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Defining the Science of Occupational and Environmental Health®

Operations Manual

ACGIH® Industrial Ventilation Committee

Approved by the ACGIH® Board of Directors: December 2, 2016

COMMITTEE MISSION

The Industrial Ventilation Committee was established by the ACGIH® Board of Directors. The Committee's goal is to contribute to providing a safe and healthful environment by compiling and integrating state-of-the-art information from government and industry sources. This resource would be used to develop and recommend ventilation and other engineering controls to capture, collect, filter, and remove airborne contaminants from the workplace.

The mission of the Committee is to develop guidelines that advance the field of industrial ventilation and are:

- Scientifically credible and valid
- Reliable
- Understandable and clearly presented
- Produced with a balanced, unbiased and clearly defined process

The Committee operates under the bylaws of ACGIH® and the administrative policies and procedures approved by the ACGIH® Board of Directors.

MEMBERSHIP

Eligibility

A range of professional affiliation is necessary to ensure a balance of bias; however, the Committee will consist of a simple majority of members professionally affiliated with academia or government, the remainder may be selected from labor or industry. Committee members serve in their individual capacity and do not serve as representatives of their organization or their employer. Each member of the Committee will have full voting rights for the purposes of the business of the Committee. Individuals seeking membership on the Committee and who are invited to participate as a Member Candidate, as well as those individuals who are invited to consult with the Committee do not have voting rights for the purposes of the business of the Committee. Committee leadership (Chair and Vice Chair) must be Voting Members of ACGIH®. Each member, Member Candidate, and consultant must have participated in the annual Conflict of Interest declaration and have signed an annual Conflict of Interest disclosure statement.

Member Selection

Individuals interested in joining the Committee will be asked to complete an application form ([Appendix A](#)) and provide a current résumé or curriculum vitae (CV). The Committee will review these documents and determine whether the applicant is qualified and has a level of expertise meeting the current needs of the Committee.

The following minimum criteria will be used to evaluate an applicant for membership:

- Disciplinary training and education
- Professional background
- Past relevant experience
- Personal attributes necessary to meet the Committee goals

The Chair in consultation with the Vice Chair will annually assess the overall membership of the Committee using the following additional criteria. These criteria may also be used to evaluate each new applicant to determine if the current needs of the Committee are met:

- The Committee should have a mix of persons who have expertise in one or more areas relevant to the field of industrial ventilation, industrial hygiene, engineering, ventilation system design, engineering mathematics or other related specialty.
- A special consideration will be given to individuals with 10 or more years of professional experience, with multi-disciplinary backgrounds and experience, and with an advanced degree in his or her field of expertise.
- Individuals should demonstrate effective writing capabilities and communication skills through publications, presentations, and/or other activities.

- Individuals will be goal-oriented and self-managed to accept and perform assignments as determined by the Committee.

To ensure the mission of the Committee is continually met and a balance of expertise is maintained, the Committee may recruit new members as needed. Any individual expressing interest in participating on the Committee will be sent an application form by staff. Applicants will be informed of all membership expectations and responsibilities and will be asked to review and accept these responsibilities as part of their application. Staff will review the completeness of applications received and issue notification confirming receipt. Completed applications, along with copies of résumés/CVs will be sent to the Chair of the Committee for consideration. The Chair will provide initial verbal interviews with the applicant and submit any requests for further vetting by Committee members and/or ACGIH®.

The Committee will then be notified by the Chair of the names of applicants under consideration. The Chair will ask the Committee members for an assessment of the applicant. The Committee will review and consider all new applicants annually, or more frequently if necessary. If the Committee agrees the applicant is acceptable and there is continued interest between both parties, the Chair will assess each application considering all Committee feedback. If the Chair, in consultation with the Vice Chair, believes the applicant meets all of the requisites, the Chair may then recommend to the Board of Directors appointment as a Member Candidate. After Board appointment, the Chair may extend an invitation to the Member Candidate to attend and participate at the next Committee meeting.

Once appointed by the Board of Directors, the Member Candidate will be asked to fully participate in all Committee activities for a minimum candidacy period of one year. The Chair will identify and assign responsibilities to the Member Candidate during this time. All responsibilities and expectations must be fulfilled to the satisfaction of the Chair for consideration of advancement to formal membership. At the discretion of the Chair, the candidacy period may be extended for more than one year. The candidacy period for any individual may be extended if he/she fails to satisfy all responsibilities and expectations as assigned, but makes satisfactory progress within the candidacy period. The candidate may be considered for former membership the following year.

The Chair will solicit input from the Committee concerning formal membership for candidates that successfully complete their candidacy period. The Chair will evaluate each candidate and make the final decision concerning a recommendation for formal membership.

