



Shaping Tomorrow's  
Built Environment Today

Government Affairs Committee

Manual of Procedures

**Approved, as amended by Government Affairs Committee on January 29, 2022 and accepted by Members Council on February 2, 2022.**

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2022**

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## **1. INTRODUCTION**

The Rules of the Board (ROB) for the Government Affairs Committee (GAC) define its scope and purpose, membership, and operation. This Manual of Procedures (MOP) details the operating procedures followed in carrying out the responsibilities of the Committee as prescribed in its ROB. This Committee is broadly responsible for organizing and conducting government activities at all levels and advising the BOD on such matters.

## **2. EXPECTATIONS OF COMMITTEE MEMBERS**

Committee members are expected to attend and actively participate in regular meetings, serve on assigned Subcommittees, quickly respond to requests from Government Affairs Office staff and Committee leadership, and engage in constructive dialogue.

## **3. DUTIES OF COMMITTEE MEMBERS**

### **a. Chair**

Duties of the Chair consist primarily of directing the operation of this Committee and reporting to the Members Council as required. Specific duties include:

1. Attend meetings of this Committee and assigned Subcommittee meetings.
2. Preside over all meetings of this Committee and its Executive Subcommittee.
3. Review and coordinate approval of the Committee minutes, as prepared by the staff liaisons, for all Committee meetings.
4. Prepare the agendas for this Committee's meetings with the assistance of the staff liaisons and Committee members.
5. Preparing written reports, including MBO status, at Society Annual and Winter Meetings, and at other times as required.
6. In consultation with the GAC Nominating Committee, shall annually appoint the Chairs of the standing Subcommittees.
7. Annually appoint each member of this Committee to one or more standing Subcommittees.
8. Periodically review the expenditures and budget allocations of the Committee and take any action deemed necessary, in cooperation with the Executive Vice President, to stay within the established budget.
9. Appoint Ad Hoc Subcommittees, or working groups from the membership of this Committee, as necessary.
10. Oversee all liaisons activities. Generate liaisons report(s) for distribution to appropriate Society, ASHRAE Regional, and Chapter groups.

### **b. Vice Chair**

Duties of the Vice Chair include the following:

1. In the absence of the Chair, the Vice Chair shall assume the Chair role at any scheduled or called meeting of this Committee.
2. In the event the Chair is unable to perform its duties, the Vice Chair shall assume all the duties of the Chair until a successor is selected.

3. Prepare recommended budgets for the operation of this Committee for the coming year, in consultation with this Committee's Executive Subcommittee, the staff liaisons, and the BOD ex-officio members, for consideration by this Committee.
4. Perform other duties which may be assigned by the Chair.
5. Serve as the Chair of the Rules Subcommittee.
6. Serve on this Committee's Executive Subcommittee.
7. Serve as GAC representative to the Members Council PAOE Subcommittee.
8. Coordinate all training activities, which include RVC training, at-large Member and Council Representative trainings held at Winter and Annual meetings, as well as throughout the year.

**c. Communications Coordinator**

Duties of the Communications Coordinator shall include working with members and staff to:

1. Work with staff to manage and update relevant ASHRAE webpages and social media outlets.
2. Produce newsletter and/or email updates on a quarterly basis, at a minimum.
3. Work with staff to manage distribution channels for government activity clearing house efforts to the membership.
4. Work with staff to solicit and publish *Journal* and *Insights* articles.
5. Serve on this Committee's Executive Subcommittee.

**d. Regional Vice Chairs**

Duties of the Regional Vice Chairs include:

1. Work closely with the Director and Regional Chair (DRC) to keep them informed regarding the Committee's activities and assist with public policy issues.
2. Attend and actively participate in full GAC committee meetings, serve on at least 1 subcommittee, prepare for and attend any special meetings, and perform other duties as directed by this Committee's Chair.
3. Attend the regular meetings of this Committee at the Winter and Annual Meetings of the Society. Additionally, attendance at Subcommittee meetings during the Winter and Annual Meetings is highly encouraged.
4. Assist Chapters in planning, coordinating and administering government activities and assist with training for such activities.
5. Monitor PAOE and enter RVC assigned points for Chapter governmental activities within the Region.
6. Prepare and conduct Governmental Activities Workshops at Chapters Regional Conference (CRC).
7. Prepare reports, as required by the Society and this Committee's Chair.
8. Coordinate communication on government activities at the Chapter and Regional levels.
9. Administer this Committee's Government Affairs Awards Program within the Region, solicit entries for each award from the Chapters, and forward qualified entries for Society consideration.
10. Transfer all relevant GAC materials, information, standards, and related information to the successor RVC.

