



Shaping Tomorrow's Global
Built Environment Today

MANUAL OF PROCEDURES

Planning Committee

Approved by the Planning Committee on June 11, 2024
Approved by the Society Rules Committee on June 25, 2024

Planning Committee Manual of Procedures (MOP)

FORWARD

This Manual of Procedures (MOP) details the operating procedures followed in carrying out the general responsibilities of the Planning Committee (PLC) as prescribed in the Rules of the Board (ROB). Refer to ROB volumes 1-3 for the current operating procedures.

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

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1. GENERAL RESPONSIBILITIES

- 1.1. As specified by ROB 2.416.003
- 1.2. Provide information to the Board of Directors on strategic planning and related activities.
- 1.3. Review the structure and operations of the Society and prepare recommendations for changes as needed.
- 1.4. Advise all standing bodies, committees, and councils on how they can contribute to the strategic planning process.
- 1.5. Maintain a reference manual for the PLC, containing an operational plan for the committee, which shall contain information on the regular review of the strategic plan and supporting documents, as well as other materials necessary for the efficient conduct of PLC business.
- 1.6. Periodic review of the Rules of the Board pertinent to the operation of PLC with recommendations for changes forwarded to Society Rules Committee for review and approval.

2. MEMBERSHIP

- 2.1. Membership on this committee is specified by ROB 2.416.002.
- 2.2. That up to three (3) consultant positions, from non-active or non-ASHRAE Members that are leaders in the built environment, be added to the Planning Committee as resources for the purpose of creating and maintaining the Society Strategic Plan. The term of service for consultants noted shall be one- year to coincide with the ASHRAE fiscal year. This shall start on July 1, 2024 and be annually appointed (23-06-11-11).

3. CHAIR RESPONSIBILITIES

- 3.1. Preside over meetings of PLC.
- 3.2. Prepare reports for the Board of Directors and PLC as required.
- 3.3. Designate ad-hoc committees and assign planning committee members tasks as needed to discharge PLC duties.
- 3.4. Call additional meetings of PLC as needed to respond to workload.
- 3.5. Develop MBO's for the PLC for the Society year.
- 3.6. Review the reference manual periodically.

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.
- 4.3. If the Chair is unable, assume all duties of the Chair until a successor is appointed.
- 4.4. Monitor the yearly plan developed by PEAC.

5. STAFF LIAISON ASSIGNMENTS AND RESPONSIBILITIES

- 5.1. Staff are assigned by ASHRAE Executive Vice President at their discretion unless specified in the ROB.
- 5.2. Maintain all official PLC reports, correspondence, and documentation of PLC actions taken by committee members individually and collectively.
- 5.3. Assist the Chair with preparation of the agendas and supporting documentation for PLC meetings and provide this information to PLC members prior to the meeting.
- 5.4. Prepare draft minutes and submit to the Chair for approval prior to distribution to the committee within 60 days after committee meetings.
- 5.5. Implement actions approved by PLC.
- 5.6. Assist the committee as necessary in the management of its activities.

6. RESPONSIBILITIES OF ALL PLC MEMBERS

- 6.1. Attend all committee meetings.
- 6.2. Interface with appropriate councils or committees as needed or as assigned.
- 6.3. Be familiar with planning-related documents and rules approved by the Board of Directors or the Membership.
- 6.4. Fully participate in all assigned activities and complete assignments by the designated time.

7. LIAISON RESPONSIBILITIES

- 7.1. As directed, convey information to committees the appointed person is liaison to, and report back on activities undertaken by those committees that are relevant to the PLC.

8. STANDING SUBCOMMITTEES

- 8.1. Implementation and Innovation Subcommittee.
- 8.2. Validation and Documentation Subcommittee.
- 8.3. Additional subcommittees as necessary to perform the work of the committee (i.e., the Strategic Plan Development Subcommittee).

9. SPECIAL REQUIREMENTS