



Shaping Tomorrow's Global  
Built Environment Today

## **MANUAL OF PROCEDURES**

# **Communications Committee**

**Approved, as amended by Communications Committee on April 14, 2023 and  
accepted by Members Council on June 27, 2023.**

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## FORWARD

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

This Manual of Procedures (MOP) is a supplement to the ROB that describes the methods and procedures by which Communications Committee 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 Members Council or designated council subcommittee for approval. (ROB 2.400.005) Revisions to this Manual of Procedures must be approved by Members Council or designated council subcommittee.

The procedures to propose a change to an existing ROB or to the Communications Committee MOP are given in the Communications Committee Reference Manual.

## TABLE OF ACRONYMS

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

## 1. GENERAL RESPONSIBILITIES

- 1.1. Assist the Councils with defining, budgeting and prioritizing requests for new communications services. The Councils manage communications development as any other resource.
- 1.2. Identify the communication needs of the membership, recommend and maintain policies, and ensure that the implementation of information technologies meets the objectives and needs of the Society. [ROB 2.405.001]
- 1.3. The Communications Committee is not responsible for developing the content that is distributed through the website or through other functions.
- 1.4. Work with staff to oversee organization, usability, and quality control of the website, and help staff define and prioritize needed improvements.
- 1.5. Recommend and maintain policy and procedures for managing ASHRAE's communication infrastructure. [ROB 2.405.003.G]

- 1.6. Develop and maintain a continually evolving vision for the future of ASHRAE communications.
- 1.7. Communications Committee shall maintain and keep current a Reference Manual describing the other procedures followed by Communications Committee that are not covered in the MOP. Changes to the Reference Manual may be approved by a majority of Communications Committee voting members.

## 2. MEMBERSHIP

- 2.1. The Communications Committee shall consist of the number of voting members as authorized in ROB 2.405.002.1.
- 2.2. Communications Committee 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]
- 2.3. Communications Committee 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 Communications Committee members to serve three (3) years on Communications Committee. (ROB 2.405.002.3)
- 2.4. The Chair and one (1) Vice Chair of the Communications Committee are appointed by the President-Elect of the Society from the current membership of the Communications Committee to serve one-year terms commencing at the close of the next Annual Meeting of the Society.

## 3. CHAIR RESPONSIBILITIES

- 3.1. Preside over meetings of the Communications Committee following ASHRAE Simplified Rules of Order.
- 3.2. Establish standing and special ad hoc subcommittees as may be required. Assign a chair and members to the subcommittees from the committee membership.
- 3.3. Delineate responsibilities and duties of the subcommittees established.
- 3.4. Assign liaisons to other standing committees and councils as appropriate.
- 3.5. Serve as a voting member of Members Council.
- 3.6. In conjunction with the Communications Committee Staff Liaison, prepare reports for the Members Council as required.
- 3.7. In conjunction with the Communications Committee Staff Liaison, prepare meeting agendas and minutes.

## 4. VICE CHAIR RESPONSIBILITIES

- 4.1. Preside over committee meetings in the absence of the Chair and assist the Chair with preparation of the agenda and supporting documentation.
- 4.2. Serve, as appointed, on PAOE subcommittee of Members Council.

## 5. RESPONSIBILITIES OF ALL COMMITTEE MEMBERS

- 5.1. Fully participate in all assigned subcommittees and complete assignments by the designated time.
- 5.2. Attend committee virtual and in-person meetings.

## 6. STAFF LIAISON ASSIGNMENTS

- 6.1. Maintain all official reports, correspondence, and documentation of Communications Committee actions.
- 6.2. Assist the Chair with preparation of the agenda and supporting documentation for Communications Committee meetings, and provide this information to the committee prior to the meeting.
- 6.3. Coordinate with other ASHRAE staff as needed.
- 6.4. Implement actions approved by the Communications Committee to further the goals and objectives of the committee.

## 7. STANDING SUBCOMMITTEES

- 7.1. Standing Subcommittees of Communications Committee are determined by the Chair. Their membership and duties shall be defined in the Communications Committee Reference Manual.
- 7.2. Ad hoc subcommittees may be appointed by the Chair of the Committee.
- 7.3. 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 Communications Committee when there is a need for members who have experience in areas that are of immediate importance to Communications Committee.
- 7.4. Subcommittee members are appointed for the Society year. If a member's term of service on the Committee continues into the next Society year, the member may be reappointed to the same subcommittee or be appointed to a different subcommittee by the incoming Chair.

## 8. MEETINGS

- 8.1. The Communications Committee is authorized to meet two (2) times per year: at the Annual and Winter Meetings of the Society. At the discretion of the Communications Committee Chair, the Communications Committee may elect to meet more often. Communications Committee meetings other than at Society Annual and Winter Meetings may be held virtually, at the discretion of the Communications Committee chair.
- 8.2. Notice of meetings shall be given to all Communications Committee members at least 10 days in advance. Notice will be given electronically by e-mail.
- 8.3. A quorum shall consist of a majority of the Communications Committee, present in person for face-to-face meetings or virtually.
- 8.4. The following Ex-Officio members of the Communications Committee may participate in the discussions but are not eligible to vote:
  - Communications Committee Staff Liaison
  - Board Ex-Officio
  - Coordinating Officer