11. Visit as many chapters as possible during the 3-year term in coordination with DRC's plans for chapter visits from region officers (though some consideration shall be given to the RVCs in Region XIII, XIV and RAL).
12. RVC responsibility to help organize Government Outreach Events.
13. Coordinate with DRC regarding President Elect Training and Regional Training.
14. Coordinate planning calls with Chapter GAC Chairs.

**e. Representative of Technology Council**

Duties of the Representative of Technology Council (TechC) include:

1. Serve as the liaison between GAC and TechC.
2. Ensure that ASHRAE's standards and other technical products are represented in public policy discussions and initiatives.
3. Serve on this Committee's Executive Subcommittee.
4. Keep GAC and subcommittees informed as to what standards, position documents, etc. are currently being discussed and/or edited to coordinate efforts with GAC Executive Subcommittee, Policy and Programs Subcommittee, or any other impacted Subcommittee.

**f. Representative of Members Council**

Duties of the Representative of Members Council include:

1. Serve as the liaison between GAC and Members Council.
2. Ensure that ASHRAE's grassroots interests are represented in public policy discussions and initiatives.
3. Serve on this Committee's Executive Subcommittee.

**g. Representative of Publishing and Education Council (PubEd)**

Duties of the Representative of PubEd Council include:

1. Serve as the liaisons between GAC and PubEd.
2. Ensure that ASHRAE's publications, training, certification, and related products are represented in public policy discussions and initiatives.
3. Serve on this Committee's Executive Subcommittee.

**h. At-Large Members**

Duties of the At-Large Members include:

1. Serve on the Committee's Subcommittees as assigned by the Chair
2. Provide support and advice as an advocate for assigned Committees in communication and interpretation of Committee's goals; guidance in fiscal planning, assistance in preparation and monitoring of annual objectives; assistance in developing and monitoring of action plans to achieve Strategic Plan Objectives; and assist in preparing recommendations to the Members Council.
3. Attend all meetings of the Committee.

4. Other duties from time to time as directed by the Committee Chair.

**i. Ex Officio Member**

Duties of the BOD *Ex-Officio* member include:

1. Serve this Committee in an advisory capacity and provide liaisons with the BOD, Councils, and other Committees.
2. Provide support to this Committee as follows:
  - (a) Guidance in fiscal planning.
  - (b) Assistance in preparation of annual objectives.
  - (c) Monitoring of progress toward completion of annual objectives.
  - (d) Assistance in developing action plans to achieve Strategic Plan Objectives.
  - (e) Monitoring of progress toward completion of Strategic Plan Objectives.
  - (f) Ongoing review of the Committee's ROB and MOP.
  - (g) Assess the Committee's scope and operation, and suggest changes as needed.
3. Attend all meetings of the Committee, except in cases of conflict with BOD meetings.
4. Serve on this Committee's Executive Subcommittee and Rules Subcommittee.

**j. Staff Liaisons**

The staff liaisons shall assist in carrying out Committee duties, including:

1. Generate, submit for approval to the Chair, and distribute meeting minutes within 10 business days after Committee meetings.
2. Distribute other supporting documents to Committee members in a timely manner.
3. Assist the Chair in preparation of timely, informative reports to the Members Council and the BOD.
4. Welcome new members appointed to this Committee and send them copies of the current Committee roster, MOP, minutes of the past Committee meetings, and other pertinent information, as applicable.
5. Assist the Vice Chair with generating the Committee's budget.
6. Maintain a copy of accounting records and financial statements for the Committee.
7. Process appropriate transportation reimbursement requests for Committee members.
8. Support the Committee in carrying out Strategic Plan Objectives (SPO's).
9. Update this Committee's MOP as directed by the Committee.
10. Update and process materials for this Committee's workshops at CRC's.
11. Assist in the preparation of materials for training incoming Committee members.
12. Assist the Vice Chair in conducting training of Committee members at the Annual Meeting and the Winter Conference, and in qualifying Committee members to provide training at CRC Workshops and Chapter events.
13. Respond to inquiries from Chapters regarding this Committee's activities.
14. Assist the Communications Coordinator, the Vice Chair, and ASHRAE IT staff with maintaining a website whereby the membership of ASHRAE can readily obtain information regarding government activities in any geographical location where ASHRAE has a presence.
15. Provide support for this Committee's Government Affairs Awards Program, coordinate notifications, transportation to the Society Meeting, and Society notification to award winners.

