



# CRRC International Committee

## Committee Policy

### 1.0 – International Committee (IC Committee) Purpose

The IC guides the CRRC in developing and implementing strategies and objectives for achieving the CRRC strategic plan goal of being a global leader in cool surface information. The CRRC has had recognized success with scaling the standardized evaluation of cool surfaces in the United States and is well-positioned to help scale cool surface standards internationally.

### 2.0 – Committee Scope

The IC is responsible for:

- a) identifying opportunities for engagement with international entities; and
- b) guiding CRRC staff in the implementation of strategic planning objectives and development of outreach strategies.

### 3.0 – Committee Composition

The IC is a standing committee. Committee appointments shall be made by the Board of Directors (Board). The IC 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. Each IC 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 on the IC unless approved by the Board.

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### **3.1 – Committee Executives**

The IC Chair (Chair) and Vice Chair shall be appointed by the Board. The 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 Chair or Vice Chair after the completion of the third term. The Chair shall serve as a Board Ex-Officio member.

### **3.2 – Committee Member Balance**

The IC shall strive to have balanced representation from Industry and General Interest. The Industry category includes manufacturers, manufacturing trade associations, and suppliers of products. The General Interest category includes researchers, testing agencies, government, those parties that specify or provide consulting or inspection services, and those who are not identified as a category under industry. The overall balance of the IC should strive to be 50% Industry and 50% General Interest.

### **3.3 – Committee Membership Qualifications**

Individuals interested in membership in the IC shall submit a summary of their educational qualifications and industry expertise to CRRC staff. Staff shall provide this summary along with the formal committee roster to the Board when considering appointments to the IC.

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

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

- a) Lack of participation or attendance;
- b) Receipt of communication from a member indicating the desire to resign;
- c) Actions that are unbecoming to the IC or CRRC as determined by the Board;
- d) Acting against the purpose of the IC; or
- e) Misrepresenting the CRRC, as determined by the Board.

### **4.0 – Committee Meetings**

The IC shall meet as often as necessary to fulfill its responsibilities. Meetings will be held virtually. Non-Committee members may provide input during meetings at the discretion of the Chair. Guest presenters must receive approval from the Chair in advance of the meeting.

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**4.1 – Quorum**

A majority (51%) of the IC 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.

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

**4.2 – Submission of materials and presentations**

All information and any presentation materials for consideration at an IC meeting shall be submitted to CRRC staff in advance of the meeting.

**5.0 – Committee Working Groups**

Working groups may be formed as needed per the discretion of the Chair or staff. Working groups shall be responsible for their assigned tasks and reporting their findings and recommendations to the full Committee.

**6.0 – Exemption from Fees and Compensation**

Committee members shall be exempt from paying a CRRC meeting registration fee to participate in the IC. Committee members shall not be compensated for their services to the IC or for traveling to CRRC meetings.

**7.0 – Reporting**

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

**8.0 – Copyright and Intellectual Property**

Any published materials generated by the IC shall be considered copyrighted by the CRRC, and therefore, property of the CRRC.

**9.0 – Dissolution**

The Board may dissolve the IC at any time.

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