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Publications Committee
MANUAL OF PROCEDURES

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Table of Abbreviations

Annual Conference	Meeting of the Society, generally in June
BOD	Board of Directors (or Board)
CO	Coordinating Officer
MBO	Management by Objectives
MOP	Manual of Procedures
ROB	Rules of the Board
TC	Technical Committee
Winter Conference	Meeting of the Society, generally in January

STRUCTURE

The Publications Committee shall comprise a chair, a vice chair, and ten other voting members. Service on this committee is for a three-year term. A CO, a BOD Ex-Officio, the *ASHRAE Journal* editor, and the Special Publications editor complete the committee; one of these editors serves as the staff liaison for the committee. The committee reports to the Products Committee of the Publishing and Education Council.

The committee chair and vice chair shall attend the Publishing and Education Council meetings to:

1. Transmit and explain recommendations of the committee to the council.
2. Bring recommendations and actions of the council and BOD to the committee.

The BOD Ex-Officio is an advisor to the committee and an advocate for the committee on the Products Committee, on the Publishing and Education Council, and with the BOD. This individual shall receive agendas and minutes of all committee meetings and copies of all correspondence from and to the committee.

The staff liaison shall carry out the requirements of the ROB and MOP and shall do the following:

- Attend all meetings of the committee.
- Advise the committee of plans and activities affecting publication and obtain committee input on planned programs and activities.
- Enlist committee assistance in obtaining articles, reviewing articles, and maintaining an editorial balance in the content of the material presented in the publication.
- Act as secretary to the committee in the preparation and distribution of the minutes.
- Distribute minutes of the past four committee meetings and the MOP to new committee members. This shall occur as new appointments are made by the president-elect.
- Distribute the agenda, reports, and other materials to members of the committee.
- Prepare a monthly *ASHRAE Journal* review form and send the form to members of the committee for them to rate each volume's technical articles.

SUBCOMMITTEES AND LIAISONS

A Planning Subcommittee shall be appointed by the chair. This subcommittee shall consist of the chair and vice chair, the *ASHRAE Journal* editor, the Special Publications editor, the staff liaison, and other committee members who wish to attend. The vice chair will preside. The Planning Subcommittee shall meet prior to each meeting for the purposes of reviewing a list of objectives that will be reported with recommendations to the full committee.

The chair shall appoint a member of the Publications Committee to be liaison with Research Administration Committee (RAC).

The chair shall appoint members of the Publications Committee to be liaisons to each section of the Technical Activities Committee (TAC). TAC Section Liaisons shall contact the TC chairs in their assigned TAC section to communicate about upcoming Special Publications and/or the relevance of older Special Publications on the market. TAC Section liaisons shall also attend the TC/TG/MTG

Chair's Breakfast meetings at the Annual and Winter Conferences to communicate with TC chairs and convey information to or from the chairs and Publications Committee.

On an ad hoc basis, the chair may appoint committee members to be liaisons to other committees of the Society for the purpose of interchange of information of mutual value.

DUTIES

The Publications Committee identifies the technical information needs of the HVAC&R industry not met through the ASHRAE Handbook series, ASHRAE's research journal, standards, guidelines, or user's manuals and oversees editorial policies and delivery of products to the marketplace. This includes the editorial policies of ASHRAE's magazines (such as *ASHRAE Journal* and *High Performing Buildings*), ASHRAE's electronic newsletters, *ASHRAE Transactions* and other conference proceedings, and ASHRAE Special Publications, which are technical publications in print format, such as non-series books (including books resulting from ASHRAE Research Projects and Special Projects), books in the Advanced Energy Design Guide series and the ASHRAE Datacom Series, charts, and tools, as well as all technical publications in machine-readable format, such as audio and visual presentations, software, databases, apps, and online resources.

