



Shaping Tomorrow's  
Built Environment Today

**MANUAL OF PROCEDURES**

**FOR**

**RESIDENTIAL BUILDING  
COMMITTEE**

**REVISED: 1/13/2017**

# **MANUAL OF PROCEDURES FOR RESIDENTIAL BUILDING COMMITTEE**

## **FOREWORD**

The Residential Building Committee is a General Standing Committee of the Society and operates under the direction of the Board of Directors and Technology Council. The Rules of the Board (ROB) for the Residential Building Committee (RBC) is the constitution of the committee. Proposed changes to the ROB and its appendices must be approved by the Board of Directors.

A Manual of Procedures (MOP) of a council or committee is a document developed within the council or committee to describe the methods and procedures by which the council or committee accomplishes the duties and responsibilities assigned to it. The manual is an internal document of the council or committee for its own guidance. The council or committee MOP requires approval of the council (96-02-18-07). The MOP further details the duties of the council/committee. It also describes the responsibilities of assigned members, subcommittee organization, and the procedure for revising rules. MOP appendices, if any, describe special functions of the council/committee requiring BOD approval. (ROB 1.100.002.4)

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## TABLE OF ACRONYMS

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BOD	Board of Directors
DAL	Director-at-Large
MOP	Manual of Procedures
MORTS	Manager of Research & Technical Services
MTG	Multidisciplinary Task Group
RBC	Residential Building Committee
ROB	Rule(s) of the Board of Directors
RRO	Robert's Rules of Order
SBL	Society's Bylaw(s)
TAC	Technical Activities Committee
Tech C	Technology Council

## **SECTION A – RESIDENTIAL BUILDING COMMITTEE - GENERAL**

### **Part 1 Responsibilities/Duties**

- A1.1 The Residential Building Committee shall be responsible for identifying major residential building trends impacting the practice of residential buildings, informing the ASHRAE leadership and membership of these trends and their potential impacts, and making recommendations on new activities and policies in response to these trends. In addition, this committee shall serve as a resource to the Society on activities and issues that relate to residential construction (ROB 2.423.001)
- A1.2 The Residential Building Committee shall serve as the coordinator (or, if necessary, the provider) of expertise in residential buildings, both from within and outside the Society membership proper, when such needs are made known to it or are otherwise apparent.
- A1.2.1 The Residential Building Committee is expected to interact with ASHRAE committees and organizations outside of the Society whose scopes impact residential buildings.
- A1.3 The Residential Building Committee shall review, coordinate and if necessary, initiate, ASHRAE research in areas relating to residential buildings. The Committee's role in ASHRAE research is not intended to overshadow or supplant the role of other ASHRAE entities having residential building concerns -- but is intended to coordinate residential building activities and to ensure that important issues are addressed.
- A1.4 The Residential Building Committee shall ensure that ASHRAE members are provided with opportunities to keep themselves adequately informed on residential building issues of interest to the Society. The methods for accomplishing this include working with Handbook Committee to maintain the content of the ASHRAE Handbook pertaining to Residential Buildings, sponsor programs at Society meetings on residential building issues, and work with other appropriate Society committees (e.g., RAC, TAC, and Standards) to develop educational courses, publications and other materials.
- A1.5 The Residential Building Committee is responsible for organizing, reviewing and recommending articles for the ASHRAE Journal in coordination with other relevant ASHRAE Committees.
- A1.6 The Residential Building Committee shall regularly review its Rules of the Board and Manual of Procedures and, when necessary, recommend changes.
- A1.7 RBC shall deliver reports on emerging issues to Technology Council on topical residential building issues as appropriate. These reports shall be delivered to Technology Council for their review and/or inclusion in their reports to the BOD and posted on the RBC website.

### **Part 2 Membership (ROB 2.421.002)**

- A2.1 Members of the Residential Building Committee include voting members and may include non-voting consultants who shall have specialized professional experience in the areas of residential buildings.

A2.2 Service on this committee is intended to be for a 3-year period with one third of the committee expected to roll off each year. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.

### Part 3 Meetings

#### A3.1 Number

A3.1.1 The Residential Building Committee is authorized to hold two face to face meetings per year. (ROB 2.105.001).

A3.1.2 Face to face meetings in excess of authorized meetings may be called by the chair upon approval by the Society President or Coordinating Officer. (ROB 2.104.002.1)

A3.1.3 A meeting of the committee will be held at each Annual and Winter Meeting of the Society. (ROB 2.104.002.1)

A3.1.4 Additional conference calls between face-to-face meetings may be called by the chair on as needed basis.