Should a Member Candidate not fulfill the criteria for membership or fail to meet all responsibilities and expectations as assigned, the Chair will send notification to the applicant thanking him/her for their interest. Should an applicant not be selected, notification will be sent by staff thanking the person and asking for interest in remaining in the pool of applicants for future consideration.

Member Responsibilities and Expectations

Committee members are expected to contribute to the work of the Committee. This includes attending face-to-face meetings each year, participating in scheduled teleconferences, preparing and reviewing chapters of the Industrial Ventilation Design Manual and the Operations and Maintenance Manual, contributing to the development of educational and outreach activities (such as webinars and training conferences), and participating in Committee administrative functions. More senior members will be expected to provide guidance and to mentor new members. As members serve additional terms they will be expected to take on a greater role in the Committee.

Members are expected to comply with all policies and procedures of ACGIH®. Members are expected to interact at all times in a collegial fashion with other members of the Committee and staff.

Participation on the Committee is a privilege that must be continually earned through ongoing productivity, participation and collegial behavior. When considering re-appointment, the Chair may ask each member to describe in writing their intentions to continue on the Committee. The Chair, in consultation with the Vice Chair, will review each member's letter of intent considering all membership expectations such as, but not limited to previous meeting attendance, participation on teleconferences, successful completion of all chapter assignments, and tenure on the Committee. If the Chair believes that each member has satisfactorily met all responsibilities and expectations, they may then be recommended for re-appointment.

Member Candidates

The Chair may choose to invite potential members to participate in Committee activities as Member Candidates before recommending them for formal appointment to the Committee. This practice allows the potential member to understand the responsibilities and expectations of Committee membership, and allows the Committee to evaluate the contributions of the potential member. The Board of Directors must approve all Member Candidate appointments. Member Candidates must follow all ACGIH® policies and procedures.

Consultants

When the Committee requires specific technical expertise that is not available within the Committee, the Chair may request appointment of a consultant. Consultants should only be utilized when specific technical expertise is needed for a limited time. Consultants are appointed by the Board of Directors. Consultants must follow all ACGIH® policies and procedures.

Terms

Members are annually appointed by the Board of Directors and begin their term on January 1. The Chair will consult with the members of the Committee prior to recommending re-appointment. Members are appointed for a total term of three years contingent upon annual re-appointment by the Board. Members will be recommended annually by the Chairman and notified after the Board votes on re-appointment.

Expectations for continuing membership include:

- Attendance at and constructive contributions to meetings and teleconferences
- Preparing and reviewing all publications and/or chapters, as assigned
- Contributing to the development of educational and outreach opportunities, as assigned
- Contributing to the administrative functions of the Committee, as assigned

A member's contributions to the work of the Committee and progress on assignments will be evaluated by the Chair, in consultation with the Vice Chair, on an annual basis.

CONFLICT OF INTEREST AND BIAS

All Committee members, Member Candidates, and consultants, hereafter referred to in this section as "Members", are required to follow the ACGIH® Policy and Process on Bias and Conflict of Interest (COI), and published on the ACGIH® website at: <http://www.acgih.org/tlv-bei-guidelines/policies-procedures-presentations/conflict-of-interest-policy>. Any member with a potential, real, or perceived conflict of interest (COI) with respect to any Committee activities must orally disclose the conflict of interest before a quorum of the entire Committee. In addition, a written declaration must be completed at the same time. It is essential that potential, real, or perceived conflicts be identified before the Committee deliberation process begins. Likewise, it is important that members recognize and identify their particular technical or scientific biases, so that these differing perspectives can be balanced during Committee deliberations.

All members must complete an annual oral and written bias and COI declaration before a quorum of the Committee that includes information about their sources of funding, including professional services and consultancies, professional affiliations, service on boards or other committees, legal testimonies, and other activities that may represent a potential COI for participation in the affairs of the ACGIH® Industrial Ventilation Committee. In addition, the individual should disclose their publications history and identify any technical biases. This declaration is required annually and when material changes in member statuses occur. At the beginning of each meeting, the Chair will inquire about material changes in each member's COI and bias status.

The Committee defines bias as "views stated or positions taken that are largely intellectually motivated or that arise from close identification or association of an individual with a particular point of view or the position or perspectives of a particular group." Conflict of interest is defined as "any financial or other interest which conflicts with the service of an individual because it (1) could impair the individual's objectivity or (2) could create an unfair competitive advantage for any person or organization."

In the case of bias, the Committee attempts to create a balance of opinions and view by maintaining a diversity of professional affiliations, disciplines and activities among its membership.

In the case of COI, the Committee has created a number of avenues for minimizing or eliminating the potential effects of COI while allowing a member to participate as fully as possible in Committee activities. The Committee believes that it is the responsibility of the individual member to identify his/her potential conflicts and to consider carefully the level of participation that is appropriate. In addition, any member who develops a new COI is expected to notify the other members of the Committee immediately.

