

MANUAL OF PROCEDURES

for

ELECTRONIC COMMUNICATIONS COMMITTEE

REVISED: 06-27-2015

MANUAL OF PROCEDURES FOR ELECTRONIC COMMUNICATIONS COMMITTEE

FOREWORD

The Electronic Communications Committee (ECC) is a General Standing Committee of the Society and operates under the direction of the Board of Directors and Publishing and Education Council. The Rules of the Board (ROB) for the ECC is the constitution of the committee. Proposed changes to the ROB and its appendices must be approved by the Board of Directors.

This Manual of Procedures (MOP) is a supplement to the ROB that describes the methods and procedures by which ECC accomplishes the duties and responsibilities assigned to it. The MOP is an internal document of the committee for its own guidance. The MOP, and revision thereto, following approval by the committee, shall be submitted to Publishing and Education Council or designated council subcommittee for approval. (ROB 2.400.005)

Proposed ECC MOP and ROB changes shall normally only be presented to Publishing Council for approval once a year for consideration at their fall meeting. Proposed changes that ECC believes require more immediate attention shall first be presented to the chair of Publishing Council for permission to submit to Publishing and Education Council.

TABLE OF CONTENTS

SECTION A – ELECTRONIC COMMUNICATIONS COMMITTEE – GENERAL

Part 1 Responsibilities/Duties

Part 2 Membership

Part 3 Meetings

Part 4 Operations

SECTION B – CHAIR AND VICE CHAIR

Part 1 Selection

Part 2 Responsibilities of the Chair

Part 3 Responsibilities of the Vice Chair

Part 4 Responsibilities of the ASHRAE Staff Liaison

Part 5 Responsibilities of ECC Members

SECTION C – SUBCOMMITTEES

SECTION D – REVISIONS TO RULES AND PROCEDURES

TABLE OF ACRONYMS

BAR	Board-Approved Rules
BOD	Board of Directors
EC	Electronic communications
ECC	Electronic Communications Committee
DAL	Director-at-Large
MBO	Management By Objectives
MOP	Manual of Procedures
PubEd C	Publishing and Education Council
ROB	Rule(s) of the Board of Directors
RRO	Robert's Rules of Order
SBL	Society's Bylaw(s)

SECTION A – ELECTRONIC COMMUNICATIONS COMMITTEE (ECC) - GENERAL

Part 1 Responsibilities/Duties

- A.1.1. Assist the Councils with defining, budgeting and prioritizing requests for new electronic communications services. The Councils manage electronic communications development as any other resource. The ECC reviews proposals for adequate definition, justification of need, technical feasibility, consistency with related EC functions, and conformance with Society policies.
- A.1.2. Identify the electronic communication needs of the membership and staff, recommend and maintain policies, and ensure that the implementation of information technologies meets the objectives and needs of the Society. [ROB 2.405.001]
- A.1.3. The ECC is not responsible for developing the content that is distributed through the website or through other EC functions. [ROB 2.405.003.4]
- A.1.4. Work with staff to oversee organization, usability, and quality control of the website, and helps staff define and prioritize needed improvements.
- A.1.5. Recommend and maintain policy and procedures for managing ASHRAE's electronic communication (EC) infrastructure. [ROB 2.405.003.G]
- A.1.6. Develop and maintain a continually evolving vision for the future of ASHRAE electronic communications.
- A.1.7. ECC shall maintain and keep current a Reference Manual describing the other procedures followed by ECC that are not covered in the MOP. Changes to the Reference Manual may be approved by a majority of ECC voting members.

Part 2 Membership

- A.2.1 The Electronic Communications Committee (ECC) shall consist of the number of voting members as authorized in ROB 2.405.002.1.
- A.2.2 ECC membership also includes two non-voting ex-officio members: a member of the ASHRAE Board of Directors (BOD) and a Coordinating Officer. [ROB 2.405.002.1]

Part 3 Meetings

- A.3.1 The ECC is authorized to meet three (3) times per year: at the Annual and Winter Meetings of the Society and at Technology Weekend in the fall. At the discretion of the ECC Chair, the ECC may elect to meet more often. ECC meetings other than at Society Annual and Winter Meetings may be held via teleconference and/or Internet, at the discretion of the ECC chair.
- A.3.2 Notice of meetings shall be given to all ECC members at least 10 days in advance. Notice will be given electronically by e-mail.

