



# CRRC Education Committee

## Committee Policy

### 1.0 - Overview

The CRRC Education Committee (Committee) reports to the CRRC Board of Directors (Board). Any matters not set forth in this policy shall be as set forth in the CRRC Bylaws or other organization policies.

### 2.0 - Committee Purpose

To provide guidance on the CRRC's educational activities for the improvement of public awareness and comprehension of cool surfaces.

### 3.0 - Committee Scope

The Committee is responsible for:

- a) Creating audience-appropriate educational materials
- b) Identifying education opportunities
- c) Working in collaboration with other CRRC committees (e.g., Ratings, Codes, and Standards; Technical) in the dissemination of information related to cool surface education

### 4.0 – Committee Composition

The Committee is a standing committee. The appointments to the Committee shall be made by the Board. The Committee will consist of no less than three (3) and no more than sixteen (16) voting members, as determined by the Board. All appointees shall be members of the CRRC at the time of appointment.

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#### **4.1 – Committee Terms**

Each Committee member shall serve a two-year term and may serve successive terms. However, members may not serve more than ten (10) consecutive years as a member of the Committee unless approved by the Board.

#### **4.2 – Committee Executives**

The Chair of the Committee shall be appointed by the Board. The Vice Chair shall be appointed by the Committee. The Committee Chair and Vice Chair will serve two-year terms, and may serve successive terms up to six (6) years, unless otherwise approved by the Board. Approval by the Board is required for serving as the Committee Chair or Vice Chair after the completion of the third term. The Chair shall also serve a Board Ex-Officio member.

#### **4.3 – Committee Member Balance**

The Committee shall strive to have balanced representation from General Interest and Industry. The Industry category includes manufacturers, manufacturing trade associations, and suppliers of products. The General Interest category includes architects, contractors, researchers, testing agencies, government, those parties that specify or provide consulting or inspection services, and who are not identified as a category under Industry. The overall balance of the Committee should strive to be 40% Industry and 60% General Interest.

#### **4.4 – Committee Membership Qualifications**

Individuals interested in membership on the Committee shall submit a short summary of their educational qualifications and industry expertise to CRRC staff. Staff shall provide the summary, along with the formal committee roster, to the Board for the consideration of Committee appointments.

#### **4.5 – Committee Member Removal or Resignation**

The Board may remove any member for cause, such as:

- a) Lack of participation or attendance (see 5.3 below);
- b) Receipt of communication from a member indicating the desire to resign;
- c) Actions that are unbecoming a Committee or CRRC member as determined by the Board;

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- d) Acting against the purpose of the Committee; or
- e) Misrepresenting the CRRC, as determined by the Board.

**5.0 – Committee Meetings**

The Committee shall meet as often as necessary to fulfill its responsibilities. Meetings will be held either in-person or through conference calls. Non-Committee members are permitted to attend meetings at the discretion of the Chair or at the request of the Board.

**5.1 – Quorum**

A majority (51%) of the Committee shall constitute a quorum, and the act of a majority of the voting members present and voting at a meeting at which a quorum is present shall be the act of the Committee. Abstentions shall be excluded from the final vote count.

Only one representative from a company (including the parent company or any subsidiaries) is entitled to a voting seat on the Committee. Membership on the Committee entitles the representative to one vote on Committee matters, including recommendations to the Board.

**5.2 – Submission of materials and presentations**

All information and any presentation materials for consideration at a future Committee meeting shall be submitted to CRRC staff in advance of a meeting.

**5.3 – Attendance**

If a Committee member fails to attend three consecutive Committee meetings, the Board will remove the member from their position on the Committee. Special exceptions may be made in the event of family emergencies. In order to be considered “in attendance” at a meeting, the Committee member must be present for at least 50% of the voting items indicated on the meeting agenda.

**6.0 – Committee Working Groups**

The Committee may form working groups as needed. Working groups shall be responsible for their assigned tasks and reporting their findings and recommendations to the Committee.

**7.0 – Exemption from Fees and Compensation**

Committee members shall be exempt from paying a CRRC meeting registration fee in order to participate as a Committee member. Committee members shall not be compensated for their

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services to the Committee. Members may be reimbursed for travel expenses related to educational activities per the discretion of the Committee Chair and Executive Director.

### **8.0 – Reporting**

- a) At least annually, the Committee Chair will summarize the Committee’s activities in a written report to the Board.
- b) The Committee will assist CRRC staff in the preparation of periodic updates to the Board and/or CRRC Membership.

### **9.0 – Copyright and Intellectual Property**

All materials generated by and for the Committee shall be considered copyrighted by the CRRC, and therefore, property of the CRRC.

### **10.0 – Dissolution**

The Board may dissolve the Committee at any time.

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