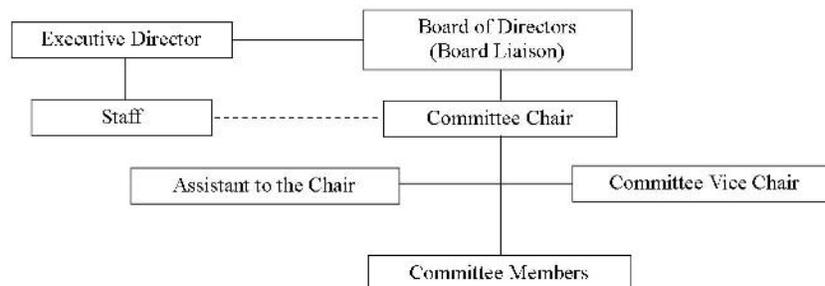
It may not always be in the best interest of the Committee for a member who has a significant COI to remove him or herself entirely from the Committee deliberations when he/she is very knowledgeable about a particular issue. In such cases, the Chair will work directly with a member to assure the conflict has been minimized while allowing for the fullest participation practical.

Open and free discussion of COI is crucial to this process. All members who have participated fully in the Committee discussion of COI and who have made their best effort to eliminate or minimize personal conflicts will be eligible to participate in all votes. In situations where the conflict cannot be eliminated or removed to the satisfaction of the Committee, members may need to recuse themselves from any discussions and reviews, and must excuse themselves from votes related to the issue at hand.

Failure by any member to report a COI is grounds for immediate termination of that member's service on the Committee. This decision shall be made by the Chair after review and deliberation with the Committee, and a recommendation shall be made to the Board of Directors.

COMMITTEE STRUCTURE

Organizational Chart



Position Descriptions

COMMITTEE CHAIR

METHOD OF SELECTION AND APPOINTMENT

Candidate(s) for the Chair of the Committee is/are recommended through an internal Committee nomination and vote process, the results of which are forwarded to the Board of Directors for final selection and approval. Prior to the expiration of the current Chair's term, the Vice Chair will seek nominations from Committee members for candidates. Candidates may be drawn from the current Committee membership or may be individuals from outside the Committee. Candidates must meet eligibility requirements for membership on the Committee and be a Voting Member, in good standing, of ACGIH®. The Vice Chair will review the list of nominees and present them to the Committee, accompanied by background information (nomination letters, letters of support, curriculum vitas/resumes, etc.) and a personal statement from each nominee. The Vice Chair will tally the votes (assisted by ACGIH® staff). The slate of nominees and number of votes received by each nominee will be sent to the Board of Directors for final selection and appointment.

SUCCESSION

If the Chair position becomes vacant (e.g., the Chair becomes unable or unwilling to fulfill the duties of the position), the Vice Chair will assume the role of Chair and serve his/her predecessor's term. At the end of the term, a Chair will be selected following the selection and appointment process described above.

TERM

The Chair will hold the appointment for a term of three years. This appointment may be renewed for more than one term, following the nomination and selection process described above. The Chair may not serve more than three consecutive, three-year terms. The Chair will hold the position contingent upon annual re-appointment by the Board of Directors.

DUTIES

The Chair leads the Industrial Ventilation Committee and works closely with the Vice Chair to ensure the Committee's progress toward fulfilling its mission and goals. The Chair:

- Oversees the Committees' activities
- Oversees the budget management, spending, meeting plans (with assistance from staff)
- Monitors overall workload and makeup of the Committee
- Assures regular, clear communications with staff and the Board of Directors by interacting with the Board Liaison, Committee's staff persons, and other staff or Board members, as needed
- Assures regular, clear communications with external parties by such processes as reviewing comments received, providing input to replies prepared by staff
- Assures regular communication among all Committee members
- Consults regularly with the Vice Chair to assure proper functioning of internal Committee activities
- Represents the Industrial Ventilation Committee to the public in accordance with the ACGIH® Public Affairs and Communications Policy
- Represents the Industrial Ventilation Committee to the ACGIH® Board of Directors and communicates and consults regularly with the Committee's Board liaison.

REPORTING

The Chair reports directly to the Board of Directors through the Committee's assigned Board liaison.

VICE CHAIR

METHOD OF SELECTION AND APPOINTMENT

The Committee Chair nominates the Vice Chair and makes a recommendation to the Board of Directors for final selection and appointment.

TERM

The Vice Chair will serve a term of three years. The Vice Chair may be re-nominated by the Chair and appointed by the Board for more than one term. The Vice Chair may not serve more than three consecutive, three-year terms.

