

Guidelines for Manuals of Procedures and Reference Manuals

This document covers three areas related to Manuals of Procedures and Reference Manuals required for all councils and standing committees and a fourth section providing samples.

- Section No.1** Addresses the definitions of *Manual of Procedures* and *Reference Manual*.
- Section No.2** Provides guidance for their development.
- Section No.3** Provides guidance for maintaining versions of Manuals of Procedures and Reference Manuals.
- Section No 4** Sample MOPs for Councils and Standing Committees

Section No.1 – Definitions

Manual of Procedures:

*Each standing body is required to keep and annually review a Manual of Procedures and Reference Manual for its members and the conduct of its operations.
(ROB 2.105.002 Manuals of Procedures and Reference Manual)*

*A Manual of Procedures (MOP) describes mandatory operational rules and interpretations of policy that a standing body must operate under to achieve their assigned responsibilities. It is designed to complement the rules by providing methods and procedures under which to operate. It is the responsibility of the approving body to determine what requirements should be in a MOP and what can be included in a Reference Manual.
(ROB 2.105.002.1)*

Approval of MOPs

- *MOPs that pertain directly to the Board of Directors (e.g. Manual for Officers and Directors) shall be maintained by the Society Rules Committee and submitted to the Board of Directors for approval. They are to be included in the Rules of the Board*
- *For Councils and Standing Committees reporting directly the Board of Directors, MOPs are maintained by that body and approved by the Society Rules Committee on behalf of the Board of Directors. SRC shall keep these MOPs as part of its own procedures.*
- *MOPs for other standing committees (and any other body required to have a MOP) shall be approved by the body to which they report. This body shall keep the official copies of the MOP.*

(ROB 2.105.002.).

Reference Manual:

A reference manual describes the detailed procedures under which a committee or council operates. Reference manuals are under the sole control of the body to which they apply and are intended to record standard operating procedures and other forms of institutional memory. (ROB 2.105.002.3 Reference Manual)

When a body changes its reference manual, it shall provide copies of the changes to the body to which it reports for information.

Section No. 2 - Guidance

- Councils and Standing Committees should review their current MOP to determine which parts can be moved to a reference manual and which must stay in a MOP.
- Bodies that wish to control set policies for a reporting body must have these policy items within that MOP to maintain policy. If allowed to be moved into that reporting body's reference manual, control of that policy is passed to the reporting body.
- The body of the MOP should not repeat requirements from higher documents, except in a specifically labeled section.
- The MOP should not state requirements that are under the control of another body. For example the TAC MOP should not state, "The Vice-chair shall serve on the Financial Planning Committee of Technology Council."
- Each Board of Directors/Board of Governors, council, committee should include their mentoring program in their Manual of Procedures (MOP).
- Standing Committees may keep MOPs for groups that report to them (e.g. Technical Activities Committee (TAC) keeps the TC MOP, Standards Committee (StdC) keeps the PC MOP, etc.)
- The following sections are suggested, but not required to be in the MOP:
 - STRUCTURE: This section describes the required structure of the committee (or council). It does not repeat what is in the ROB, but rather includes required subcommittees, assignments or positions
 - DUTIES: This section describes the things expected of this committee at a level of detail higher than that of the ROB. It should also describe any other documents this body is required to maintain, review, etc.
 - SUBCOMMITTEES: This section describes any subcommittees under the committee or council, together with role, responsibility and membership for each, where applicable.
 - OPERATION: This section describes any mandatory operating procedures required. This section should be limited to what the approving body needs (e.g. reporting requirements, empowerment activities, etc.) with internal operating procedures being left to the reference manual.
 - SPECIAL REQUIREMENTS : This section:
 - may repeat or references ROB, SBL and any other higher level rules that are felt to be useful in the MOP.
 - may state rules that are more stringent than those found in the ROB, such as voting or meeting requirements.
 - should state the procedure for revising rules including those found in section 10.3.3 of the ROB.

- APPENDICES: This section identifies specific documents covering requirements for programs under this committee or council jurisdiction. It may also describe special functions of the council/committee requiring approval.
- A Reference Manual may have the same sections as a MOP. It is up to that body to decide if it wants to repeat items, but it is recommended that higher level requirements be noted to avoid inadvertent conflicts between the reference manual and higher-level documents.
- Additionally a reference manual may include training procedures and training operations, procedures by which the MOP and ROB are implemented, practices used by the committee and its officers, pass through award procedures/requirements, forms, sample letters, calendars, etc.

Section No.3

Maintaining Versions of Manuals of Procedures and Reference Manuals

Councils and committees shall annually review their standing rules and recommend applicable revisions. The Society Rules Committee shall review all standing rules that have been revised in the preceding year.

(ROB 2.300.001.2 Annual Review)

- Originals of current and obsolete versions should be kept by the Staff Liaison of the responsible body.
- Downloadable copies should be posted on the ASHRAE web page for that body for review and guidance.

Section No. 4

Sample MOPs and Reference Manuals for Councils and Committees

These documents can be found at WWW.ASHRAE.org under the *Councils* or *Committees* tab.

MOP for Technology Council

MOP for Environmental Health Committee

Reference Manual for Environmental Health Committee

(Prepared by Society Rules Committee)