REFERENCE MANUAL

for

ELECTRONIC COMMUNICATIONS COMMITTEE

REVISED: July 22, 2013
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Note: The Appendix is not an all-inclusive list of all resources and references used by the ECC. Working documents, internal ECC documents and archived documents are found on the ECC Google Site.

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ECC Reference Manual

Purpose
This reference manual describes the present operations of the ASHRAE Electronic Communications Committee (ECC). It may be modified by a majority vote of ECC. The reference manual focuses on how the ECC operates, while the Manual of Procedures (MOP) focuses on what the ECC is responsible for. It is recommended that the reference manual be reviewed and updated annually at the start of the chair’s term. The history of the committee suggests that the focus of the subcommittee changes yearly given the needs of the Society. Thus, the subcommittee names and focus areas may change annually.

The purpose of the reference manual is to help members understand the purpose of the committee and their role as a committee member.

All ECC members can request changes to the reference manual.

If any of the information in the reference manual is found to be contradictory to the ECC MOP, the MOP is the authoritative document.

Reference Documents and Committee Resources
The three documents that define the responsibilities and roles of the ECC are the Manual of Procedures, the ECC Reference Manual and the ECC Strategic Plan. Copies of these documents, as well as other relevant documents to support the work of the ECC can be found on the ECC Google Site: www.sites.google.com

To access the site, it is necessary to create an account (ID and password). Contact the ECC staff liaison for more information.

SECTION A – RESPONSIBILITIES OF THE COMMITTEE

The ECC is made up of one Chair, one Vice Chair and eight committee members.

Each member of the committee, as well as the Chair and Vice Chair, are responsible for:

- Serving a term usually of three years
  - Members are appointed by the Society President-elect
- Attending and actively participating in winter and spring meetings in person
  - Meetings are held on Saturday from 11AM to 3PM
- Attending and actively participating in scheduled conference calls, which may be as frequent as monthly
- Serving on one or more subcommittees and completing work to support the MBOs assigned to the subcommittee in a timely manner
- Communicating with the ASHRAE ECC staff liaison by responding to emails in a timely and professional manner

It is anticipated the time commitment is about 5 to 10 hours per month.

Transportation (airline ticket) cost will be paid by the Society. Tickets must be purchased following the ASHRAE travel reimbursement policy. Room and board or other costs are not reimbursed.
Last Updated July 22, 2013

Formal descriptions of the committee position can be found here:

https://www.ashrae.org/society-groups/committees/nominations/electronic-communications-committee

The job official description is listed here:
https://www.ashrae.org/File%20Library/docLib/MembersOnly/CommitteeJobDescriptions/Electronic-Communications-Committee-Job-Description.pdf

In addition to the responsibilities defined above, the Chair of the ECC is responsible for:

- Determining the MBOs for the Society year
- Responding to requests from the PEC, Ad Hoc committees and other entities within the Society to provide information, respond to a question or determine who on the committee can serve on an Ad Hoc or other committee
- Determining the agenda for each committee meeting and working with the ECC Staff Liaison to create the agenda
- Working with the ECC Staff Liaison to schedule and plan conference calls between the winter and annual meetings.
- Determining and appointing the incoming Vice Chair and to provide other guidance to the committee to establish and maintain a succession plan of key committee roles

It is recommended that the ECC invite past chairs to participate in a meeting annually to provide strategic and technical guidance to the committee. The ECC staff liaison can help to contact the past chairs and arrange the meeting.

At the winter and annual meetings, the Chair and/or Vice Chair, or members of the committee appointed by the Chair is to:

- Attend the PEC Fiscal subcommittee meeting at each winter and annual meeting. This meeting is held before Functional and occurs on Monday of the ASHRAE Conference from 2:00 p.m. - 3:30 p.m
- Attend the PEC Functional meeting at each winter and annual meeting. This meeting is held before the full PEC meeting and occurs on Monday of the ASHRAE Conference from 3:30 p.m. - 5:00 p.m.
- Attend the full PEC meeting held on Tuesday from 8:00 a.m. to Noon.
- Attend the spring and fall conference calls of the PEC, as well as any other conference calls called by the Chair of the PEC.
- The ECC Chair is a non-voting member on the Publications/Education Council (Pub/Ed) and can attend the President’s Sunday Night Reception at the ASHRAE Conference.