DUTIES

The Vice Chair is responsible for assisting the Chair in assuring the internal Committee functions are operating satisfactorily. The Vice Chair:

- Assists the Chair as necessary
- Assists the Chair to oversee internal Committee activities support the Committee's mission and goals
- Serves to fulfill the responsibilities of the Chair when he/she is unable or unavailable to do so

REPORTING

The Vice Chair reports directly to the Chair of the Committee on his/her individual activities. If the Chair of the Committee is not available to perform their duty, the Vice Chair may assume the role of Chair and may communicate directly with the Board liaison and with the staff on Committee issues.

COMMUNICATIONS

Confidentiality

Individual authorship of Committee work products (e.g., Industrial Ventilation Manual chapters, etc.) is a confidential matter. Such authorship may not be discussed with any person external to the Committee. It is recognized that there are circumstances when members may seek information from external parties. Such instances should be discussed with the Committee Chair and Vice Chair to ensure anonymity and be performed through ACGIH® staff. Information, materials, drafts of Committee work products, etc. may not be shared with anyone external to the Committee. Committee members are expected to follow the ACGIH® Public Affairs and Communications Policy and the ACGIH® Information Release Policy (<http://www.acgih.org/docs/default-source/Policies/acgihpubaffairscommpolicy.pdf?sfvrsn=0>).

External to the Committee

The Committee recognizes that there are many different groups with an interest in the recommendations and guidelines published by ACGIH®. The Committee's goal is to assure that all such parties are given timely and complete information about its process and decisions. At the same time, it is important that these external parties not compromise the Committee's scientific decision making process that is primarily based upon the review of information that is peer-reviewed and published and not on information presented in a private forum. Thus, the Committee has established a written procedure that allows for input from external parties.

The appropriate method for an interested party to contribute to the Committee's work is through the submission of literature that is peer-reviewed and public. ACGIH® strongly encourages interested parties to publish their studies, and not rely on unpublished studies as their input to the Committee. Interested parties may offer their input by e-mail to science@acgih.org. When submitting comments, ACGIH® requires the submission to be limited to 10 pages in length, including an executive summary. The submission may include appendices of citable material not included as part of the 10-page limit. ACGIH® requests that comments be structured as follows:

- A. **Executive Summary** – Provide an executive summary with a limit of 250 words.
- B. **List of Recommendations/Actions** – Identify, in a vertical list, specific recommendations/actions that are being requested.
- C. **Rationale** – Provide specific rationale to justify each recommendation/action requested.
- D. **Citable Material** – Provide citable material to substantiate the rationale.

An additional venue for presentation of new data is an ACGIH®-sponsored symposium or workshop that provides a platform for public discussion and scientific interpretation. ACGIH® encourages input from external parties for suggestions on symposium topics, including suggestions about sponsors, speakers and format.

ACGIH® periodically receives requests from external parties to make a presentation to a committee about specific issues. It is strictly by exception that such requests are granted. While there are various reasons for this position, the underlying fact is that the Committee relies primarily on information that has been peer-reviewed and published and not on information presented in a private forum. The Committee may grant a request when the data are significantly new, have received peer review, are the best vehicle for receipt of the information, and are essential to the Committee's deliberations. The presentation is not a forum to voice opinions about existing data. In order for the Committee to evaluate such a request, the external party must submit in writing that, at a minimum, addresses the following elements: (1) a detailed description of the presentation, (2) a clear demonstration of why the information is important to the Committee's deliberations, and (3) a clear demonstration of why a meeting is the necessary method of delivery. Requests must be sent to the ACGIH® Science and Education Group at science@acgih.org.

Internal to the Committee

COMMUNICATIONS WITHIN THE COMMITTEE

The Committee relies on meeting minutes for documenting its activities and tracking its progress. Formal minutes will be taken at all Committee meetings by ACGIH® staff. These minutes are used to record the activities and formal votes of the Committee. The minutes should indicate, at a minimum, the date, the members present and absent, important points of discussion, major decisions taken and future activities planned. Copies of the minutes will be sent to members of the Committee and the Board liaison within two weeks of the meeting. At that time if there are discrepancies, a member may submit a request to have the minutes edited. If there is disagreement of the facts of the minutes, the Chair can investigate further to reconcile.

COMMUNICATIONS WITH ACGIH® STAFF AND BOARD OF DIRECTORS

The Committee assures timely and consistent communications with ACGIH® through its Board liaison and staff. ACGIH® staff attends all Committee meetings. The staff communicates regularly with the Chair and Vice Chair about Committee activities. The ACGIH® staff works closely with the Chair on issues including budgeting and spending, meeting arrangements, publications, communications with external parties, etc.

The Board liaison also attends all Committee meetings, providing input to the Committee from the Board of Directors and relaying Committee concerns and thoughts to the Board. The Board liaison also works with the Chair during budgeting, policy-making and other issues that bear directly on the organization.

