

## **Guidelines for Proposing Changes to Rules of the Board (ROB)**

ROB 3.400, Manual of Procedures for Officers and Directors, Section 10.3:

### 10.3 RULES OF THE BOARD

10.3.1 Rules of the ASHRAE Board of Directors, authorized by Bylaws Section 4.3, are compiled annually by the staff of the Society from actions of the Board.

10.3.2 Rules of the Board are contained in the following five volumes:

- Volume 1 – Principles, Policies, Position Statements
- Volume 2 – Standing Rules for Board, Councils, Committees
- Volume 3 – Manuals and Procedures
- Volume 4 – Sunset Rules and Interpretations
- Volume 5 – Archives

10.3.3 Changes to Rules of the Board - Proposed changes (additions and deletions) to Rules of the Board (ROBs) shall 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.

10.3.3.1 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 ~~striketrough~~ 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).

10.3.3.2 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 Volume 1, Policies.  
It is recommended that this rule be placed in ROB Volume 2,  
Publishing and Education Council.*

10.3.3.3 To propose rescinding an existing ROB, include in the recommendation the ROB volume in which the rule is located, the rule number or other identification code, and the wording of the rule to be rescinded.