TIP: If any MOP changes are needed, it is necessary for them to be voted on. The second vote is to occur at the Functional meeting (The first vote is by the ECC prior to submission to Functional). If approved, a vote is then required by PEC. If approved by PEC, changes then go to the Society Rules Committee for approval.

TIP: If any ROB changes need to be voted on in Functional and then brought to PEC to vote. The PEC votes, if approved, MOP changes go to the Society Rules Committee. The ROB changes go to the BOD for approval.

TIP: The ECC Chair is required to submit a report to PEC based on the ECC meeting prior to the PEC meeting. The ECC staff liaison will write the report. It is the responsibility of the Chair to approve the report prior to the PEC meeting.
The Vice Chair, in addition to the responsibilities defined above for ECC members is responsible for:

- Determining the MBOs for the Society year which he/she becomes Chair of the committee
- Supporting the Chair as needed, which may include, but is not limited to responding to requests from the PEC, Ad Hoc committees and other entities within the Society to provide information, respond to a question or determine who on the committee can serve on an Ad Hoc or other committee
- Other responsibilities as determined by the Chair

**SECTION B - SUBCOMMITTEES**

The purpose of this section is to define the responsibilities of the subcommittees. Subcommittees are encouraged to keep their working files on the Google Site.

**Part 1 Subcommittee Organization**

B1.1 Standing subcommittees of ECC are determined by the Chair based on the broad needs of the Society.

2012 to 2013 Society year subcommittees are:

**ECC Strategic Planning Subcommittee**
This subcommittee helps establish vision and strategic direction for ECC and is the keeper of the MOP and Reference Manual, ensuring the documents are kept up-to-date.

**Electronic Collaboration Tools Subcommittee**
This subcommittee evaluates and assists in areas where electronic collaboration is needed within ASHRAE.

**ECC Social Media Subcommittee**
This subcommittee is charged with staying current on social media to ensure ASHRAE’s policies speak to this growing medium and assists in areas where social media can be used by the Society.

**ECC Websites Subcommittee**
This subcommittee is responsible for websites that are needed by the Society. It establishes policies for these sites and evaluates website solutions for Society groups as needed.

B1.2 Ad hoc subcommittees may be appointed by the Chair of the Committee.

B1.3 The Chair shall appoint the members of each subcommittee. Subcommittee members should be members of the EC Committee, but the Chair may appoint additional subcommittee members who are not members of ECC when there is a need for members who have experience in areas that are of immediate importance to ECC.

B1.4 Subcommittee members are appointed for the Society year. If a member’s term of service on the Committee continues into the next Society year, he/she may be reappointed to the same subcommittee or be appointed to a different subcommittee by the incoming Chair.

B1.5 Subcommittees typically consist of no less than 2 members and no more than 4.
B 1.6 In addition to ECC meetings, subcommittees may meet by conference call or e-mail ballot at the discretion of the subcommittee chair.
SECTION C – EC POLICY DOCUMENTS

ECC is responsible for developing and maintaining a continually evolving vision for the future of ASHRAE electronic communications.

Pertinent Policy Documents are listed below:

ASHRAE’s Logo Policy
https://www.ashrae.org/permissions/ashrae-logo-policy

Web Policy for ASHRAE Groups
https://www.ashrae.org/File%20Library/docLib/Public/webpolicyforASHRAEgroups.pdf

ASHRAE Commercialism Policy
https://www.ashrae.org/about-ashrae/policies-and-procedures/ashrae-commercialism-policy

ASHRAE Wiki Terms of Use

Other documents developed by ECC are listed in Section H – Past ECC Accomplishments.
SECTION D - REVISIONS TO RULES AND PROCEDURES

D.1 Revisions to Rules of the Board (ROBs)

D.1.1 Proposed changes to Rules of the Board (ROBs) may be submitted by committees, councils and Board members. Changes proposed by a committee shall be submitted through the body to which it reports; councils and Board members may submit proposed changes directly to the Board of Directors.

D.1.2 To propose a change to an existing ROB:

Present the current ROB with changes marked by double underlining to designate words proposed to be added and strikethrough to designate words proposed to be deleted. A proposed change, as a minimum, shall include the complete ROB number (e.g., 2.106.001.2), the proposed change(s) marked as indicated above, and the reason(s) for the change(s).