EDUCATION AND OUTREACH

One of the goals of the Committee is to foster educational and outreach activities. This includes reviewing and developing ideas and plans for future workshops, conferences, courses, webinars, symposia, meetings and other outreach activities. The Committee will work closely with the ACGIH® Science and Education Manager and other staff (as necessary) when formulating its ideas. External activities require Committee review and approval prior to their implementation.

Symposia and Workshops

Suggestions for educational symposium topics should be forwarded to the Science and Education Group of ACGIH® in writing at science@acgih.org. Symposium and workshop topics may come from Committee members, ACGIH® staff, and external parties. The proposal should include justification for the necessity of the symposium, the topic's relevance to the Industrial Ventilation Committee, a suggested list of participants, and if possible, a list of potential academic, governmental, or industrial sponsors.

The Events Development Planner (EDP) ([Appendix B](#)) will serve as the formal planning document during symposium development. The ACGIH® staff will work with the Committee through all aspects of planning and executing a workshop or symposium.

Several criteria will be used by the Committee to determine the appropriateness of the symposium as being of interest to the Industrial Ventilation Committee. A symposium or workshop must be the most efficient format in which to present the Industrial Ventilation Committee members with new information.

Symposia require considerable time, commitment, and resources to develop. A symposium will not be favorably reviewed if its purpose is solely to provide a forum for voicing opinions about existing data. Rather, there must be on-going research, scientific uncertainty about currently available data, or another scientific reason for the symposium.

Representatives of external organizations may have expressed a desire to meet with the Committee because the Committee might benefit from discussions of the scientific data or because the many issues to be discussed on a given topic are likely to be important and of interest to a wide range of interested parties. Yet symposia require commitment of substantial resources and presentations and discussions are often scheduled for a period as long as two days, far more time than the Industrial Ventilation Committee could commit to a single topic. Thus, it is important that care be taken in the review and selection of topics for symposia.

The Committee will review the original proposal. The Chair will make a final recommendation to the Committee Board liaison, indicating whether the Committee has an interest in and wishes to participate in the development of a particular symposium.

If a symposium or workshop proposal recommended by the Committee is approved by the Board of Directors, the Committee will identify a task force to work with ACGIH® staff during the development phase. In addition, a Board member will act as liaison to the task force. The task force will work closely with staff and, in addition to regular reporting to the Committee, will seek input and ideas from Committee members about sponsors, speakers, format, etc. The task force will be responsible for ensuring that the Committee's scientific decision-making needs are met and that all relevant external parties have an opportunity to give input to the planning of a symposium. To ensure that there is appropriate balance of scientific viewpoints and to maximize the available research to choose from, each symposium will utilize a call for papers to initiate and announce the planned symposium. The task force will be responsible for selecting speakers from responses as well as those identified from any other internal and external sources.

If a symposium proposal is rejected, the staff will be informed of the proposal and the Committee's review. The individual who submitted the proposal will also be notified. The organization may decide to proceed without the Committee's formal sponsorship or involvement. In this latter case, potential symposium sponsors and attendees must be made aware that the Committee has expressed no interest in formal sponsorship or participation. In addition, it must be made clear that Industrial Ventilation Committee members will not attend the meeting in their capacity as members or representatives of the Committee, although they may, of course, attend as interested scientists.

Conferences and Educational Programs

Suggestions and topics for conferences and other educational programs (including webinars or other presentations) to provide information to the public should be forwarded to the Science and Education Group of ACGIH® in writing at science@acgih.org. These topics may come from Committee members, ACGIH® staff, and external parties. The proposal should include justification for the necessity of the programs, the topic's relevance to the Industrial Ventilation Committee, a suggested list of participants, and if possible, a list of potential academic, governmental, or industrial sponsors.

The Events Development Planner (EDP) ([Appendix B](#)) will serve as the formal planning document during symposium development. The ACGIH® staff will work with the Committee through all aspects of planning and executing a workshop or educational program.

Several criteria will be used by the Committee to determine the appropriateness of the program as being of interest to the industrial ventilation community and the general public. These programs require considerable Committee time, commitment, and resources to develop.

The Chair will make a final recommendation to the Board liaison, indicating whether the Committee has an interest in and wishes to participate in the development of a particular educational program.

It is recognized that Committee members may participate in such programs and must represent unbiased opinions and not imply that any instruction is deemed a recommendation from ACGIH® or its committees. The instructors or presenters in these conferences must not use their position to promote any agenda, products or services to the attendees.

PRODUCTION GUIDE

Voting Procedures

The Industrial Ventilation Committee follows the ACGIH® procedures for voting as described in the following sections. This procedure is not intended to be inclusive, but rather as basic information/instructions. Robert's Rules of Order serves as additional guidance.

Establish a quorum. A quorum is a majority (> 50%) of the voting Committee members (hereafter referred to as members). Although Member Candidates and consultants are full participants in discussions, they do not have voting privileges.