A.3.3 A quorum shall consist of a majority of the ECC, present in person for face-to-face meetings or by telephone or Web for electronic meetings.

A.3.4 The following Ex-Officio members of the ECC may participate in the discussions but are not eligible to vote:

- ASHRAE Manager of Electronic Communications and Applications
- Board Ex-Officio
- Coordinating Officer

A.3.5 Meetings are open to all members of the ECC, all Society members, all registered guests at scheduled Society meetings, and those invited by the Chair.

Part 4 Operations

A.4.1 Any member of ECC is eligible to introduce motions or items for consideration.

A.4.2 All non-fiscal matters shall be decided by a majority of those voting. Approval of fiscal matters requires a two-thirds majority and a majority of the voting members. For letter or e-mail ballots, all committee members are considered present.

A.4.3 All meetings shall be conducted according to Parliamentary Procedure as specified in *Robert's Rules of Order* (RRO).

SECTION B - CHAIR AND VICE CHAIRS AND MEMBERS

Part 1 Selection

B.1.1 ECC Members are appointed annually by the President-elect of the Society to serve for one year commencing at the close of the next Annual Meeting of the Society. The intention, however, is for ECC members to serve three (3) years on ECC. (ROB 2.405.002.3)

B.1.2 The Chair and one (1) Vice Chair of the ECC are appointed by the President-Elect of the Society from the current membership of the ECC to serve one-year terms commencing at the close of the next Annual Meeting of the Society.

Part 2 Responsibilities of the Chair

B.2.1 Preside over meetings of the ECC.

B.2.2 Establish standing and special ad hoc subcommittees as may be required. Assign a chair and members to the subcommittees from the committee membership.

B.2.3 Delineate responsibilities and duties of the subcommittees established.

B.2.4 Assign liaisons to other standing committees and councils as appropriate.

- B.2.5 Prepare reports for the Publishing and Education Council as required.
- B.2.6 In conjunction with the ASHRAE Manager of Electronic Communications and Applications, prepare meeting agendas and minutes.

Part 3 Responsibilities of the Vice Chair

- B.3.1 Preside over committee meetings in the absence of the Chair, and assist the Chair with preparation of the agenda and supporting documentation.

Part 4 Responsibilities of the ECC Staff Liaison

- B.4.1. Maintain all official reports, correspondence, and documentation of ECC actions.
- B.4.2. Assist the Chair with preparation of the agenda and supporting documentation for ECC meetings, and provide this information to the committee at least two weeks prior to the meeting.
- B.4.3. Coordinate with other ASHRAE staff as needed.
- B.4.4. Implement actions approved by the ECC to further the goals and objectives of the committee.

Part 5 Responsibilities of All Committee Members

- B.5.1. Fully participate in all assigned subcommittees and complete assignments by the designated time.

SECTION C – SUBCOMMITTEES

- C.1. Standing Subcommittees of ECC are determined by the Chair. Their membership and duties shall be defined in the ECC Reference Manual.
- C.2. Ad hoc subcommittees may be appointed by the Chair of the Committee.
- C.3. The Chair shall appoint the members of each subcommittee. Subcommittee members should be members of the 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.
- C.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.

SECTION D - REVISIONS TO RULES AND PROCEDURES

(This Section is for Informational Purpose Only)

- D.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.2 Revisions to this Manual of Procedures must be approved by Publishing and Educational Council (PubEd Council) or designated council subcommittee.
- D.3 The procedures to propose a change to an existing ROB or to the ECC MOP are given in the ECC Reference Manual.
- D.4 Proposed ECC MOP changes may be presented to PubEd Council for approval for consideration at any time during the year. However, changes will be reviewed during the during the annual and winter meetings. Proposed changes that ECC believes require more immediate attention shall first be presented to the chair of PubEd Council for permission to submit to PubEd Council.
- D.5 Proposed ECC ROB changes may be presented to Functional at any time during the year. However, changes will be reviewed during the annual and winter meetings.