16. Provide information and appropriate contact with government agencies in support of Committee government activities.
17. Provide administrative support for this Committee's programs.
18. Coordinate update of website per this Committee's directives.
19. Offer public policy updates and guidance to the Committee on:
  - a. Summary of recent government activities (as informed by the Society's Public Policy Priorities).
  - b. Trends relative to such priorities at the grassroots government level.
  - c. Existing or potential collaboration with partnering policy organizations.
  - d. Summary of recent requests for input from ASHRAE's GA team, requests for ASHRAE GA action for specific issues being addressed at national, sub national, and local government levels, and the actions that were taken (or not taken) to respond to these requests.

#### **4. SUBCOMMITTEES**

The Chair shall appoint Committee members to each Subcommittee annually. Subcommittee members may include voting members of this Committee and individuals with specific and relevant experience needed on each Subcommittee.

The Chair of this Committee shall form Subcommittees to conduct the business of the Committee in a practical and efficient manner. As conditions change, standing Subcommittees may be dissolved. The Chair may also form ad-hoc Subcommittees as needed.

Subcommittee Chairs must have served on the Subcommittee to which they are being appointed for at least 1 year, with the exception of the Nominating Subcommittee and the Rules Subcommittee.

Subcommittee members are appointed for a period of one year and may be reappointed by the incoming Chair.

Standing Subcommittee membership and responsibilities are assigned as follows:

##### **a. Executive**

The Executive Subcommittee (ES) consists of the Chair, Vice Chair, Subcommittee Chairs, Communications Coordinator, Representative of Tech Council, Representative of Members Council, Representative of PubEd Council, Consultants and the BOD ExOs.

Responsibilities of the Executive Subcommittee shall include:

1. Develop the proposed yearly Public Policy Priorities for the Society.
2. Develop and monitor the Committee's MBOs.
3. Develop budgets and monitors Committee expenses.
4. Review and approve requests for action alerts.
  - a. Action alerts are requests to the membership to support an active issue such as pending action on a bill affecting indoor environment.
  - b. Requests for action alerts may be initiated by individuals or groups within or outside GAC.
  - c. When a request for an action alert is received, ES shall make a preliminary judgment as to whether it is necessary and supported by an approved position of the Society.

- d. If an action alert request is deemed necessary and supported by approved positions of ASHRAE, and if ES agrees that an alert should be issued, timely concurrence from Society Executive Committee will be sought by the Coordinating Officer.
  - e. If an action alert is found to lack support in approved ASHRAE positions and if ES believes an alert should be issued, the Coordinating Officer shall, in a timely manner, seek a supporting position from Society Executive Committee and report it to ES for further consideration.
5. Review and approve requests for input and/or support for specific issues being addressed at national, sub national, and local government levels.
- a. Requests for input and/or support for specific issues being addressed at national, sub national, and local government levels are initiated by those outside of the GAC. Requests for support often are asking ASHRAE to publicly express an opinion on issues that are considered to be related to ASHRAE's interests.
  - b. Requests for input and/or support may be proposed or initiated by individuals or groups within or outside GAC or ASHRAE.
  - c. When a request for input and/or support is received, if time allows, ES shall make a preliminary judgment as to whether it is supported by an approved position of the Society.
  - d. If an input and/or support request is deemed relevant and supported by approved positions of ASHRAE, and if ES agrees that the input and/or support should be provided, timely concurrence from Society Executive Committee will be sought by the Coordinating Officer.
  - e. If a request for input and/or support is found to lack support in approved ASHRAE positions and if ES believes the input and/or support should be provided, the Coordinating Officer shall, in a timely manner, seek a supporting position from Society Executive Committee and report it to ES for further consideration.
  - f. ASHRAE GA staff should inform the GAC chair when requests are received and advise the chair as to whether or not the request aligns well with existing ASHRAE priorities and documented positions. If time allows, the chair then determines whether to bring the issue to the ES for discussion or authorize staff to address the issue directly.
  - g. For requests received by staff that do not allow time to be considered by the GAC ES and/or GAC ES chair, staff may recommend action directly of the Society Executive Committee and/or Society President. Staff should inform the GAC chair of these time-sensitive requests and recommendations, along with the action taken.
6. Review, comment, and approve Public Policy Issue Briefs (PPIBs) developed by the Policy and Programs Subcommittee.
- a. Recommendations, if any, for new PPIBs shall be provided to the Policy and Programs Subcommittee.
  - b. Recommendations, if any, for the retirement of PPIBs shall be provided to the Policy and Programs Subcommittee.
  - c. PPIBs approved by the Executive Subcommittee shall be sent to the full Government Affairs Committee for approval.

