



Nominating Committee CRC 2009 Overview Albany, NY

**Emery M. Otruba, PE
Region I Nominating Committee Member**

**Cliff F. Konitz
Region I Nominating Committee Alternate**





ASHRAE Credo

“The position shall seek the person, not the person seek the position”



Who is on the Nominating Committee at the CRC?

- *Delegates and Alternates*
- *Nominating Committee Member-
Emery Otruba*
- *Nominating Committee Alternate- Cliff
Konitz*



What Are the Goals of the Nominating Committee at the CRC?

- *Develop a list of candidates for Society & Regional positions*
- *Elect members to the Society Nominating Committee*
- *Recommend candidates for Society & Regional positions as well as for Honor & Awards*
- *** See MCO Appendix V- Instructions to Delegate & Alternate at CRC*



MCO Manual

MANUAL FOR CHAPTER OPERATIONS

INSTRUCTIONS TO DELEGATE & ALTERNATE FOR CRC

Chapters Regional Committee Meeting

There are four parts to the Chapters Regional Committee Meeting held in conjunction with the Chapters Regional Conference (CRC): the Orientation Session, the Caucus, the Business Session and the Executive Session. As a delegate or alternate, you will be involved in all four of these sessions.

Orientation Session

Open to all attendees, this session is held prior to the Caucus so that the Director and Regional chair can instruct the delegates and alternates on procedures and to advise them as to the regional and Society positions to be filled. During this session other non-caucus attendees can provide advice and counsel as specifically requested by a delegate or alternate. The attendance of delegates and alternates is mandatory.

Caucus (Closed Session)

This is an informal session. It is usually held at the beginning of the Chapters Regional Conference attended by only the delegates and alternates from the chapters, the regional Nominating Committee Member, the regional Nominating Committee Alternate and the regional Nominating Committee reserve alternate. The purpose is to provide a forum for the chapters to present and discuss their recommendations for candidates for regional and Society positions, Society committees, and regional and Society honors and awards. All discussions at the Nominating Committee meetings, caucus and executive sessions are confidential and shall not be divulged to any individual outside the meetings or sessions. The regional Nominating Committee Member chairs the session and the host chapter delegate is the secretary. Minutes of the Caucus are not to be published. During the Caucus, the delegates and alternates should present the biographies of the candidates who will be recommended for offices and/or honors and awards. Enough copies of the biographies should be available so that each person attending may have a copy. The two Nominating Committee representatives shall not be present while their nominations are being discussed. The host delegate shall become the temporary chair. (98-01-18-16/99-06-21-37/01-01-28-01)

Business Session

Each chapter shall, as a minimum, prepare the following in one complete package, whether a binder, CD or other form, as directed for that CRC (03-01-26-28):

1. A completely filled-out Summary Report Form (Attachment W).
2. Report of Chapter Activities for the preceding year, including committee reports.
3. Chapter Committee Chairs' MBOs.
4. A sample newsletter.
5. The Chapter's roster.

After the report phase of the Business Session, the Chapters are encouraged to present action items for changes in any Chapter, Regional or Society activities or policies.

All reports and action items presented at the Chapters Regional Conference will take place at the Business Session, except for those items specified for the Executive Session.

The chapter delegate is the voting member. The regional vice chairs, the regional Nominating Committee Member and the regional Nominating Committee Alternate attend in their official capacity. The Regional Chair is chair of the meeting. The chapter delegates report on the progress of their chapters and student branches and their recommendations concerning policy, procedures and operations of Society. Motions that are passed are then brought forward to Members Council for further consideration.

Executive Session (Closed Session)

Only the delegates and alternates from the chapters, the regional Nominating Committee Member and the regional Nominating Committee Alternate may attend the Executive Session. The regional Nominating Committee Member is the chair. The reserve alternate for the Nominating Committee Member is allowed to attend the executive session of the CRC without reimbursement for transportation. (02-01-13-18) The host chapter delegate is the secretary. Minutes of the Executive Session shall not be published. Chapter delegates vote for candidates for the following:

1. Nominating Committee Member, Alternate and Reserve Alternate
2. Regional Vice Chairs
3. Regional Awards
4. Society Officers and Board of Directors (including Regional Chair, if appropriate)

The regional Nominating Committee representative will forward the report of the Executive Session to Society Executive Director/Secretary at Headquarters within 30 days of the meeting. Members who serve on grassroots committees (Regional Vice Chairs) should be contacted as their willingness to serve before their names are submitted in this report.

APPENDIX V



Orientation Session

- *Open to all attendees at the CRC*
- *Held prior to the Caucus Session*
- *Review the Nominating Committee goals to be accomplished during the CRC*
- *Review and explain the process*
- *Review the various Regional and Society positions, which are to be filled and to allow other than the Delegates and Alternates to furnish advice and counsel*



Caucus Session

- *Open to Delegates and Alternates*
- *Held after Orientation Session*
- *Delegates and Alternates present biographies of candidates they wish to have considered*
- *Review and briefly discuss the candidates in the Caucus*
- *Discussions provide the basis for final voting in the Executive Session*
- *Matters discussed do not leave the room-closed session*



Executive Session

- *Open to Delegates and Alternates*
- *Held after Caucus Session*
- *Delegates and Alternates vote on candidates presented and discussed in Caucus*
- *Again a closed session, matters discussed and outcomes do not leave the room*



Officers and Board of Directors

SY 2009-2010 Officers:

CRC Recommendations for SY 2010-2011

President-Elect	Lynn G. Bellenger
Treasurer	Ronald E. Jarnagin
Vice President	*William P. Bahnfleth
Vice President	*Sheila J. Hayter
Vice President	Thomas E. Watson
Vice President	James R. Fields

* Eligible for re-election to this position for one additional consecutive year.