D.1.3 To propose a new ROB:

Present the wording for the new rule and include a statement indicating a recommended placement of the new rule within the ROB organization. Examples:

It is recommended that this rule be placed in ROB Book II, Technology Council ROB.

It is recommended that this rule be placed in ROB Book I, section 300, Meetings of Members.

D.1.4 To propose rescinding an existing ROB, include in the recommendation the ROB book in which the rule is located, the rule number or other identification code, and the wording of the rule.

D.1.5 Proposed changes to Society-wide policies and procedures (e.g., Travel Reimbursement Policy, Election and Appointment Procedures) shall follow the same procedure as for changes to ROBs.

D2. Revisions to Manual of Procedures (MOPs)

D.2.1 Revisions to the Manual of Procedures must be approved by Publishing and Education Council (PEC) or designated council subcommittee. During the 2012-2013 Society year, revisions to the MOP were to be submitted to the Functional Planning subcommittee of PEC. When submitting changes, the changes should be documented using Track Changes and then submitted as a PDF.

Changes can be submitted at any time during the year, but will be reviewed during the winter and annual meetings. It is recommended that the suggested changes be submitted to the chair of PEC via the ECC staff liaison. This will help to improve clarity of the communication because the staff liaison can help to convey the intent and reason for the changes.
SECTION E - MANAGEMENT BY OBJECTIVES (MBO)

E.1 MBOs versus Action Items

E.1.1 MBOs, management by objectives, are defined committee goals for the society year. They should be clearly written so that it is possible to determine if the objective has been met. Ideally, MBOs should be measurable.

Action items are tasks that the committee is working on that are either small in scope or contribute to an MBO.

When determining MBOs, the committee should consider items that can be accomplished or significantly advanced over the course of the Society year. PEC and other Board level committees may provide MBOs. However, the ECC Chair and Vice Chair should lead the process.

E.1.2 Prior to the Society annual meeting, the individual who will be the next year’s chair will prepare objectives for the ECC for the next year and present these objectives to the ECC for review at the committee meeting held during the Society annual Meeting. The objectives will be included in the ECC’s report to Publishing and Education Council at the annual Meeting as an information item.

It is recommended that the incoming chair be made aware of the need to establish MBOs in the April, prior to their term as chair.

Each objective should be measurable if possible and should include a projected completion date, fiscal impact (if any) and other information that would clarify the intent of the objective. If an objective is to be assigned to a specific member or subcommittee of the committee, this should also be included. See Appendix A for a suggested MBO format.

The MBOs should be submitted to PEC for presentation at the annual meeting.
SECTION F – MENTORING OF NEW MEMBERS

F.1.1

During the final meeting of the Fiscal Year, the ECC Chair shall appoint an incumbent to be the mentor for each incoming member. At a minimum, it is recommended that the mentor share this Reference Manual to new members and be available to answer any questions new members may have.

Appendix B outlines the mentoring program, as defined in ROB 100-128-003. The ROB provides general guidance on the Society level mentoring program.

When implementing the mentoring program within the ECC, the following is suggested:

- Shortly after new members are appointed to the committee; email them to welcome them and to learn about their experience within ASHRAE and technical areas related to electronic communications. Two specific areas that will be especially valuable to know about include:
  - What experience does the committee member have at the chapter, region and Society level? At the Society level, is the experience within the area(s) of Handbook, Standards, Guidelines, Research and/or other areas?
  - What experience does the committee member have related to electronic communication tools and processes? Is this experience related to their professional or volunteer experience?
SECTION G – MEETING FREQUENCY

Per the rules of the Board, rule 2.105.001 Standing Bodies 10-01-27-01/11-06-26-21C, the ECC is authorized to meet three times each year: once at each Society meeting (winter and annual), and one additional time. Conference calls are to be scheduled at a frequency determined by the chair, some which are listed in this document. The chair is to decide whether calls should be held on a reoccurring basis, such as the third Thursday of every month, or on an as needed basis. When scheduled on an as needed basis, it is important to maintain communication with the subcommittee chairs to help keep MBOs and action items moving forward.