**b. Policy and Programs**



The members of the Policy and Programs Subcommittee are appointed annually by the Chair of the GAC and consist of approximately half of the RVCs on the GAC, and any additional members at the discretion of the Chair. Members of the Executive Subcommittee may, at their discretion, serve as *Ex Officio* members of the Policy and Programs Subcommittee.

Responsibilities of the Policy and Programs Subcommittee shall include:

1. Develop and oversee implementation of public policy goals and initiatives, as drawn from the Society's Public Policy Priorities.
2. Provide regular reports to the GAC on the status of public policy initiatives and goals. These reports shall include recommendations for improving the effectiveness of the Society's public policy operations.
3. Seek opportunities in conjunction with Member Mobilization Subcommittee efforts for influencing public policy through active outreach with governmental and non-governmental organizations.
4. When deemed necessary, prepare and submit requests for action alerts to the Executive Subcommittee.
5. Review and recommend revisions to the PAOE criteria, forward to the Committee Vice-chair for consideration.
6. Review annually existing PPIBs and make recommendations to the Executive Subcommittee to retire or update the PPIBs. If an update is recommended, the Policy and Programs Subcommittee shall develop the PPIB and submit to the Executive Subcommittee for review and approval.
7. Recommend and develop any new PPIBs, as needed.

### **c. Member Mobilization**

The members of the Member Mobilization Subcommittee are appointed annually by the Chair of the GAC and consist of approximately half of the RVCs on the GAC, and any additional members at the discretion of the Chair. Members of the Executive Subcommittee may, at their discretion, serve as *Ex Officio* members of the Member Mobilization Subcommittee.

Responsibilities of the Member Mobilization Subcommittee shall include:

1. Monitor and respond to public policy-related requests from government officials and non-governmental organizations on public policy issues deemed important by the Society, including, but not limited to those issues identified in the Society's Public Policy Priorities. Monitor and respond to public policy-related requests from government officials and non-governmental organizations on public policy issues deemed important by the Society, including, but not limited to those issues identified in the Society's Public Policy Priorities. Refer to GAC MOP section 6.a.4 and 6.a.5.
2. When deemed necessary, prepare and submit requests for action alerts or for providing input and/or support for specific issues being addressed at national, sub national levels to the Executive Subcommittee.
3. Provide regular reports to the GAC on the status of ongoing public policy projects. These reports shall include recommendations for improving the effectiveness of the Society's public policy operations.

4. Provide recommendations to the GAC on emerging issues that are not the current primary focus of the Society, but have the potential to become of greater interest and thus may warrant greater future attention.
5. Manage Government Affairs Awards Program.
6. Review and update training materials for chapter chairs prior to Winter Meeting. The Subcommittee must provide feedback on training materials and work with staff to update and develop the training materials for Regional and chapter training events.
7. Review and recommend revisions to the PAOE criteria, forward to the Committee Vice-chair for consideration.

