



Shaping Tomorrow's
Built Environment Today

MANUAL OF PROCEDURES

FOR

**BUILDING ENERGY QUOTIENT
COMMITTEE**

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FOREWORD

The Building Energy Quotient Committee shall provide business planning, training and marketing of the programs of the Building EQ enterprise in accordance with the Society Bylaws (SBL) and the policies set forth by the Board of Directors (ROB 2.432.001)

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INTRODUCTION

The Rules of the Board (ROB) for the Building Energy Quotient Committee define its authority, organization, and general responsibilities. The Manual of Procedures (MOP) details the operating procedures followed in carrying out the general responsibilities of the committee as prescribed in its ROB.

The Building Energy Quotient Committee consists of eight (8) voting members including the Chair and Vice-chair. Consultants are named as needed to provide specific technical expertise or stakeholder representation.

This MOP provides a description of some, but not all, of the duties and responsibilities of the Chair, Vice-chair, members, and staff liaison.

SECTION A –BUILDING ENERGY QUOTIENT COMMITTEE - GENERAL

Part 1 Responsibilities

- A1.1 The Building Energy Quotient Committee shall have overall responsibility for identifying, initiating, and directing technical developments required to support the program and Portal as well as overall responsibility for directing the development of business development and marketing programs to determined target audiences. (ROB 2.432.001)
- A1.2 The Building Energy Quotient Committee is expected to interact with ASHRAE committees and organizations outside of the Society whose scopes include measuring, assessing, and improving building energy performance.
- A1.3 The Building Energy Quotient Committee shall review, coordinate, and if necessary, initiate, ASHRAE research in areas relating to measuring, assessing, and improving building energy performance. The Committee's role in ASHRAE research is not intended to overshadow or supplant the role of other ASHRAE committees with these building concerns -- but is intended to support and assist other committees as appropriate.
- A1.4 The Building Energy Quotient Committee shall regularly review its Rules of the Board and Manual of Procedures and, when necessary, recommend changes.

Part 2 Membership

- A2.1 Members of the Building Energy Quotient Committee include voting members and may include non-voting consultants to provide specific technical expertise or stakeholder representation. (ROB 2.421.002)
- A2.2 Service on this committee is intended to be for a 3-year period with one third of the committee expected to roll off each year.

Part 3 Meetings

- A3.1 The committee shall meet at least two times per year either electronically or face-to-face at the Winter and Annual Meetings of the Society. Additional conference calls between the Winter and Annual Meetings will be scheduled on an as needed basis.

Part 4 Reporting

- A4.1 The Building Energy Quotient Committee will provide information to the BOD on the usage and operation of the Building EQ program and Portal at the Winter and Annual Meetings of the Society as well as upon request by the Board of Directors.

SECTION B – CHAIR AND VICE CHAIR

Part 1 Selection

- B1.1 The Chair and Vice Chair of the Building Energy Quotient Committee are to serve one-year terms. Either the Chair or Vice Chair shall be a current or past member of the Board of Directors.

Part 2 Responsibilities/Duties of the Chair

- B2.1 The Chair is responsible for the organization and functioning of the committee.
- B2.2 The Chair shall preside over all meetings of the Building Energy Quotient Committee and the Executive Committee (ExCom) unless otherwise not able to attend the meeting in which case the Vice Chair shall chair the meeting.
- B2.2.1 With the assistance of the Vice-Chair, Subcommittee Chairs, and staff liaison, the Chair shall prepare the agenda for all meetings.
- B2.2.2 The Chair shall ensure the minutes are recorded and distributed following each committee meeting.
- B2.3 The Chair is responsible for developing committee objectives for each Society year.
- B2.4 The Chair shall organize subcommittees as necessary to satisfy the needs of the committee.
- B2.4.1 The Chair shall annually appoint members of the committee to the subcommittees and shall designate each subcommittee's Chair.
- B2.5 The Chair may appoint, ad hoc committees or working groups from the membership of the committee, from other committees in the Society, or from experts outside the Society,

whenever necessary in order to assist in fulfilling the responsibilities of the Building Energy Quotient Committee.

