



PUBLISHING and EDUCATION COUNCIL

MANUAL OF PROCEDURES

Approved by Publishing and Education Council **June 30, 2015**

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TABLE OF ACRONYMS

BOD	Board of Directors
ExCom	Executive Committee
ExO	Ex Officio
HVAC&R	Heating, Ventilating, Air-conditioning and Refrigerating
MOP	Manual of Procedures
PEC	Publishing & Education Council
ROB	Rule of Board

**MANUAL OF PROCEDURES
PUBLISHING AND EDUCATION COUNCIL**

1. INTRODUCTION

- 1.1. The MOP is an internal document of PEC. It is subject to change from time to time as needed due to changes in the Society-
- 1.2. The MOP provides a description of some, but not all, of the duties and responsibilities of the Council Members, Chair, Vice Chair, and Directors.

2. GENERAL RESPONSIBILITIES OF THE COUNCIL

- 2.1. Refer the following types of action to the BOD for action:
 - Approval of policy statements
 - Change fiscal limits
 - Change existing ASHRAE policy
 - Approval of projects exceeding the authority of the Council
- 2.2. Act as a communications link between BOD and committees.
 - 2.2.1. BOD to PEC
 - PEC Chair designates one or more Directors to work with staff to distribute key BOD actions to PEC members immediately following preparation of the BOD minutes.
 - Communicating BOD actions to standing committees remains the responsibility of the BOD ExO.
 - 2.2.2. PEC to BOD
 - PEC will report in writing to the BOD all principal motions immediately after each PEC meeting. At the Winter and Annual Meetings the written reports shall be distributed to the BOD the in time for its meeting.
 - PEC reports and actions shall include summary support information provided to it by its standing committees.
 - 2.2.3. Committees to Council
 - Committee reports at regular PEC meetings shall be in writing, and include all principle motions requiring PEC action, and supporting information.
 - Minutes of each standing committee shall be distributed to all members of PEC.
 - 2.2.4. Council to Council
 - Actions of PEC for which parallel or supporting action is required by another council shall be communicated in writing to that council chair for inclusion in the meeting agenda of the other Council. Where an oral presentation would be necessary, the PEC chair will arrange for an appearance of a PEC member wishing to report.
 - Minutes of all PEC meetings shall be sent to all Council chairs and vice chairs.

3. ESTABLISHMENT OF SUBCOMMITTEES

- 3.1. PEC chair shall establish subcommittees, deemed appropriate, and make appointments from PEC members. Such subcommittees can be standing or ad hoc at the discretion of the chair.
- 3.2. Responsibilities of subcommittees shall be delineated by PEC chair at the time of establishment.
- 3.3. If a subcommittee is established as a standing subcommittee, the PEC chair or that subcommittee chair shall recommend appropriate responsibilities to PEC for inclusion in Item four of the PEC MOP.

4. RESPONSIBILITIES OF COUNCIL STANDING SUBCOMMITTEES

4.1. Fiscal Planning Subcommittee

4.1.1. The subcommittee consists of:

- One PEC voting member designated as subcommittee chair by PEC chair
- Chairs of all committees and subcommittees reporting to PEC
- Two voting members designated by PEC chair in addition to the chair of the subcommittee

4.1.2. The subcommittee shall assist the Publishing & Education Director in strategic planning, review and coordination of marketing activities.

4.1.3. The subcommittee shall assist the Publishing & Education Director in preparation of the budget and four-year plan. The subcommittee shall evaluate budgets to determine compatibility with the aims and policies of PEC and Society.

4.2. Functional Planning Subcommittee

4.2.1. The subcommittee shall consist of PEC members designated by PEC chair.

4.2.2. The subcommittee shall continually review the operation of PEC and prepare for submission to PEC any suggested revisions or additions to the ROB, PEC's MOP and MOPs of standing committees that report to PEC.

4.2.3. Review the status of all strategic plan objectives assigned to PEC and recommend action.

4.3. Journal Advertising Sales Subcommittee

4.3.1. The subcommittee consists of:

- PEC chair
- Fiscal Planning and Functional Planning Subcommittee chairs
- Publications Committee chair
- Publisher/Director of Publications & Education

- 4.3.2. The subcommittee shall review the advertising sales program and make recommendations for advertising policy development.
- 4.3.3. The subcommittee shall annually recommend a ratio of advertising pages to total pages in ASHRAE Journal.
- 4.3.4. The subcommittee shall annually recommend the rates for advertising in ASHRAE Journal.

4.4 eLearning Subcommittee

- 4.4.1 The subcommittee consists of:
 - PEC chair
 - PEC vice chair
 - Professional Development Committee chair
 - Publications chair
 - Director appointed by PEC chair
 - Consultants appointed by chair as needed.
- 4.4.2 The subcommittee provides Society oversight of the vendors for eLearning products and services.

