

FORMAT FOR CRC MOTIONS

Motion Identification No. _____
(Region No., Motion No., Date)

Motion:

~~THAT THE MISSISSAUGA CHAPTER BE DISSOLVED.~~
THAT DUE TO THE ABSENCE OF THE MISSISSAUGA
CHAPTER AT THE 1992 CRC, THE MISSISSAUGA
CHAPTER BE DISSOLVED.

Background Information:

Suggested Motion Routing (see reverse side for brief council description)

Regions Council _____
Educational Activities Committee _____
Research Promotion Committee _____
Membership Promotion Committee _____
Energy & Technical Affairs Committee _____
Refrigeration Committee _____

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Research Promotion Committee _____
Membership Promotion Committee _____
Energy & Technical Affairs Committee _____
Refrigeration Committee _____

INSTRUCTIONS FOR CRC SUMMARY REPORT

1. Fill in your region number and the current Society year in the blanks provided.
2. Place your chapter name and number in the blanks provided.
3. Include the CRC city location, state and/or province in the appropriate blanks.
4. Fill in the date of the CRC Business Session in the appropriate blank.

Note: The "current" Society year is the year being reported, which for Regions with Fall CRCs is the year just completed, and for regions having Spring CRCs is the year about to be completed.

MEMBERSHIP PROMOTION:

List the number of assigned members, student members, chapter members, new members to date, members delinquent to date, the number of upgrades, in the appropriate blanks as of July 1st and for the current Society year. This information is published with the PAOB information by Society. Also include the date of your Membership Night and the number of guests attending Membership Night as of July 1st and for the current Society year.

EDUCATIONAL ACTIVITIES:

List the names(s) of your Student Branch(es). Check (yes) if you have a Student Night, (no) if you don't have a Student Night. If you have a Student Night fill in the number of students attending Student Night. Fill in the number of scholarships, including the total dollar value; the number of grants-in-aid include the total dollar value and describe an Special Activities in the appropriate blanks.

Chapter Meeting/Technical Programs: (Excluding Social Functions)

List each of the following items: number of technical programs, total number of meetings, average meeting attendance, number of pre-Dinner Seminars and the best program as shown for the previous Society year and for the current Society year. Also, list any comments you might have on the programs, speaker lists, etc. Be sure to exclude social functions. Chapters with Fall CRCs should list the totals from the previous Society year and the current Society year. Chapters with Spring CRCs should list the totals for the previous Society year and the totals-to-date.

Social Functions:

List your chapter social functions and comment on their success or failure.

ENERGY AND TECHNICAL ACTIVITIES:

Fill in the appropriate blanks with the following information: Number of legislative liaison, number liaison other than Societies, number of Joint Action Programs, number of entries, number of sessions and the number of chapter Seminars for the previous Society year and the current Society year.

RESEARCH PROMOTION/FUND RAISING:

List each of the following items: quota, number of contributions (including the dollar value and the dollars-per-member as shown for previous Society year and current Society year.) Also include any special activities or comments in the blanks provided. Chapters with Fall CRCs should list the totals from the previous Society year and current Society year. Chapters with Spring CRCs should list the totals for the previous Society year and totals-to-date.

REFRIGERATION:

List each of the following items: number of chapter Technical Sessions (pre-dinner), number of chapter Refrigeration programs held as the chapter's monthly meeting, number of chapter seminars held on Refrigeration, number of members whose primary interest is Refrigeration, number of chapter members who attended the Professional Development Seminar on Refrigeration, number of Refrigeration Handbook chapters reviewed.

FINANCES:

The information required on this form is minimal. Fill in the blanks for the following items: the dollar amount for reserve funds, current balance, chapter dues, member cost of meals, guest cost of meals for the previous Society year and the current Society year. Also, indicate by checking (yes) or (no) if you have a cash bar. If you have a cash bar include the dollar amount for the previous Society year and the current Society year. If you have a balance sheet or pre-printed budget analysis, attach it as part of the finance information. If you have a package plan, give the details for that plan on the blanks provided. Describe any other sources of income and describe any special project or programs funded on the appropriate blanks.

CRC ACTION COMMITTEE PROPOSALS:

Your chapter CRC Action Committee should formally meet and make proposals through your Board of Governors. These action items should be listed on the form or attach a copy of the action items to be presented at the CRC.

CHAPTER PROBLEMS:

List your chapter's problems and comment on your solutions to these problems.

CHAPTER INNOVATIONS AND SUGGESTIONS:

Comment on any successes and new ideas that were introduced during the year.