Officers and Board of Directors

Terms expire in June 2010:

Director-at-Large Constantinos A. Balaras
Director-at-Large Richard M. Kelso
Director-at-Large David E. Knebel

CRC Recommendations
for SY 2010-2011



Society Committees

(Recommendations to Society President-Elect)

Admissions and Advancement

Advocacy

Electronic Communications

Environmental Health

Finance

Handbook**

Historical

Honors and Awards

Meetings Arrangements

Refrigeration

Research Administration**





Society Committees

(Recommendations to Society President-Elect)

Planning	_____
Professional Development	_____
Publications	_____
Society Program	_____
Society Rules	_____
Standards**	_____
Standards Advisory	_____
Technical Activities**	_____

* = Candidates shall have indicated willingness to serve on committees before being recommended by the CRC.

** = Elected by Board of Directors at Society Winter Meeting



Nominating Committee

Note: Nominating Committee Members and Alternates must be Members of the Society for a minimum of five years at the time of selection, must be selected at least one year in advance of taking office, and may serve no more than six years total on the Nominating Committee.

2009-10

2010-11

2011-12

Member- *Emery M. Otruba

* Chairs CRC Executive Session

Alternate- Clifford F. Konitz

Reserve Alt.- Vacant

- E. Otruba is in his 3rd year of service and is eligible for re-election to this position
- C. Konitz is in his 5th year of service and is eligible for re-election to this position
- Reserve Alternate is currently vacant as G. Myers was appointed to Board Elected Member and had to relinquish his position as Reserve Alternate.

Regional Vice Chairman-Grass Roots Committees



	<u>2009-2010</u>	<u>Term</u>	<u>2010-2011</u>		
			<u>1st choice</u>	<u>2nd choice</u>	<u>3rd choice</u>
Chapter Tech Transfer	Steve Rosen	09-12	_____	_____	_____
Membership Promotion	Joseph L. Furman	07-10	_____	_____	_____
Research Promotion	Darcy Carbone	09-12	_____	_____	_____
Student Activities	Richard E. Vehlow	07-10	_____	_____	_____

- Steve Rosen will be in his 1st year as RVC in 2009-10 and can continue to serve in 2010-11.
- Joe Furman will be in his 3rd and final year as RVC in 2009-10 and cannot continue to serve in 2010-11.
- Darcy Carbone will be in her 1st year as RVC in 2009-10 and can continue to serve in 2010-11.
- Rich Vehlow, PE will be in his 3rd and final year as RVC in 2009-10 and cannot continue to serve in 2010-11.



Regional Vice Chairman- RVC Appointed Positions

The DRC makes these appointments. The Delegates and Alternates offer their recommendation on any positions not yet filled at time of CRC to the DRC.

	Current Appointee (2008-09)	SY 2009-10 Recommendation
Assistant Regional Chair	Spencer Morasch	_____
Regional Treasurer	Spencer Morasch	_____
Regional Chapter Programs Vice Chair	Peter Oppelt	_____
Regional Refrigeration Vice Chair	vacant	_____
Regional Webmaster	Heather L. Nowakowksi, PE	_____
Regional Historian	Phil Knowlton	_____



Society Honors and Awards

Honorary Member (eminent professional distinction - 3 per year maximum)

Fellow (grade awarded for distinction or unusual accomplishments in the HVAC&R field)

F. Paul Anderson Award (notable achievement or outstanding work or service - 1 per year maximum)

ASHRAE-ALCO Award (outstanding public service - 1 per year maximum)

Distinguished Service Award (Society work - 15 points required)

Exceptional Service Award (continued distinguished service - 45 points required; 20 per year maximum)

Andrew T. Boggs Service Award (exemplary distinguished service - 1 per year maximum)



Society Honors and Awards

Louise and Bill Holladay Distinguished Fellow Award

(continuing preeminence in engineering or research work -
1 per year maximum)

ASHRAE Hall of Fame (milestone contributions to growth of
ASHRAE-related technology by deceased members - 2 per
year maximum)

John F. James International Award (participation in international
activities)





Regional Awards

Regional Award of Merit (No limit on awards. Attach list if necessary.)

1. _____

2. _____

3. _____

Chapter Service Award (No limit on awards per chapter; attach list if needed)

1. _____

2. _____

3. _____



CRC General Chairs

Report the names of the next 3 upcoming general chairs. This is not an Executive Session item, included for convenience.

	<u>NAME</u>	<u>HOST CHAPTER</u>	<u>CRC YEAR</u>
1.	Bill Lau	New York	2010-11
2.	Shirley Bergman	Twin Tiers	2011-12
3.	T.B.D.	Central New York	2012-13



Summary

To reiterate, at the Caucus/Executive Sessions, the Delegates must execute the following action items:

- ❖ Elect a 2010-11 Member, Alternate and Reserve Alternate for the Society's Nominating Committee. One year stints.
- ❖ Elect 2009-10 members for the grass roots positions of RVC Member Promotion, Student Activities as the current RVC 's are at end of 3 year term.
- ❖ Recommend backup members for RVC Membership Promotion, RVC Research Promotion, and RVC Student Activities in the event the current RVC resigns.
- ❖ Suggest to DRC Spencer Morasch any qualified member who is willing to serve the region in the appointed positions if Spencer has not already appointed a person to those positions.
- ❖ Recommend to the DRC any members deserving the Regional Award of Merit or Chapter Service Award.
- ❖ Suggest members as candidates for Society Office, for Society Standing Committees, for Honors and Awards.



Thank You!