- Assure that motions are presented clearly and concisely and that all Voting Members are aware of the exact language/intent of the motion (Note: Any motion that requires Board of Directors' approval must begin with a "Vote to Recommend (VTR) to the Board that...").
- Procedure for handling a motion:
 - Member (not Chair) makes motion ("I move that...").
 - Another member seconds motion.
 - Members debate motion (when a motion is on the table, keep remarks to the motion under consideration).
 - Chair puts question to members for vote.
 - Chair announces result of vote.
- All members present have an obligation to cast a vote (Note: Chair only votes to make or break a tie).
- Recording motions and votes:
 - Identity of who makes or seconds a motion is not recorded in the meeting minutes.
 - The number of "YES" and "NO" votes are not recorded in meeting minutes.
 - ABSTENTION votes are recorded in the meeting minutes as follows:
 - When ABSTENTIONS are for reasons other than conflict of interest (COI), the number of members abstaining is recorded, but not the names or reasons for the abstention. Abstentions should be rarely used unless for COI.
 - When ABSTENTIONS are for conflict of interest, names of members abstaining for COI are recorded along with a note that the abstentions are for COI.

WITHDRAWING OR MODIFYING/AMENDING A MOTION

Before the Chair has stated a motion, it can only be withdrawn or modified by the maker with agreement by the person making the second. Once the Chair states the motion, it can only be withdrawn or modified by general consent or a majority vote by the members.

MOTION TO RECONSIDER

Hasty or ill-advised action can be corrected through the motion to reconsider. Only an individual who voted on the prevailing side can make this motion and must be made on the same day or the next succeeding day after the original vote was taken (not counting a day which no business meeting is held during a session).

MOTION TO TABLE

A motion to table can be made at any time an issue is before the Committee. The objective is to postpone the vote on the main motion. [The motion cannot specify a time for resumption; if it did, it would be equivalent to a motion to postpone definitely (which might be in order and even preferable.)] Such a motion is not in order when another member has the floor. The motion is not debatable, requires a second and a majority vote to pass. If passed, the issue before the Committee cannot be discussed further until another item has been considered and voted upon. Motions to Table are designed to be temporary in nature and merely reschedule the decision of an issue for a later time. When the Committee wishes to resume consideration of a tabled motion, any member may move to take a motion from the table. Such a motion requires a second, is not debatable, and requires a majority vote. If passed, the Chair announces the main

motion and consideration is resumed. A tabled motion will expire if not acted on during the same session (if the group meets less than quarterly) or by the conclusion of the next session (if the group meets more than quarterly).

CALL THE QUESTION (CALL THE VOTE)

A Committee member may desire to have the vote taken before the Chair calls for the vote or before all members have finished discussing the issue. Rationale for this action could include moving a meeting along in a timely manner or determining how many members have already formed a conclusion. The motion (I call the question) is not in order when another member has the floor. The motion requires a second, is not debatable, and requires a 2/3 vote for passage. This vote determines if the discussion continues (No vote) or if the discussion ends (Yes vote). If passed, there can be no further discussion, and the Chair will ask for the vote on the motion under question. Note: Members must be very cautious about employing this method as it can restrict open dialogue.

Electronic Voting Procedures

The advent of electronic communication, and the speed and convenience of email prompts this policy and procedure whereby the Committee may cast official votes via email or other electronic means. Beyond approving such policy, the following procedures are also approved:

Members who wish to introduce a motion for electronic vote should send the motion to the Chair. If the Chair agrees with its introduction, it will be returned to the originator who will make the motion electronically. (The Chair's agreement constitutes a "second" to the motion.) If the Chair decides the motion is for any reason out of order, the originator will be advised of this, and of the future disposition of the motion, if any.

Once the motion is sent to the members, normally a period of no more than seven business days will elapse before any vote is finalized. During this period members may cast a vote, change a vote, and/or may pose questions to anyone they wish, debate the motion, or abstain from participating, stating the reason therefore.

For a vote to be valid it must constitute a majority of the votes cast. The Chair may not vote, except in the case of making or breaking a tie.

The appropriate staff is copied on all relevant correspondence, receives the votes, and reports the outcome to the members.

All correspondence shall carry the Subject Title, VOTE #_____, and year. Votes will be numbered chronologically in a given calendar year.

Regarding the requirement of a quorum, the Chair is included in a quorum. Because the Chair has sent the motion, he/she is of course aware of it and is "present." When at least half of the members cast votes, the quorum requirement is met (i.e., four members plus the Chair of an 8-member group equals 5 of 8, a majority).

Once a motion has passed by electronic vote, a motion to ratify this vote will be required on the next conference call or at the next meeting of the Committee.