#### d. Global Affairs

The members of Global Affairs Subcommittee are appointed annually by the Chair of the GAC. Membership of the Subcommittee includes the RVC's from Regions 2, 8, 11, 12, 13, 14 and the RAL and in addition, up to 3 additional non-RVC Members with international experience that serve on the GAC, at the discretion of the GAC Chair. The Chair of the Subcommittee needs to be an RVC with a minimum of 1 year GAC experience and be from the Regions involved.

Responsibilities of this Subcommittee shall include:

1. Developing strategies to promote and grow activities that reflect the global nature of the Society;
2. Identifying regional best practices for government outreach outside of the U.S. so that chapters can successfully promote the Public Policy Priorities internationally and build connections with government officials, institutions, non-governmental organizations, and private parties;
3. Monitor key public policy needs of government officials and policy makers internationally concerning the built environment, and make ASHRAE recommendations for responding to these issues;
4. Provide regular reports to the GAC on global outreach activities.
5. Review and recommend revisions to the PAOE criteria, forward to the Committee Vice-chair for consideration.

#### e. Rules

1. The Vice Chair of GAC will be the chair of this Subcommittee.
2. Membership of the Subcommittee will be the GAC Vice Chair, the Communication Coordinator, the Members Council Representative, the Board Ex-Officio, and up to three additional members at the GAC Chair's discretion. At least one of the subcommittee members shall have served on the subcommittee the previous year, and at least three of the subcommittee members shall have served on the GAC the previous year.
3. Responsibilities of this Subcommittee is to conduct an annual review of the MOP, ROB, the Resource Manual, and Section 2.5 of the Manual of Chapter Operations.

##### a. **Rules of the Board (ROB):**

The rules of the board for the GAC define its scope and purpose, membership and operation. Specifically, section 2.402.001 of Volume 2 covers the scope and purpose of the committee, section 2.402.002 Membership, and 2.402.003 Operation. Changes to this document must be preliminary reviewed by the Society Rules Committee, then passed as a motion to Members Council for approval, and lastly passed to the Board for Final approval. The content of these sections should be high level and identify the "who", "what" and "why". The "how" should be described in the Manual of Procedures.

**b. Manual of Procedures (MOP):**

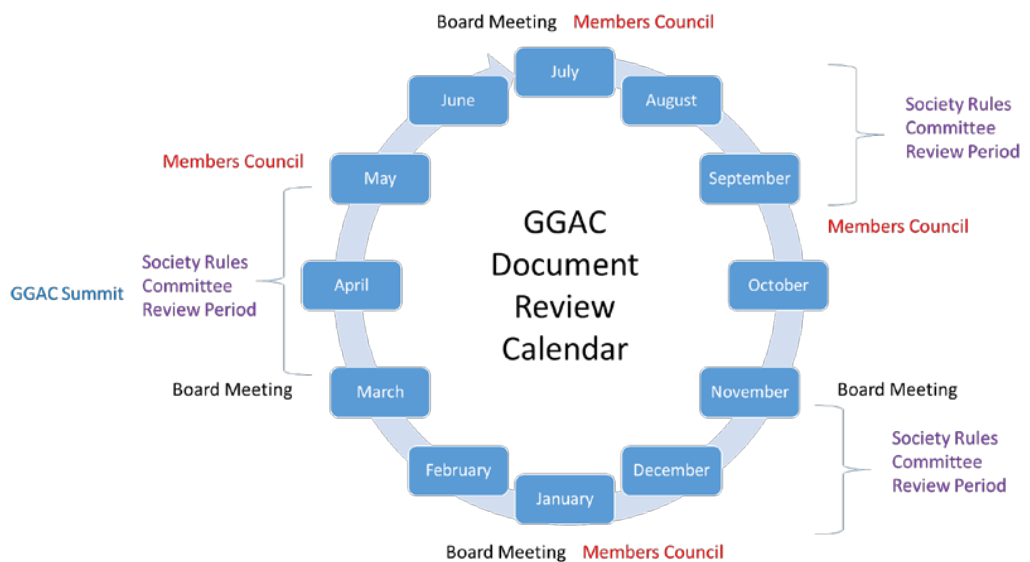
This manual details the operating procedures followed in carrying out the responsibilities of the committee as prescribed in its ROB. For example, this document contains the expectations of Committee members, their duties, a description and make-up of the GAC working subcommittees, the requirements for developing annual objectives, and the awards that the GAC committee is empowered to distribute. Changes to the MOP must be approved by Members Council, but do not require Board approval.