4.5 Research Journal Subcommittee

- 4.5.1 The subcommittee consists of:
 - PEC chair
 - PEC vice chair
 - Two ASHRAE Fellows selected according to 4.5.1.2
 - *Science and Technology for the Built Environment* editor (ex-officio member)
 - Director of Publications & Education (staff liaison)
- 4.5.1.1 PEC chair shall serve as chair of the subcommittee.
- 4.5.1.2 The two ASHRAE Fellows serving on the subcommittee shall be appointed by the PEC chair, serving staggered two-year terms. They shall be selected based upon having achieved prominence in the field or as researchers in the sciences of HVAC&R and shall have extensive lists of published research works to their credit. The Director of Publications & Education shall prepare annually a list of candidates meeting the qualifications for appointment.
- 4.5.2 The subcommittee has the following responsibilities:
 - Appoint the editor of the Research Journal acting upon recommendations and suggestions made by the Director of Publications & Education.
 - Confirm the recommendations of the editor for persons to serve as associate editors.
 - Recommend approval of the annual budget and four-year plan.

4.5.2.1 ASHRAE *Science and Technology for the Built Environment* Research Best Paper Award

- To solicit nominations
- To determine the most outstanding paper published in the volume year of *Science and Technology for the Built Environment* preceding the ASHRAE Winter Meeting
- To forward the name of the recommended award recipient to the Honors & Awards Committee at the Winter Meeting for awarding at the Annual Meeting.

5. RESPONSIBILITIES OF THE CHAIR

- 5.1. Preside over meetings of the PEC.
- 5.2. Prepare meeting agendas, check meeting minutes, and prepare or approve designated reports to the BOD.
- 5.3. Establish standing and special ad hoc subcommittees as may be required and assign chair and members to these subcommittees.
- 5.4. Delineate responsibilities and duties of the established subcommittees.
- 5.5. Serve as the conduit between PEC and the BOD, bringing issues of the BOD to PEC for action and PEC issues requiring BOD action forward.
- 5.6. The Chair shall appoint a liaison to the Society Rules Committee. The chair of the PEC Functional Planning Subcommittee is normally appointed as the Council liaison to the Society Rules Committee.

6. RESPONSIBILITIES OF THE VICE CHAIR

- 6.1. Preside over PEC meetings in the absence of PEC chair, and assist PEC chair with preparation of the agenda and supporting documentation.
- 6.2. Perform such other duties as may be assigned by PEC chair.

7. RESPONSIBILITIES OF THE DIRECTORS

- 7.1. Each Director will serve on at least one of the PEC standing subcommittees.
- 7.2. In the case of absence by PEC chair and vice chair, preside over PEC meeting.
- 7.3. The Director is an advisor to, and an advocate for, the committees to which they are assigned by the president-elect.
 - 7.3.1. Serves as ExO non-voting member of the committee, its subcommittees and its Excom.

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- 7.3.2. Is invited to attend and participate in all committee, subcommittee and ExCom meetings. Attendance at subcommittee meetings may be counted towards quorum requirements.
- 7.3.3. Moves committee motions to council, and acts as an advocate for the committee in all relevant discussions.
- 7.3.4. Assists committee in preparation of written motions. (To include answers to: who, what, when, why and how much. If fiscal impact been budgeted by ASHRAE, and if so, in which fiscal year?)
- 7.3.5. Communicates committee plans to other Director's to allow for inter-committee contribution and cooperation.
- 7.3.6. Conveys presidential goals to the committees.
- 7.3.7. Assists committee in preparation of "objectives" to satisfy committee scope, presidential goals and strategic plans.
- 7.3.8. Assists committee and staff liaison in the process of monitoring progress toward timely completion of objectives.
- 7.3.9. Assists committee in the ongoing review of operational guide, MOP, relevant ROB and Strategic Plan objectives.
- 7.3.10. Suggests changes in assigned scope, function and personnel.
- 7.3.11. Receives copies of all committee correspondence, including invitations to all committee meetings.
- 7.3.12. Interprets BOD and PEC actions to the committee.
- 7.4. At BOD meetings; acts as an advocate for committees to which they are ExO, in all relevant discussions.

8. RESPONSIBILITIES OF VOTING MEMBERS

- 8.1. Fully participate in all assigned subcommittees and complete assignments by the designated time.
- 8.2. PEC is supplied by the Director of Publication & Education with fiscal reports covering all publications. It is the duty of PEC members to review these reports and act on recommended changes, if needed, to keep publications within budget.

9. RESPONSIBILITIES OF NON-VOTING MEMBERS

- 9.1 Each committee chair shall be non-voting members of the council. Chairs report actions and recommendations of the committee and seeks approval. Each committee chair is responsible for conveying to the committee those actions of PEC which may have an impact on the committee's activities.
- 9.2 Each committee vice chair shall be non-voting members of the council and will act in the absence of the committee chair.