- B2.6 The Chair shall prepare reports to be submitted to the Board of Directors at the Winter and Annual meetings of the Society.

Part 3 Responsibilities/Duties of the Vice Chair

- B3.1 In the absence of the Chair, the Vice Chair shall assume all duties of the Chair at all scheduled or called meetings of the Committee.
- B3.6 In the event the Chair is unable to perform their duties, the Vice Chair shall assume all duties of the Chair until a successor is appointed.
- B3.2 The Vice Chair is responsible for keeping the committee Manual of Procedures (MOP) up to date.
- B3.3 The Vice Chair shall submit annually to the President-Elect of ASHRAE recommendations for membership of the Committee for the following year.
- B3.4 The Vice Chair shall prepare recommended budgets for the operation of the committee for the coming fiscal year. Periodically, the Vice Chair shall review expenditures and budget allocations and shall recommend actions necessary to stay within the established budget.

SECTION C – COMMITTEE MEMBERS AND STAFF LIAISON

Part 1 Responsibilities/Duties of Committee Members

- C1.1 Committee members shall participate fully in all called meetings and deliberations of the committee.
- C1.1.1 Committee members shall be assigned to a subcommittee for each Society Year.

Part 2 Responsibilities/Duties of Staff Liaison

- C2.1 A member of the Technology staff as assigned by the Director of Technology and Executive Vice President shall serve as staff liaison to the Building Energy Quotient Committee.
- C2.2 The staff liaison shall assist the Committee chair in the preparation and distribution of agendas and minutes for meetings of the Building Energy Quotient Committee.
- C2.4 The staff liaison shall work with ASHRAE meetings staff to arrange facilities for interim meetings of the Committee.

- C2.5 The staff liaison shall distribute information or materials to members of the Committee as requested by the Chair including rosters, MBO's, budgets, and reports.
- C2.6 The staff liaison shall assist with budget preparation.
- C2.7 The staff liaison shall provide day to day support of the Building EQ Portal including but not limited to:
- C2.7.1 Respond to routine inquiries on the Portal include requests for help, questions on operation, and reports of errors or bugs.
 - C2.7.2 Reviewing and approving project submissions to the Portal.
 - C2.7.3 Coordinating with vendor(s) on development, maintenance support and upgrades.

SECTION D – EXECUTIVE COMMITTEE

Part 1 Responsibilities

D1.1 The Executive Committee (BEQ ExCom) shall be responsible for recommending changes in policy, assisting in the preparation of budgets and agendas, revising/updating the committee objectives, and carrying out the purposes of the Committee and Building EQ program during intervals between meetings.

Part 2 Membership

D2.1 The members of the BEQ ExCom include the BEQ Chair and Vice Chair, the chairs of the standing subcommittees, and the staff liaison to the committee.

Part 3 Meetings

D3.1 The BEQ ExCom shall meet by conference call as needed.

SECTION E – SUBCOMMITTEES

Part 1 Organization

E1.1 Standing subcommittees of Building Energy Quotient may be created as needed. The standing subcommittees, their responsibilities and duties are to be contained in the Building Energy Quotient Committee Reference Manual.

E1.2 Subcommittee members are appointed by the Chair for the Society year.

E1.2.1 The Chair of each subcommittee must be a member of the Building Energy Quotient Committee.

- E1.2.2 The Chair may appoint Subcommittee members who are not members of the Committee when there is a need for members who have expertise and experience in areas not available from the Committee members.
- E1.3 The subcommittees shall meet at least two (2) times per year electronically or face-to-face at the Winter and Annual meetings. Additional conference calls will be schedule at regular intervals between the Winter and Annual meetings.
- E1.4 The Subcommittee Chair shall report subcommittee activities at the appropriate point in the agenda of the Building Energy Quotient committee meeting.