



**List three references with names, addresses and telephone numbers:**


**Advisory Board member position for which you are applying:**

**Check  the applicable category**

1. Official of a municipality with a population of more than 250,000
2. Official of a municipality with a population of not more than 250,000
3. Full-time licensed air conditioning and refrigeration contractor who holds a Class A license and practices in a municipality with a population of more than 250,000 **License # -**
4. Full-time licensed air conditioning and refrigeration contractor who holds a Class B license and practices in a municipality with a population of more than 250,000 **License # -**
5. Full-time licensed air conditioning and refrigeration contractor who holds a Class A license and practices in a municipality with a population of more than 25,000 but not more than 250,000 **License # -**
6. Full-time licensed air conditioning and refrigeration contractor who holds a Class B license and practices in a municipality with a population of not more than 25,000 **License # -**

**At least one appointed advisory board member must be an air conditioning and refrigeration contractor who employs organized labor and at least two appointed members must be air conditioning and refrigeration contractors who are licensed engineers. Please indicate if this applies to you:**

- Air conditioning and refrigeration contractor who employs organized labor
- Air conditioning and refrigeration contractor who is a licensed engineer

**I have read Occupations Code, Chapter 1302, Sections 1302.201-209 and am familiar with the criteria and duties for appointment to the Air Conditioning and Refrigeration Contractors Advisory Board.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Thank you for your interest in the Air Conditioning and Refrigeration Contractors Advisory Board. Please complete this application in full and return to the address shown. E-mail [air.conditioning@license.state.tx.us](mailto:air.conditioning@license.state.tx.us) or call (512) 475-4765 or (800) 803-9202 if you have any questions.**

**Air Conditioning and Refrigeration Contractors Law**  
**Occupations Code, Title 8, Chapter 1302**  
Effective 9/1/2005

**Subchapter E. Air Conditioning and Refrigeration Contractors Advisory Board**

**§ 1302.201. Advisory Board Membership**

The air conditioning and refrigeration contractors advisory board consists of six members appointed by the presiding officer of the commission, with the commission's approval, and two ex officio nonvoting members.

**§ 1302.202. Appointed Members**

- (a) Each appointed advisory board member must be experienced in the design, installation, construction, maintenance, service, repair, or modification of equipment used for environmental air conditioning, commercial refrigeration, or process cooling or heating. Of the appointed members:
- (1) one must be an official of a municipality with a population of more than 250,000;
  - (2) one must be an official of a municipality with a population of not more than 250,000; and
  - (3) four must be full-time licensed air conditioning and refrigeration contractors, as follows:
    - (A) one member who holds a Class A license and practices in a municipality with a population of more than 250,000;
    - (B) one member who holds a Class B license and practices in a municipality with a population of more than 250,000;
    - (C) one member who holds a Class A license and practices in a municipality with a population of more than 25,000 but not more than 250,000; and
    - (D) one member who holds a Class B license and practices in a municipality with a population of not more than 25,000.
- (b) At least one appointed advisory board member must be an air conditioning and refrigeration contractor who employs organized labor and at least two appointed members must be air conditioning and refrigeration contractors who are licensed engineers.

**§ 1302.203. Ex Officio Members**

The executive director and the chief administrator of this chapter serve as ex officio, nonvoting members of the advisory board.

**§ 1302.204. Advisory Board Duties**

- (a) The advisory board shall advise the commission in adopting rules and in administering and enforcing this chapter.
- (b) The advisory board shall advise the commission in setting fees under this chapter.

**§ 1302.205. Terms; Vacancy**

- (a) Appointed advisory board members serve staggered six-year terms. The terms of two appointed members expire on February 1 of each odd-numbered year.
- (b) If a vacancy occurs during an appointed member's term, the presiding officer of the commission, with the commission's approval, shall fill the vacancy for the remainder of the unexpired term with a person who represents the same interests as the predecessor.

**§ 1302.206. Presiding Officer**

The presiding officer of the commission, with the commission's approval, shall designate one member of the advisory board to serve as presiding officer of the board for two years.

**§ 1302.207. Compensation; Reimbursement**

An appointed advisory board member serves without compensation but is entitled to reimbursement for actual and necessary expenses incurred in performing functions as an advisory board member, subject to any applicable limitation on reimbursement provided by the General Appropriations Act.

**§ 1302.208. Meetings**

- (a) The advisory board shall meet at least every six months and may meet at other times at the call of the presiding officer.
- (b) The advisory board shall meet in this state at a place designated by the board.

**§ 1302.209. Vote Required for Action**

A decision of the advisory board is not effective unless it receives the affirmative vote of at least four members.