### Part 4 Operations

A4.1 This committee shall maintain a long-range plan for residential activities within the Society and submit this plan to Technology Council at the annual meeting. (ROB 2.423.003.1)

A4.2 This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to Technology Council prior to the annual meeting. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

A4.3 The budget of this committee may include travel costs for highly qualified speakers with hardship situations who do not traditionally attend ASHRAE meetings. Candidates for this travel funding would be selected by the RBC. An example of an appropriate candidate would be California Energy Commission staff who are unable to get funding to travel out of state travel. (ROB 2.423.003.2)

## **SECTION B – CHAIR AND VICE CHAIR**

### Part 1 Selection

B1.1 The Chair and Vice Chair of RBC are nominated by the President-Elect of the Society from the current membership of RBC and elected by the Board of Directors to serve one-year terms commencing at the close of the next Annual Meeting of the Society.

## Part 2 Duties of the Chair

- B2.1 The chair shall preside over all meetings of the RBC and the RBC Executive Committee (ExCom).
- B2.2 The chair shall prepare the agenda for all RBC meetings.
- B2.3 The chair shall ensure the minutes are recorded for all RBC meetings.
- B2.4 The chair shall prepare reports to be submitted to the Technology Council at the Annual, Winter, and Interim meetings of the Technology Council.
- B2.5 The chair is responsible for developing committee objectives, developing action plans to address the Society Strategic Plan Objectives assigned to the committee and for keeping the committee Manual of Procedures (MOP) up to date. The chair may assign some or all of these responsibilities to individual members of the committee or to sub-committees.
- B2.6 The chair shall submit annually to the President-Elect of ASHRAE recommendations for membership of the RBC for the following year.
- B2.7 The chair shall, as needed, appoint committee members to serve as liaison to technical committees, task groups or general committees of the Society and to appropriate groups outside of the Society. Any inter-society liaisons shall be appointed and approved in accordance with Rules of the Board (ROB).
- B2.8 The Chair shall organize, subject to the approval of the committee, RBC subcommittees as necessary to satisfy the needs of the committee.
- B2.9 The Chair shall annually appoint, subject to the approval of the committee, members of the RBC to the RBC subcommittees and shall designate each subcommittee's Chair.
- B2.10 The Chair shall appoint an incumbent member to be the mentor for an incoming member, as indicated in the RBC Reference Manual.
- B2.11 The Chair shall appoint, subject to the approval of the committee, ad hoc committees or working groups from the membership of the RBC, the Society or from experts outside the Society, whenever necessary in order to assist in fulfilling the responsibilities of RBC.

## Part 3 Duties of Vice Chair

- B3.1 In the absence of the chair, the vice chair shall assume the chair at all scheduled or called meetings of the RBC.
- B3.2 The Vice Chair will typically serve as a member of the Operations/Planning Subcommittee of the Technology Council as appointed by the Technology Council Chair.
- B3.3 The Vice Chair will be responsible for developing RBC's long-range plan for residential activities within the Society.
- B3.4 The Vice Chair shall prepare recommended budgets for the operation of the RBC for the coming fiscal year for consideration by the RBC and Technology Council. Periodically, the Vice Chair

shall review the RBC\_expenditures and budget allocations and shall take any action they deem necessary, in cooperation with the Executive Vice President and the Director of Technology, to stay within the established budget.

- B3.5 The vice chair shall perform other duties which may be assigned by the chair.
- B3.6 In the event the chair is unable to perform their duties, the vice chair shall assume all of the duties of the chair until a successor is appointed.
- B3.7 Prior to the Society annual meeting, the committee vice chair or the individual who will be the next year's chair will prepare MBOs for the committee for the next year and present these objectives to RBC for review at the RBC meeting held during the Society annual meeting. The MBOs will be included in the RBC report to Technology Council at the annual meeting as an information item, and a copy of the MBOs will be sent to headquarters staff (Assistant to the BOD).

### **SECTION C – CONSULTANTS AND STAFF LIAISON**

#### **Part 1 Duties of Consultants**

- C1.1 Consultants shall be non-voting members of the committee and shall participate fully in all called meetings and deliberations of the committee.
- C1.2 Consultants shall assist the committee leadership in developing strategy, identifying industry and society issues, and developing appropriate response activities for the Society.
- C1.3 Consultants shall assist the committee in coordinating its efforts within ASHRAE and in collaboration with relevant external organizations.
- C1.4 Consultants shall assist the committee in linking with external organizations having consistent concerns and objectives as RBC.

#### **Part 2 Duties of Staff Liaison**

- C2.1 A member of the Technology staff shall serve as staff liaison to the RBC.
- C2.2 The staff liaison shall prepare and distribute minutes of meetings of the RBC.
- C2.3 The staff liaison shall distribute copies of rosters of the RBC to committee members.
- C2.4 The staff liaison shall direct inquiries or information received at headquarters to the Chair or appropriate members of the RBC.
- C2.5 The staff liaison shall distribute information or materials to members of the RBC as requested by the Chair.
- C2.6 The staff liaison shall assist with budget preparation.