10. RESPONSIBILITIES OF DIRECTOR OF PUBLICATION & EDUCATION

- 10.1. The Director of Publication & Education serves as secretary to PEC. The Director also advises PEC on publishing matters and coordinates the activities of others assigned by the Executive Vice President to support the operations of PEC.
- 10.2. Along with the Fiscal Planning subcommittee, prepare and submit to PEC for approval an annual budget covering all publishing activities of PEC.
- 10.3. Implement and administer on behalf of PEC practices which fulfill the Society's publishing responsibilities, such as copyright protection, reprint permission, translation rights, etc.
- 10.4. Ensure that ASHRAE policy is adhered to.

11. RESPONSIBILITIES OF ALL COUNCIL MEMBERS

- 11.1. Review each issue of ASHRAE Journal. The Journal editor will provide a form each month that outlines the review material needed.

12. FISCAL PLANNING

12.1. Reports from Non-PEC Committees

- 12.1.1. Committees not represented on the council who require publication of material shall submit each year, prior to the Fall meeting of PEC, a report covering their plans for the following fiscal year. Director of Publication & Education shall notify all Society standing general committees of their need to submit such a report with sufficient time that the information is available to be incorporated in the PEC budget under preparation.

12.2. Preparation of Budget and Four Year Plan

- 12.2.1. Director of Publication & Education prepares, with the assistance of the Fiscal Planning Subcommittee, a proposed budget for the following year and a four-year plan. This tentative budget is forwarded by the Comptroller to the Finance Committee. The Finance Committee includes the PEC budget, as approved or modified, in the overall budget submitted to ExCom of BOD.

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12.2.2. The new budget and four-year plan, as approved by ExCom, is transmitted by the Comptroller to PEC and the Publishing & Education Director for review and discussion at the Winter Meeting.

12.2.3. PEC budget as approved or modified is incorporated by the Comptroller in the overall budget for action by the Finance Committee prior to its submission by the Finance Committee to the BOD at the Annual Meeting for approval.

13. MOTIONS

13.1. Motions not involving Society policy or fiscal matters outside PEC's fiscal plan can be approved by a majority of the voting members in accordance with the voting requirements outlined in the ROB.

13.2. Motions involving Society policy or fiscal matters outside PEC's fiscal plan can be approved by a 2/3 of the voting members in accordance with the quorum requirements outlined in the ROB but must be submitted to the BOD for final approval.

14. MEETINGS

14.1. Meetings shall be called by the Chair in accordance with schedule outlined in the ROB.

14.2. Incoming members of the council shall be invited and strongly encouraged to attend the meeting of the council immediately preceding their term of office. When requested, they will be reimbursed for transportation costs in accordance with the approved travel reimbursement policy.

14.3. Conduct of meetings shall be governed by the current edition of Roberts Rules of Order.

14.4. Subcommittees of the council shall meet separately at least twice a year at the call of their chairs

14.5. Council Agenda

14.5.1. The secretary of the council (Director of Publication & Education) shall prepare under the direction of the chair an agenda including, but not limited to, the following items: call to order; approval of minutes; list of action items assigned by chair at previous meeting; committee reports and recommendations; subcommittee reports; old and new business.

14.5.2. Any member of the council desiring that a subject be placed on the agenda for discussion should notify chair not less than thirty days before such a meeting.

14.5.3. A preliminary agenda shall be circulated to council members by the secretary so as to be in their possession no less that five working days prior to the meeting. The chair may modify the items at any time prior to or during the meeting.

Appendix A

Guidelines for Publication & Distribution of ASHRAE Position Documents

1. Labor for the editing and publication preparation for Position Documents shall be assigned to Publications & Education Department with that cost assigned to PEC. Costs associated with the printing of Position Documents shall be charged to Public Relations.
2. Single printed copies of Position Documents shall be made available to members on request at no cost. The main inventory will be maintained by the Public Relations Section, but other sections may maintain small inventories to meet their needs. Any staff member may respond to requests. (Note: Initial distribution to cognizant TCs and other Society committees and interested parties will be made by the assistant to the BOD upon Position Document publication.) Staff directors should advise the assistant to the BOD regarding distribution internal to Society.
3. Requests for bulk quantities of Position Documents will be judged on a case-by-case basis by the Publications & Education Director. Typically, there will be no charge for a reasonable number of multiple copies when they are for distribution at an ASHRAE function or at a function or for a purpose which supports ASHRAE activities.
4. When fees are assessed for either bulk distribution or non-member distribution pricing will be on a cost recovery basis.
5. Income from Position Document sales shall be credited to PEC and sales will be administered through normal publication sales channels.
6. At ASHRAE meetings, Position Documents will be displayed in the ASHRAE publications sales area. Attendees will be mailed single copies at no charge upon request.