AWARDS

ACGIH® ROBERT T. HUGHES LIFETIME ACHIEVEMENT AWARD

SELECTION CRITERIA

The Robert T. Hughes Lifetime Achievement Award is presented to an outstanding practitioner in the field who has made exemplary contributions to the practice of protecting workers through the science of industrial ventilation design and has culminated over a lifetime of work. This award is a peer-recognized award, and therefore, self-nomination is not permitted. The award recipient is chosen by the Industrial Ventilation Committee and recommended to the Board.

FREQUENCY OF AWARD

The award is presented annually at the American Industrial Hygiene Conference and Expo (AIHce).

Appendix A: Membership Application



ACGIH[®]

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Defining the Science of Occupational and Environmental Health[®]

**ACGIH[®] Industrial Ventilation Committee
Membership Application**

Thank you for your inquiry into membership on the ACGIH[®] Industrial Ventilation Committee. To assist the Committee in its review and selection of new candidates, please provide the following information and **submit your current resume and/or curriculum vitae**. Feel free to expand the size of this application as needed to accommodate responses larger than the space allocated.

Applicant's Name:

Address:

Phone:

Cell:

Fax:

E-mail:

1. Name of Employer: _____

2. Check your area(s) of professional expertise. Use ++ for your major area(s) of expertise and + for minor area(s).

_____ Industrial Hygiene _____ Occupational Health & Safety
_____ Engineering _____ Industrial Ventilation
_____ Physics _____ Mathematics
_____ General sciences, please specify _____
_____ Other, please specify _____

3. Within your area(s) of professional expertise, do you have specific fields of specialization (e.g., field industrial hygiene, industrial ventilation system design, existing ventilation system troubleshooting, hood design, and engineering)? List up to three fields in which you consider yourself specialized or could provide particular expertise to the Committee.

4. How many years have you spent in your major area of professional expertise?

_____ < 5 years _____ 11-20 years
_____ 5-10 years _____ >20 years

5. Check all relevant professional certifications you hold.

_____ CIH _____ PE _____ CSP _____ DABT _____ ROH
_____ Medical Boards, please specify: _____
_____ Other, please specify: _____

6. Check all degrees you hold:

_____ BA _____ MA _____ MPA _____ MBA _____ MD
_____ BS _____ MS _____ ScD
 _____ MPH _____ PhD
_____ Other, please specify: _____

7. Describe your writing and verbal communication experience.

8. Check the number of years of experience serving on professional and scientific committees.

_____ < 3 years
_____ 3-5 years

_____ 6-9 years
_____ > 9 years

9. What are your primary reasons for wanting to join this Committee?

10. Participation on the Committee requires a considerable amount of your time annually to attend Committee meetings, participate on conference calls, write/review documents, and prepare/contribute to meetings. If you have questions about the time involved, please contact ACGIH® at the telephone number below. Do you have adequate time to devote to the activities of this Committee?

_____ Yes _____ No

Please submit your application and current resume and/or curriculum vitae to ACGIH®:

- Mail to the Chair of ACGIH® in care of the Headquarters Office at 1330 Kemper Meadow Dr., Cincinnati, Ohio 45240
- FAX to the Chair of ACGIH® in care of the Headquarters Office at 1-513-742-6170
- E-mail to the Chair of ACGIH® in care of the Headquarters Office at science@acgih.org

If you have questions, please contact ACGIH® at 1-513-742-2020.

Thank you for your willingness to serve!

Appendix B: Education Development Planner

ACGIH®

Event Development Planner (E.D.P.)

Instructions for completion: This is a comprehensive form designed to assist both ACGIH® Committee members and staff in the planning of workshops, courses, conferences and symposia. Since this is a working document, not all questions can be fully answered from the outset. However, please complete all pertinent items to the best of your ability. Please obtain the necessary signatures before submitting to ACGIH® staff. For assistance at any time in filling out this worksheet or for any other questions about educational events, please contact Ryan Peltier, Science and Education Manager at 513-742-6176 or rpeltier@acgih.org.

IMPORTANT NOTES:

- Symposia and conference dates must be one year from submittal for domestic events and eighteen months from submittal for international events unless prior arrangements have been made.
- Please be detailed when answering questions. Please make sure all items marked with an asterisk are completed before the initial submittal.

Original Date of Submittal: _____

Revision Date: _____

PLEASE TYPE DIRECTLY IN THE FIELD BELOW THE PROMPT

*Items must be completed before submittal to ACGIH®

1. EDUCATIONAL SCOPE OF EVENT

*Type of Event:

Symposium – A symposium is a focused meeting on a subject of current or continuing interest. A symposium's principal purpose is to bring expert authors on a given subject together to share their knowledge and expertise with an audience.

Conference – A conference consists of programming where multiple speakers present papers and/or presentations on different topics relating to a theme, material, process, or industry. Conferences typically have concurrent sessions.

