



Shaping Tomorrow's
Built Environment Today

Government Affairs Committee

Manual of Procedures

Approved by Grassroots Government Advocacy Committee on January 11, 2019 and accepted by Members Council on January 15, 2019.

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Table of Contents

1. Introduction	Page 3
2. Expectations of Committee Members.....	Page 3
3. Duties of Committee Members	Page 3
a. Chair.....	Page 3
b. Vice Chair	Page 3
c. Communications Coordinator.....	Page 4
d. Regional Vice Chairs.....	Page 4
e. Representative of Technology Council	Page 5
f. Representative of Members Council	Page 5
g. Representative of Publishing and Education Council	Page 5
h. At Large Members.....	Page 5
i. <i>Ex Officio</i> Member	Page 6
j. Staff Liaisons.....	Page 6
4. Subcommittees.....	Page 7
a. Executive.....	Page 7
b. Policy and Programs.....	Page 8
c. Member Mobilization	Page 8
d. Global Affairs.....	Page 8
e. Rules.....	Page 9
f. Nominating.....	Page 10
5. Committee Objectives (MBOs)	Page 11
6. Award Programs	Page 12
a. Government Activities Award.....	Page 12

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, 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. Present, in coordination with the staff liaisons, centralized training for RVCs at the Annual Meeting and Winter Conference.
4. Review and coordinate approval of the Committee minutes, as prepared by the staff liaisons, for all Committee meetings.
5. Prepare the agendas for this Committee's meetings with the assistance of the staff liaisons and Committee members.
6. Preparing written reports, including MBO status, at Society Annual and Winter Meetings, and at other times as required.
7. In consultation with the GAC Nominating Committee, shall annually appoint the Chairs of the standing Subcommittees.
8. Annually appoint each member of this Committee to one or more standing Subcommittees.
9. 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.
10. Appoint Ad Hoc Subcommittees, or working groups from the membership of this Committee, as necessary.

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.
4. Oversee all liaisons activities. Generate liaisons report(s) for distribution to appropriate Society, ASHRAE Regional, and Chapter groups.
5. As needed, coordinate review of the MOP and ROB and recommend changes via motions to the Committee.
6. Serve on this Committee's Executive Subcommittee.
7. Serve as GAC representative to the Members Council PAOE Subcommittee.
8. Coordinate training at Winter and Annual Meetings.

c. Communications Coordinator

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

1. 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. Manage distribution channels for grassroots government activity clearing house efforts to the membership.
4. Solicit and publish *Journal* and *Insights* articles.
5. Manage grassroots government activities training efforts.
6. 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 the regular meetings of this Committee at the Winter and Annual Meetings of the Society. Meetings are scheduled for Friday all day and Saturday until noon.
3. Assist Chapters in planning, coordinating and administering government activities and assist with training for such activities.
4. Monitor PAOE for Chapter governmental activities within the Region.
5. Prepare and conduct Governmental Activities Workshops at Chapters Regional Conference (CRC).
6. Prepare reports, as required by the Society and this Committee's Chair.
7. Coordinate communication on government activities at the Chapter and Regional levels.
8. 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.
9. Transfer all relevant GAC materials, information, standards, and related information to the successor RVC.
10. Serve on Subcommittees, prepare for and attend any special meetings, and perform other duties as directed by this Committee's Chair.
11. During the 3-year term of an RVC, visit each Chapter at least once (though some consideration shall be given to the RVCs in Region XIII, XIV and RAL).

12. RVC responsibility to help organize Day on the Hill visits.
13. Attend Subcommittee and Ad Hoc Subcommittee conference calls.
14. Travel, attend and present at President Elect Training and Regional Training.
15. 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.

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.
2. Attend all meetings of the Committee, except in cases of conflict with BOD meetings.
3. Serve on this Committee's Executive 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 and four-year plan.
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 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 grassroots 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 grassroots 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. Recent grassroots 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.

6. 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 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 proposed by 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 positions 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.

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. 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 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.

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. Members of the Executive Subcommittee may, at their discretion, serve as *Ex Officio* members of the Responsive Engagement 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.
2. When deemed necessary, prepare and submit requests for action alerts 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 prior to Winter Meeting.

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 in addition to 3 At Large Members from the Regions involved. The Chair of the Subcommittee needs to be an RVC with a minimum of 1 year 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.

e. Rules

1. The Vice Chair of GAC will be the chair of this Subcommittee.
2. Membership of the Subcommittee will be the Vice Chair, the Communication Coordinator and the Members Council Representative.
3. Responsibilities of this Subcommittee is to conduct an annual review of the MOP and ROB.
 - 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):**

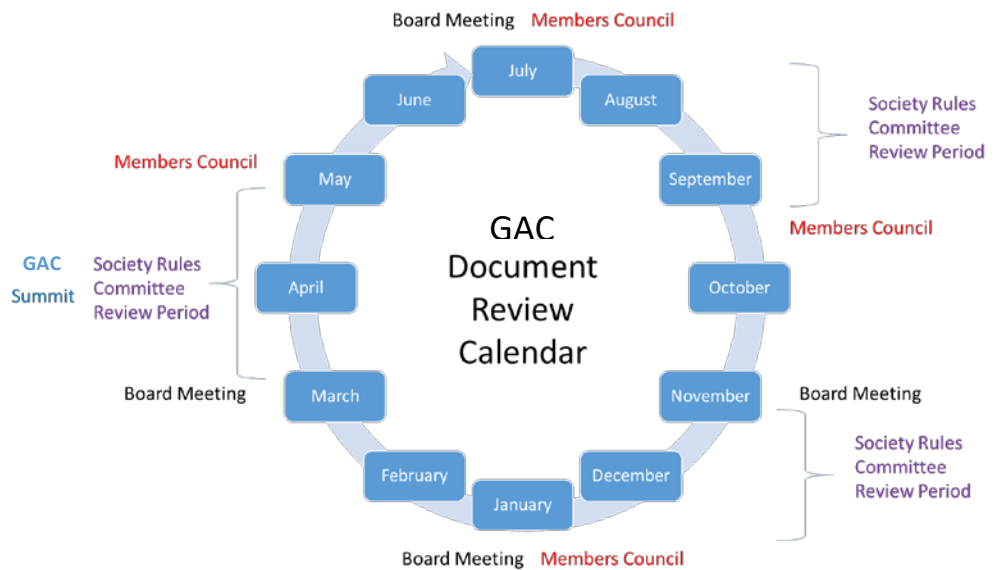
This manual details the operating procedures followed in carrying out the responsibilities of the committee as prescribed in its ROB. For example, this document contains the expectations of Committee members, their duties, a description and make-up of the GAC working subcommittees, the requirements for 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 2.6 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 a Presidential Member, the Communication Coordinator and the chairs of the other standing Subcommittees.
2. The Subcommittee shall be Chaired by a Presidential Member and 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. 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.
5. 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.
6. All nominations should be submitted by the nominating subcommittee within a maximum of two weeks' time after the Winter Meeting.

7. 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.

8. AWARDS PROGRAM

a. Government Affairs Award

The Government Affairs Award was established to recognize an individual for outstanding effort and achievement in state, provincial, 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 winners.
- One awarded per year.
- The Government Affairs Committee makes recommendations for the award to the Honors and Awards Committee at the Winter Meeting.