

ASHRAE Handbook Committee

MANUAL OF PROCEDURES

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FORWARD (Not part of MOP)

This Manual of Procedures (MOP) details the operating procedures followed in carrying out the general responsibilities of the Handbook Committee as prescribed in the Rules of the Board (ROB). Refer to ROB 2.409.003 for the current operating procedures.

The committee may have additional duties and responsibilities that are not included in this document.

1. GENERAL RESPONSIBILITIES

- 1.1. The Handbook Committee (HBC) is responsible for preparing and publishing the *ASHRAE Handbook*. This committee formulates editorial policies and establishes the overall philosophy and guidelines for the *Handbook* to ensure a well-rounded, authoritative publication consistent with the mission of ASHRAE. The HBC or its representative shall reply in writing to all comments received that pertain to *Handbook* content or procedures. The HBC assigns the preparation of chapters to appropriate Technical Committees (TCs).
- 1.2. The HBC Reference Manual contains details on responsibilities, operation and organization of the HBC.
- 1.3. The HBC, in cooperation with the Handbook Editor, shall prepare and maintain an Authors and Revisers Guide (ARG).

2. MEMBERSHIP

- 2.1. Membership on this committee is specified by ROB 2.409.002.
- 2.2. The HBC chair is usually the retiring subcommittee chair for the volume most recently published.
- 2.3. The HBC vice chair usually is the chair of the subcommittee responsible for the volume published in that fiscal year.
- 2.4. Other members of the committee are the Handbook liaisons, Volume handbook chairs, and the ASHRAE editorial staff.

3. CHAIR RESPONSIBILITIES

- 3.1. Preside over meetings governed by the current edition of ASHRAE Simplified Rules of Order.
- 3.2. Prepare the agenda for these meetings in consultation with the Handbook Editor.
- 3.3. Assign a mentor for all incoming members in accordance with Reference Manual.
- 3.4. Appoint or reappoint ad hoc subcommittees with one-year term as needed.
- 3.5. Appoint subcommittee chairs and members for standing subcommittees identified in Section 7.
- 3.6. Review and approve draft meeting minutes for final approval by committee.
- 3.7. Call additional meetings as needed.
- 3.8. Prepare and manage Management by Objectives (MBO) for the committee.

4. VICE CHAIR RESPONSIBILITIES

- 4.1. In the absence of the Chair, preside over meetings
- 4.2. Perform other duties as assigned by the Chair (see reference manual)
- 4.3. If the Chair is unable, assume all duties of the Chair until a successor is appointed

5. STAFF LIAISON ASSIGNMENTS

- 5.1. The Handbook Editor and staff support the HBC. The Editor prepares and distributes meeting notices, agendas, minutes, and any other material required for committee use.
- 5.2. Staff are assigned by ASHRAE executive at their discretion unless specified in the ROB.
- 5.3. The Handbook Editor and supporting staff
 - 5.3.1. review TC- and HBC liaison-approved chapter manuscripts, work with handbook liaisons and TC handbook chairs to clarify changes and updates, and
 - 5.3.2. suggest new chapters that conform to Section 1.0, Handbook Content and Philosophy.
- 5.4. The Publisher grants permission to quote, reprint, or otherwise reproduce material from Handbook volumes, based on policy established by the ASHRAE Board of Directors BOD. If any request is not clearly covered by such policy, the Publisher submits it to the BOD for a decision.

6. LIAISON RESPONSIBILITIES

- 6.1. The HBC members are acting liaisons with TC handbook chairs for the assigned chapters. The Handbook volume chairs is responsible for assignments of chapters to HBC members who will
 - 6.1.1. act as liaisons between the Editor and revisers (TC handbook chair and TC members),
 - 6.1.2. arrange for adequate review of their assigned chapters,
 - 6.1.3. monitor progress of the review and revision process, and
 - 6.1.4. submit final, TC-approved manuscripts to the Editor.

7. STANDING SUBCOMMITTEES

- 7.1. Each volume subcommittee has responsibility for preparing a specific Handbook volume (4 subcommittees).
- 7.2. The Executive Subcommittee of the HBC consists of the chair of the HBC, the chairs of the volume subcommittees. The chair of the HBC is the chair of the Executive Subcommittee. This subcommittee is concerned with activities of the HBC in the current Society year.
- 7.3. The Functional Subcommittee has the newest volume chair as its chair, and other members as appointed by the HBC chair. This subcommittee is responsible for annually reviewing and recommending updates as needed for the Rules of the Board (ROBs), Manual of Procedures (MOP), the reference Manual and the Authors and Revisers Guide (ARG).
- 7.4. The Review/Training Subcommittee has the second newest volume chair as its chair, and other members as appointed by the HBC chair. This subcommittee is responsible for training incoming HBC members. This subcommittee is also responsible for training the authors and revisers of Handbook chapters. This subcommittee is also tasked with reviewing the training materials for TC subcommittee chairs, chapter lead authors, Handbook, and committee members, and reviewing the relevant handbook chapters.
- 7.5. The Electronic Media Subcommittee has the third newest volume chair as its chair, and other members as appointed by the HBC chair. This subcommittee investigates software and electronic tools to make members and associates perform the work quicker, better, and more efficiently and improve ASHRAE's services and makes recommendations regarding electronic content development and delivery.

7.6. The Strategic Planning Subcommittee has the HBC's vice chair as its chair, and other members as appointed by the HBC chair. This subcommittee recommends objectives to further the Society's goals for the Handbook and makes plans for the committee's future operation.

8. SPECIAL REQUIREMENTS

None at this time.