C2.7 The staff liaison shall distribute the MBO's to RBC members and Chairs of relevant TC/TGs.

## **SECTION D – EXECUTIVE COMMITTEE**

### Part 1 Responsibilities

D1.1 The RBC Executive Committee (RBC-ExCom) shall have the following responsibilities:

- a) Recommend changes in policy.
- c) Assist in preparation of budgets for the RBC.
- c) Assist in preparation of agendas for RBC meetings.
- d) Periodically review the RBC ROB and MOPs.
- e) Exercise the powers and carry out the purposes of the RBC during intervals between meetings.

### Part 2 Membership

D2.1 The members of the RBC-ExCom include the RBC Chair and Vice Chair and the chairs of the standing subcommittees.

D2.2 The following Ex-Officio members of the RBC-ExCom may participate in the discussions but are not eligible to vote:

Manager of Special Projects  
Director of Technology  
Board Ex-Officio  
Coordinating Officer  
Consultants to RBC

### Part 3 Meetings

D3.1 The RBC-ExCom shall meet by conference call three (3) times per year as appropriate before the scheduled time of the RBC meeting at the Annual and Winter Meetings of the Society and the fall meeting of the RBC. Additional conference calls may be scheduled as needed.

## **SECTION E – SUBCOMMITTEES**

### Part 1. Organization

E1.1 Standing Subcommittees of the RBC are organized by the Chair as necessary to satisfy the needs of the committee.

E1.2 Ad hoc subcommittees may be appointed by the Chair of the committee



- E1.3 The Chair shall form additional subcommittees as needed to conduct the business of the RBC in a practical and efficient manner. As conditions change, the Chair may dissolve these subcommittees.
- E1.4 The Chair shall appoint the members and chair of each subcommittee,. The chair of each subcommittee must be a member of RBC. At least three subcommittee members should be members of the RBC, but the Chair may appoint Additional Subcommittee members who are not members of the RBC when there is a need for members who have expertise and experience in certain areas that are of immediate importance and not available from the RBC members.
- E1.5 Subcommittee members are appointed for the Society year. If a member's term of service on the committee continues into the next Society year, they may be re-appointed to the same or different subcommittee by the incoming Chair.
- E1.6 The subcommittees shall meet at least two (2) times per year at the Annual and Winter Society meetings.
- E1.7 The subcommittee Chair shall report subcommittee activities at the appropriate point in the agenda of the RBC meeting

## Part 2. Responsibilities

### E2.1 Program Subcommittee

2.1.1 Develop, manage and coordinate a long-term RBC program plan for Society Meetings and ASHRAE-sponsored conferences in cooperation with CEC. Identify potential topics and program chairs for RBC sponsored programs.

2.1.2 Sponsor or co-sponsor workshops, forums, seminars, symposia, and other technical presentations to bring residential building content to ASHRAE members and building professionals.

2.1.3 Liaise with other Society Committees, TCs, and other residential building professionals to identify related speakers/presenters for their programs when requested.

### E2.2 Conferences Subcommittee

2.2.1 Identify and recommend to Technology Council conferences and workshops that the Society should sponsor or support.

2.2.2 Oversee the Society's role in the conferences and workshops as identified above in cooperation with CEC.

### E2.3 Stakeholders Subcommittee

2.3.1 Identify and engage external stakeholders relevant to residential buildings.

2.3.2 Coordinate with Program Subcommittee and other Society entities to create and maintain two-way communications with stakeholders.

2.3.3 Inform stakeholders of opportunities to support RBC and Society strategic objectives.

#### E2.4 Publications Subcommittee

2.4.1 Identify opportunities to create or improve residential standards and technical information in the broader residential building community and coordinate activities with TAC and Standards Committee. Report opportunities and Society engagement efficacy to the RBC.

2.4.2 Coordinate and generate technical content in ASHRAE publications relevant to residential buildings.

2.4.3 Coordinate activities in residential guides and residential portions of broader guides with relevant committees responsible for those guides.

#### E2.5 Technical Subcommittee

2.5.1 Provide policy-level perspective to the RBC and Society to support technically sound actions affecting residential objectives.

2.5.2 Coordinate with technical parts of ASHRAE (e.g., TCs) and the Technology Council (e.g., Research Activities Committee (RAC), Standards Committee (StdC), Technical Activities Committee (TAC), Environmental Health (EHC), and Refrigeration Committee (Ref)) to facilitate residential activities.