To support a smooth transition between the Chair and the Vice Chair, as the Vice Chair moves into the Chair position, it is recommended that the Vice Chair run some or all of the meetings three to four months before the start of the next Society year.
SECTION H PAST ECC ACCOMPLISHMENTS

The following documents were developed by the ECC. As technology changes quickly and new tools and processes using technology can move from idea to common practice quickly, some of the documents developed by the ECC are no longer in use.

Documents Developed by ECC

- **ASHRAE Policy and Procedure for Format, Activity, and Content of Web Sites for ASHRAE Groups**
  
  This is commonly referred to as the Web Policy for ASHRAE Groups.
  
  Location: It’s included in the Rules of the Board (1.201.010 ASHRAE Policy and Procedure for Format, Activity, and Content of Web Sites for ASHRAE Groups (12-06-27-20), and is posted as a stand along document on the ECC webpage on ASHRAE.org

- **ASHRAE list server rules**
  
  Location: ASHRAE.org under publications and resources or by searching for listservs.

- **Contact data availability policy**
  
  Location: ASHRAE ECC Google Site.
  
  https://sites.google.com/site/ashraeecc/documents/archive/documents-developed-by-ecc

- **Policy on computer algorithms**
  
  This policy is no longer used by ASHRAE because it is out of date and no longer relevant to the work of the Society.
  
  Location: ASHRAE ECC Google Site.
  
  https://sites.google.com/site/ashraeecc/documents/archive/documents-developed-by-ecc

- **Key principles for the ASHRAE website**

- **Roadmap for the ASHRAE website**
  
  This document is no longer in use. Many of the recommendations included within this document have become current practice.
  
  Location: ASHRAE ECC Google Site.
  
  https://sites.google.com/site/ashraeecc/documents/archive/documents-developed-by-ecc

- **Google Groups for ASHRAE**
  
  This is often referred to as the Google Groups whitepaper.
  
  Location: ASHRAE ECC Google Site.
  
  https://sites.google.com/site/ashraeecc/documents/archive/documents-developed-by-ecc

- **TC Webmaster Training Video**
  
  Location: This is publicly listed on http://ashraetcs.org/, and the direct link to the file is http://media.ashrae.biz/webinar/TrainingWebinar.avi

Key Accomplishments of ECC

- Created policy direction for grassroots and committee web pages.
- Arranged for free Society hosting of ASHRAE group websites.
• Proposed, tested, and got approved e-meetings for society committees and staff and set up webpages to support the effort.
• Lobbied for free sleeping room internet access at ASHRAE Society Meetings.
• Supported TechC E&P meetings at Society Meetings.
• Provided concept vision of the ASHRAE electronic meeting planner.
• Promoted ASHRAE Handbook Online.
• Supported MyASHRAE personalized URLs (PURLs).
• Proposed a working concept for the ASHRAE Virtual Chapter. Exists only in cyberspace. For members who want to belong to a chapter but are not able or willing to attend a local physical meeting.
• Created the Regional ECC position.
• Explored automated language conversation of ASHRAE publications.
• Proposed immediate printing of technical papers at society meeting bookstore
• Provided recommendations on NETforum content and structure.
• Introduced use of Doodle meeting time poll application to ASHRAE.
• Development of Spanish video to renew ASHRAE membership
• Development of the ASHRAE email alias system to allow ASHRAE members and other to contact positions within ASHRAE using aliases to preserve communication and maximize effectiveness among members as positions roll over.
• TC Webmaster Training Video
• Development of paperless meeting software, which was a local area network (LAN) that would allow the use of a personal laptop to create a website that can be accessed by a local network of computers to exchange files during a Society meeting.
• Supported web-based ASHRAE wiki having term common definitions

Current ECC Focuses

• ASHRAExchange
  o Real-time communication
• ASHRAE Wiki (under new name)
• Support for E&P meetings
• Reviewing ASHRAE group websites to determine how ECC can strategically support
• Provide feedback and guidance and support to TCs, SPCs, Councils and BOD ideas (technology platforms, customer/user experiences)
• Collect, document and disseminate best practices for software and communication tools

Further ideas on what ECC should do can be found in a working document on the ASHRAE ECC Google sites at: https://sites.google.com/site/ashraeecc/documents/reference-manual
APPENDIX A
SUGGESTED MBO FORMAT