Workshop – Workshops are 1-5 day programs devoted to one subject and are usually led by 1-3 instructors that are considered leaders in his or her field.

Course – A course is similar to a workshop in length and scope, however, a course typically culminates in a measured exam for certification purposes.

Distance Education – Distance education refers to any online education program including webinars and online courses.

*Description of Event:

*Goals of Event (List educational goals):

*Deliverables (What will be the contribution to the science?):

*List the Committee supporting this educational event:

*Signature of Committee Chair (Signature indicates that the Committee supports the Science behind the proposed educational event):

*Chair - Sign and Date:

*Name of Person Submitting E.D.P.:

2. AUDIENCE

The determination of potential audience is a paramount step to a successful event for ACGIH®. Please keep the following items in mind when answering the questions below:

- For a symposium or conference that will utilize a hotel or conference center, a minimum of 125 paid attendees is necessary.
- For a course or workshop that will utilize a hotel or conference center, a minimum of 30 attendees is necessary.

*List projected attendance (please include a minimum and maximum):

*Give a detailed description of the potential audience:

*List industries that will be interested in this event:

*List other associations or organizations that may have an interest in this event:

*What continuing education should be offered?

3. LOGISTICS

*What type of venue is needed for this event? Hotel ACGIH® Room Convention Center

*Why is this type of venue needed?

*Are there any special accommodations we need to be aware of?

1. ***What is the first choice of geographic location and why?**
2. ***What is the second choice of geographic location and why?**
3. ***When should this event be offered? Year:**
4. Spring Summer Fall Winter
5. ***How many days will the event last?**
6. ***Will there be any pre- or post-event activities?**
7. ***List name and date of any other events you are aware of that may impact this event:**
8. ***List names and dates of any similar events that have been held in the past:**

EVENT FORMAT – SYMPOSIUM or CONFERENCE

COMPLETE THIS SECTION ONLY IF PLANNING A SYMPOSIUM OR CONFERENCE

1. Will there be a keynote speaker/s? YES NO
2. If yes, how many?
3. List names of potential keynote speakers:

4. List the number of general or plenary sessions per day:
5. Will the event have concurrent sessions? YES NO
6. If yes, list the number of concurrent sessions needed each day:
7. If yes, list the number of speakers needed for each concurrent session:
8. Will the event have roundtables or panel discussions? YES NO
9. If yes, list the number needed per day:
10. Will there be any pre- or post-event activities?
11. List the number of moderators needed per day:
12. ACGIH® strongly encourages a “call for papers” for all conferences and symposia. If you do not plan on having a “call for papers” please explain:
13. List outlets where the call for papers should be advertised:
14. Will there be a poster session? YES NO
15. Is there a desire to print an abstract book? YES NO

16. Is there a desire to have a published proceeding? YES NO

17. If yes, list possible journals for the proceedings publication:

**ACGIH® cannot guarantee publication in JOEH.*

EVENT FORMAT – COURSE OR WORKSHOP

COMPLETE THIS SECTION ONLY IF PLANNING A COURSE OR WORKSHOP

1. List the desired number of instructors:
2. List the name/s of potential instructor/s:
3. Will there be a demonstration section of the event? YES NO
4. If yes, is there any special equipment or software needed?
5. Will there be a hands-on portion of the event? YES NO
6. If yes, is there any special equipment or software needed?
7. Are there any books, manuals or other text needed?

EVENT FORMAT – DISTANCE EDUCATION

COMPLETE THIS SECTION ONLY IF PLANNING AN ONLINE PROGRAM

1. List the desired number of speakers:
2. List name/s of potential speaker/s:
3. Indicate whether speakers have previously presented in an online format:

4. Online courses and webinars typically have testing requirements to receive CM points. Who will develop the test?

FINANCIAL

1. Are there any other associations or organizations that might be willing to co-sponsor the event?
2. Are there any associations or organizations that might be willing to sponsor a welcome reception or meal?
3. List possible sources of additional funding (include contact names):
4. Projected number of individuals, if any, who will receive complimentary registrations (List by category): Speakers _____ Task Force _____ Committee _____ Other _____
5. Projected number of individuals who will receive travel support. Please specify the type and extent of support offered:
6. List any extraordinary expenses anticipated (i.e., international travel support, honorarium, etc.):

TASK FORCE

1. List the number of persons required on Technical Program Task Force (list).
2. List the suggested ACGIH® Committee Members for Technical Program Task Force (list).
3. List the names of other experts for the Technical Program Task Force. Please list area of expertise and organization name.
4. What is the expected number of meetings and conference calls needed to develop the event?
In person meetings: _____ Conference Calls: _____
5. For in person meetings, where should they be held?

MARKETING

1. List industry trade publications where this event might be advertised:
2. List any listserves that you are aware of that might be potential avenues of advertising:

3. **List organizations that might be willing to share their member lists:**