PAOE POINTS:

Fall CRCs should list the PAOE points for the following items: membership growth, meeting attendance, research promotion, educational activities, energy/technical activities and CRC attendance for the previous Society year and the Society year just completed.

Spring CRCs should list the PAOE points for the following items: membership growth, meeting attendance, research promotion, educational activities, energy/technical activities, and CRC attendance for the previous Society year and the then list the points-to-date.

Upon completion of the form the chapter president is required to sign the form on the line indicated as such and the following attachments should be included:

1. CRC action items
2. Best newsletter of the year
3. Special seminar program
4. Chapter Information Questionnaire
5. Copy of Chapter Roster
6. Product Directory (if published)
7. Chapter committee chairmen MBOs
8. Refrigeration



GUIDELINES FOR CRC MOTIONS

Chapter members have the right and the responsibility to present to the CRC Action Committee motions to enhance regional, chapter or Society activity. These motions should be presented during the open business session at the CRC where they can be discussed and voted on, following Robert's Rules of Order. Motions and resolutions coming out of the CRC can be most effective if presented in proper form. A fine conceptual resolution can be lost in the legislative process at Society level for want of proper wording, background explanation or research. The purpose of this document is to furnish suggestions for proper development of motions and procedures to funnel the motion into the correct committees.

Once the motions are passed by the Conference, the Regional Chairman, in consultation with the Senior Officer, shall decide to which Society committee the motion should be assigned. If the motion applies to a grassroots committee, the appropriate Regional Vice Chairman will be responsible for carrying that motion to the committee that he represents. For those motions that impact committees not having Regional Vice Chairman representation, the DRC will be responsible for forwarding the motion in writing to the appropriate committee chairman or staff.

PAOE motions or motions that appear to be outside the realm of the existing committees, or if the committee to which they should be assigned is unclear, the motion then should be taken directly to Regions Council for action. The visiting Vice President will include all motions in his report to EXCOM.

All CRC approved motions will be read into the Regions Council minutes at its next meeting. This is to facilitate monitoring of the motions until a reply is received for presentation by the DRC or the appropriate vice chairman at the next CRC of the originating region. For those motions referred to a grassroots committee, that vice chairman will be responsible for monitoring the disposition of the motions. For any motions not referred to grassroots committees, this monitoring is the responsibility of the DRC.

Regions Council shall have the prerogative to send comments to those committees considering the CRC motions but under no circumstances will Regions Council take any action that would preclude consideration by the responsible committee or council. The committee or council to which a motion is assigned will have the right to approve, disapprove, postpone, refer or amend the motion. In all cases a report should be made to Regions Council as to the disposition of the motion.

Revised 6/90

INSTRUCTIONS TO DELEGATE & ALTERNATE FOR CRCs

Chapters Regional Committee Meeting (Business Session)

There are three parts to the Chapters Regional Committee Meeting: The Caucus Session, the Business Session and the Executive Session. As a delegate, you will be involved in all three of these sessions.

Caucus

This is an informal session. It is usually held at the beginning of the Chapters Regional Committee Meeting and attended by only the delegates and alternates from the chapters, the regional nominating committee representative and the alternate regional nominating committee representative. The purpose is to provide a forum for the Director, Regional Chairman to instruct the caucus prior to going into the Executive Session. After the Director, Regional Chairman has presented his instructions, the Caucus Session will be turned over to the nominating committee representative for the Executive Session. During this first Executive Session, the delegates and alternates should present the biographies of the candidates who will be presented for offices and/or honors and awards. Enough copies of the biographies should be available so that each person attending may have a copy.

Business Session

Each chapter shall, as a minimum, prepare the following in one complete binder:

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 Chairmen's 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 chairmen, the regional nominating committee representative and the alternate regional nominating committee representative attend in their official capacity. The regional chairman is chairman 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 Regions Council for further consideration.

Executive Session (Closed Session)

Only the delegates and alternates from the chapters, the regional nominating committee representative and the alternate regional nominating committee representative may attend the Executive Session. The regional nominating committee representative is the chairman. The host chapter delegate is the secretary. Chapter delegates vote to recommend members for the following:

1. Regional Chairman (if appropriate).
2. Officers and Directors-at-Large.
3. General committees.
4. Technical committees.
5. Honors and awards

Report

The regional nominating committee representative will forward the report of the Executive Session to Society secretary at Headquarters within 30 days of the meeting. Members who serve on grassroots committees (regional vice chairmen) should be contacted as to their willingness to serve before their names are put in this position.