OBJECTIVES

Electronic Communications Committee

Chair: ___________________________

Society Year: 20____ - 20____

Date: _________________________

<table>
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<tr>
<th>Objective</th>
<th>Planned Completion Date</th>
<th>Fiscal Impact</th>
<th>Responsibility</th>
<th>Program Approved</th>
<th>Cost Budgeted</th>
<th>Status</th>
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- List objectives, not action items or ongoing committee activities such as updating the committee’s MOP.
- State objectives in clear, concise, measurable language. If necessary, cite sub-tasks and interim steps as a means of measuring objective completion.
- Cite both the completion dates for the overall objective as well as individual sub-tasks.
- State fiscal impact in dollars, man-hours, or man-trips. State whether the program has been approved by the council and whether its cost has been included in the budget.
- State the primary responsible individual, subcommittee, or body.
- Report a brief but complete statement of status. Cite completion date if objective is fulfilled.
APPENDIX B
MENTORING PROGRAM
(ROB 100-128-003)

During the final meeting of the Fiscal Year, the Board of Directors/Board of Governors, Council or Committee Chair shall appoint an incumbent to be the mentor for an incoming member. A mentor should be appointed for each new member. The mentor will be responsible for the following tasks:

• Before the next meeting of the Board of Directors/Board of Governors, Council or Committee Meeting, the mentor should contact the new member by telephone, letter, fax or email to introduce him or herself and explain the new relationship and its purpose.

• The mentor should make every effort to update the new member on:
  1. Board of Directors/Board of Governors, Council, Committee or Chapter functions, focus and objectives.
  2. Review the Rules of the Board (ROB), Manual of Procedures (MOP), and Reference Manual with the new member.
  3. Discuss the typical meeting format and member duties and responsibilities.

• The mentor should plan to meet the new member before the respective meeting is scheduled to start and introduce him/her to the chair and early arriving members. The mentor should also introduce the new member with pertinent data such as:
  1. Member’s field of expertise and employer
  2. Chapter and city of the new member
  3. Former chapter, region and Society positions previously held by the new member

• The new member will be sent a copy of the group Rules of the Board (ROB), Manual of Procedures (MOP), Reference Manual, and the most recent meeting minutes to acquaint him/her with the function and focus of the group. The new member should be encouraged to develop a rapport with other members to effectively work with fellow members to maximize productivity.

The chair of the Board of Directors/Board of Governors, Council, Committee or chapter shall have the following responsibilities:

  1. Assign a mentor to each incoming new member of the group prior to the first meeting.
  2. Assure that the time allotted at the beginning of the first meeting is sufficient for proper introduction of the new member by the assigned mentor.
  3. Assess at a later meeting the effectiveness of the mentor/new member relationship.
  4. Provide any assistance to enhance the mentor/new member relationship.

APPENDIX C
PARLIAMENTARY PROCEDURES

Annual and winter ECC meetings, as well as any other official ASHRAE ECC meetings shall be conducted using parliamentary procedures. ASHRAE has several resources for those not familiar with these procedures, including training slides, how to write motions, and procedures.
Information can be found on the Google Site, as well as by contacting the ASHRAE ECC staff liaison. One helpful resource that may be available from ASHRAE staff is the a-b-c’s of Parliamentary Procedure. This short guide contains very helpful tips for running or participating in a meeting using Parliamentary Procedure. A few tips from the book, aligned with ASHRAE practices are below.

A typical meeting agenda will consist of the following:

- Call to order
- Review minutes from previous meeting
- Committee reports
- Ad hoc committee reports
- Unfinished business
- New business
- Announcements
- Adjournment

When running a meeting:

- After calling the meeting to order, determine if enough voting members are present to allow votes to be taken
- When asking for approval of minutes
  - Ask for someone to make a motion to approve the minutes (Ex: I motion to approve the [month] minutes)
  - Wait for a second

When making motions:

- State the motion: “I move that ______”
- Wait for a second
- Discussion (of topics such as fiscal impact, background)
- After discussion, the chair will state the motion and if it has been moved
- Vote or debate
  - For a voice vote state those in favor say “aye”; those opposed, “same sign”

If the motion is unlikely to have objections, a voice vote can be sufficient for conference calls
A mind map can be a useful tool to graphically display ideas and the relationship between them. A sample mind map for the ECC is shown below. The file can be found on the Google Site. It was developed using Free Mind, an open source software program, available at http://freemind.sourceforge.net/wiki/index.php/Download