The responsibilities of the individual committee members are as follows:

- Attend two to four committee meetings per year. The Publications Committee meets at the Annual and Winter Conferences of the Society.
- Provide suggestions, comments, or feedback on ASHRAE's magazines and ASHRAE's electronic newsletters.
 - Read other publications touching on the fields covered by ASHRAE's magazines for comparative purposes and for making constructive suggestions.
 - Generate topics suitable for ASHRAE's magazines and suggest potential authors.
 - Suggest qualified reviewers to assist the *ASHRAE Journal* editor in evaluating or technically editing articles.
- Nominate a candidate for the Journal Paper Award each Society year.
 - Each month committee members will be sent a review form for the current month's *ASHRAE Journal* technical features; committee members are to complete this form to rate the *ASHRAE Journal* technical features and submit it to the *ASHRAE Journal* editor.
 - One week prior to the Winter Conference, the *ASHRAE Journal* editor will provide the committee electronic access to the three to six top-scoring technical features as rated by the committee members on the monthly review form. The committee, using this information and its members' judgment, shall select and nominate a candidate for the Journal Paper Award.
 - The technical features considered and nominated shall have been published within a calendar year (January through December) preceding the Winter Conference.
 - It is the responsibility of the *ASHRAE Journal* editor to report the nomination to the Honors and Awards Committee staff liaison before the end of the Winter Conference. Presentation of the award will occur at the following Annual Conference.

- Recommend to the Products Committee of the Publishing and Education Council those Special Publications that the committee feels should be published and their methods of publication.
 - Committee members evaluate the suitability of proposed Special Publications based on the value of a proposed publication to the membership, the size of the expected audience, and the potential to recover publishing costs through sales of the publication.
 - For a proposal to be considered, the committee shall require submission of a completed online Publication Request Form. The form will be submitted electronically to the Special Publications editor, who will coordinate a staff analysis of the publication and submit recommendations to the Publications Committee.
 - The committee reviews the recommendations and provides supporting data on the fiscal impact to the Products Committee, which will approve, reject, or defer the proposed publication. In the case it is approved, it will move to Publishing and Education Council for final approval for publication.
 - When reviewing unsolicited material, the committee shall endeavor to maintain confidentiality regarding the material submitted, if requested.
 - Following review and approval of the final technical content by the project's cognizant TC or Project Monitoring Subcommittee (PMS), Special Publications staff will edit and format the manuscript for publication.
- Ensure that all Special Publications are current and timely.
 - The staff liaison will maintain a list of Special Publications that have publication dates of the first printing or latest revision four or more years old.
 - The Special Publications editor or the committee liaison assigned to the specific TAC section of the cognizant TC for each publication shall correspond with the chair of the cognizant TC or the TAC section head to determine whether the publication is still current and valid, whether it should be revised or updated, or whether the topic is no longer of interest to HVAC&R engineers and should therefore be made obsolete.

OPERATION

At or before the Annual Conference, the committee chair for the succeeding year shall work with the outgoing chair to understand the status and performance of committee objectives, to plan the continuing and new programs for the following year, and to become the keeper of the committee's archives.

Prior to the Annual Conference, the staff liaison shall contact new committee members and invite their attendance and participation as guests at the regular Publications Committee Meeting. New member orientation will be conducted via conference call or email within the first 30 days of the new member's appointment.

The chair will assign mentors to new members using guidelines in the Reference Manual.

Prior to the Annual Conference, the committee vice chair or the individual who will be the next year's chair will prepare objectives (MBOs) for the committee for the next year and present these objectives to the committee for review at the committee meeting held during the Annual Conference. The preparer of the objectives has the option of proposing objectives that extend beyond one year as

long as the first-year objectives are clear and measurable. The objectives will be included in the committee's report to the Products Committee at the Annual Conference as an information item.

Motions and resolutions presented to the Products Committee with the potential to be forwarded to Publishing and Education Council and the BOD shall follow the approved guidelines. These guidelines apply to proposed changes and clarifications for ROB and other committee-approved items requiring council and/or BOD approval. Appendices are part of the MOP and therefore require approval by the reporting body (B-97-97-02-16).

This committee shall develop procedures for recommending updates to the Society's strategic plan on a continuous basis. As a minimum, the committee shall submit a report to the Products Committee annually that includes the current status of each activity that supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the Products Committee all recommendations for changes to the strategic plan as provided by the committee's constituents before the Annual Conference.