**c. GAC Resource Manual (RM):**

The Government Affairs Committee Resource Manual is a reference for guidelines, forms, procedures, sample documents and other tools that the Committee uses in its day-to-day operations. It ensures consistency in the operation of the Committee at the Society, Region, and Chapter level and serves as an educational tool for new members. The Government Affairs Committee Resource Manual is an internal document of the Committee and changes require the approval of the GAC Committee, only.

**d. Section 2.5 of the Manual of Chapter Operations (MCO):**

This section of the Manual of Chapter Operations describes the duties of the Chapter level GAC organizations and rules procedures for disseminating information from the Society GAC and when and how to engage local government officials. The MCO is owned and maintained by Members Council. Changes made to this document must be presented and approved by that entity. Members Council meets 4 times a year and proposed changes must have background information and justification for changes.



#### **f. Nominating**

1. Membership of this Subcommittee shall be the Chair, Vice Chair, a Presidential Member, the Communication Coordinator, the GAC ExO and up to one additional member, if needed. Need for an additional subcommittee member or members shall be determined by the GACChair.
2. The Subcommittee shall select a Vice Chair to serve in the absence of the Chair.
3. Responsibility of this Subcommittee is to make recommendations to the Society Appointments Roadmap Committee through the Board ExO for the next year's GAC Committee Chair and Vice Chair.
4. The Subcommittee shall seek input from Chairs of Subcommittees on their recommendations regarding nominations.
5. This Subcommittee shall also submit recommendations for the next year's Chairs of the various GAC Subcommittees to the newly appointed GAC Committee Chair and Vice Chair.
6. This Subcommittee shall meet at the Winter Meeting and at other times during the year as needed. Meetings shall be held in Executive Session and the staff liaison will be tasked with disposal of any worksheets at the end of each meeting.
7. All nominations should be submitted by the nominating subcommittee within a maximum of two weeks' time after the Winter Meeting.

#### **5. Committee Objectives (MBOs)**

Prior to the Society Annual Meeting, the incoming Committee Chair, in consultation with the Executive Subcommittee, will prepare objectives for the Committee for the next Society Year and present these objectives to the Committee for review during the Society's Annual Meeting. The objectives will be included in the Committee's report to the Members Council at the Annual Meeting as an information item, and a copy of the objectives will be sent to ASHRAE Headquarters staff, Assistant to the BOD.

1. If any Committee does not submit its objectives to the BOD at the Annual Meeting, an assigned BOD Ex-Officio is responsible for contacting the incoming Committee Chair and working with him/her to complete these objectives.
2. ASHRAE Headquarters staff Director of Member Services will send copies of objectives to the BOD Ex-Officio, Committee staff liaisons and council staff liaisons. Staff liaisons will send objectives to Committee members.
3. Each objective should be measurable and should include a projected completion date, fiscal impact (if any) and other information that would clarify the intent of the objective. If an objective is to be assigned to a specific member or Subcommittee of the Committee, this should also be included.
4. A status report of the objectives will be included in the Committee report submitted to the Members Council at the Society's Winter Meeting, and a copy of the objectives will be sent to ASHRAE Headquarters staff, Director of Member Services.

5. A final report of the objectives will be included in the Committee report submitted to the Members Council at the Society Annual Meeting, and a copy of the objectives will be sent to ASHRAE Headquarters staff, Director of Member Services. The objectives prepared by the incoming Committee Chair for the next Society Year (or by the individual who will be the next year's Chair) will also be included in this report. These two reports on objectives will show the Members Council what the Committee accomplished during the Society Year that is ending and what is planned for the upcoming year.

## **6. AWARDS PROGRAM**

### **a. Government Affairs Award**

The Government Affairs Award was established to recognize an individual for outstanding effort and achievement in national, sub-national, and local government activities in connection with technical issues related to the activities of the Society.

- Recognition is in the form of a plaque for first place winner.
- One awarded per year.
- The Government Affairs Committee makes recommendations for the award to the Honors and Awards Committee at the Winter Meeting.