	1	19	Yes
9	2	20	Yes
8	1	19	No
8	2	20	No

Voting Rules

- Voting only occurs when quorum exists.
  - Motions pass when the required majority is reached with the members constituting the quorum.
  - Abstentions are "non-votes" and are not counted in determining passage of a motion. (See example below)
- Motions requiring 2/3 of voting members:
  - Approval of Work Statements, Research Proposals, and Final Reports
  - Approval of Handbook Chapters, and Special Publications
  - Matters related to Standards and Guidelines
- Other motions require a simple majority, i.e. in excess of 50%.
  - Approval of minutes
- The motion and results of the vote shall be recorded in the minutes.

Example: 9 of 12 voting members present. Vote needs 2/3rds to pass.
Results: 4 in favor, 2 against, 3 abstain, 3 absent. Motion passes as (4 in favor)/(6 voting) = 2/3rds.

Voting Rules (con't)

- If meeting does not have a quorum, there are two options:

    1) Wait until the next meeting to hold all votes.

    - Thus would include the vote to approve prior minutes.

    2) Motions can be made and seconded.

    - No voting allowed.
    - Chair sends motion(s) for electronic or letter ballot with discussion if needed. One ballot per motion.

Recording the Votes

- The motion and votes are recorded in the minutes.
  - Include a statement indicating the reasons for the negative votes.
  - For matters requiring 2/3rds, statement on reasons for abstentions also needed.
  - The motion and results of votes of email/letter ballots shall be reported at the next meeting of the TC/TG/TRG and recorded in the minutes.
  - It is not necessary to include the entire discussion in the minutes – a summary is sufficient.

- The voting results should be listed in the following order:
  - in favor – against – abstaining – not present - CNV/CV as appropriate.

  Example vote count: 8-2-0-2-CNV. This indicates that 8 people voted in favor, 2 people voted against, no one abstained, 2 people were absent, and the Chair did not vote.

Executive Sessions

- Typically occurs when voting on sensitive issues.
- Anyone listed <u>on the existing roster</u> who does not have a potential conflict (bidder, from bidding org., etc.) can stay in the room for Executive Session discussions.
  - Only voting members can vote.
  - At Chair's discretion, as when voting to approve PES recommended bidder, ES can be limited to voting members only.
- Taking minutes in Executive Session
  - For the Public minutes – can record general discussion. Must record executive session was called and must record outcome of vote. But no mention of bidders names or orgs in the minutes.

  Ex: Voted to approve PES recommended contractor: 7-1-0-3-CNV

  - If desired, a separate document of the detailed discussion (with names) can be developed and provide to ES participants only.

Draft vs Final Minutes

- All draft minutes shall include the following notice on the bottom of the cover page (not cover sheet): "These draft minutes have not been approved and are not the official, approved record until approved by this committee."

- Draft minutes must be posted to the TC's website and/or distributed to members within 60 days of the meeting.

- After minutes are approved, the final approved minutes (without the qualifier above) shall be posted on the website, and draft minutes removed.

- Final approved minutes should be posted within 60 days of the meeting.

Submission process

- Draft minutes with the COVER SHEET should be sent in the 60 day timeframe to the following:
  - TAC Section Head
  - All committee liaisons on the roster
  - Manager of Standards – Stephanie Ritchie
  - Manager of Research and Technical Services – Mike Vaughn
  - All TC/TG/TRG/MTG members (cover sheet optional)

- Easiest way to do this
  - Post Minutes to webpage for members to access
  - For other recipients send minutes and cover sheet by e-mail using ASHRAE Email Aliases, e.g. SHx@ashrae.net, MOS@ashrae.net, MORTS@ashrae.net, and other aliases associated with your liaisons.

Cover Sheet

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING
ENGINEERS, INC.
1791 Tullie Circle, N.E./Atlanta, GA 30329
404-636-8400

TC/TG/MTG/TRG MINUTES COVER SHEET

(Minutes of all Meetings are to be distributed to all persons listed below within 60 days following the meeting.)

TC/TG/MTG/TRG No._____ DATE_____

TC/TG/MTG/TRG TITLE_____
DATE OF MEETING_____ LOCATION_____

MEMBERS PRESENT	YEAR APPTD	MEMBERS ABSENT	YEAR APPTD	EX-OFFICIO MEMBERS AND ADDITIONAL ATTENDANCE

DISTRIBUTION
All Members of TC/TG/MTG/TRG plus the following:

TAC Section Head:	
TAC Chair:	
All Committee Liaisons As Shown On TC/TG/MTG/TRG Rosters:	
Manager Of Standards Manager Of Research & Technical Services	Stephanie Reusche Mike Vaughn

Where to Find Cover Sheet

ASHRAE Home Page to Technical Committees Page

Forms Page

Procedures, Forms & Information for TCs/TGs/MTGs and TRGs

📄 Master Calendar (updated August 2015) (PDF)

📄 2015-2016 Position E-mail Alias List (updated August 2015)
As of October 2015 this file is accessible to ASHRAE members logged into the ASHRAE website. If you are not an ASHRAE member and need access, please contact TCStaff@ASHRAE.net

📄 TC/TG/MTG/TRG MOP (Manual of Procedures) (updated June 2015)

Forms

Routine Forms for TC/TG/MTGs/TRGs

📄 TC Meeting Request Form for 2016 Annual Conference

Option for TC Subcommittee Meetings via Conference Calls and Web Meetings – NEW!

TC Forms And Documents

The following forms and documents will download to your computer and open in the appropriate program noted with each link (Word or Excel). These forms are designed to be completed on your computer. Click on the link to download the individual forms.

Minutes Cover Sheet (Word)

TC Letter Head (Word)

Emergency Roster Change Form (Word)

TC/TG/TRG Activity Feedback Form (Excel)

Copy of Sign-in (Excel)

Additional Guidance

- Available on ASHRAE's Technical Committees webpage
    - TC Manual of Procedures

- Contact your Section Head

    SHx@ashrae.net where x is the Section number

- Contact Manager of Research and Technical Services (MORTS)

    MORTS@ashrae.net