



Shaping Tomorrow's  
Built Environment Today

## **MANUAL OF PROCEDURES**

### **Publications Committee**

**Approved by: Publications Committee**  
**Date: 24 June 2023**

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## FOREWORD (Not part of MOP)

This Manual of Procedures (MOP) details the operating procedures followed in carrying out the general responsibilities of the Publications Committee as prescribed in the ROB. Refer to ROB 2.419 for the current operating procedures. The committee may have additional duties and responsibilities that are not included in this document. This committee reports to the Products Committee of the Publishing and Education Council. The *ASHRAE Journal* editor and the Special Publications editor attend the meetings of this committee.

### Abbreviations Used in this MOP:

BOD	Board of Directors (or <i>Board</i> )
CO	Coordinating Officer
MBO	Management by Objectives
MOP	Manual of Procedures
PTAR	Publication Topic Acceptance Request
RAC	Research Administration Committee
ROB	Rules of the Board
TAC	Technical Activities Committee
TC	Technical Committee

## 1. GENERAL RESPONSIBILITIES

- 1.1. 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 Journal*, 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, PTARs, 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.

## 2. MEMBERSHIP

- 2.1. Membership on this committee is specified by ROB 2.419.002.
- 2.2. Members should:
  - 2.2.1. Provide suggestions, comments, or feedback on *ASHRAE Journal* and ASHRAE's electronic newsletters.
  - 2.2.2. Generate topics suitable for ASHRAE's magazines and suggest potential authors.
  - 2.2.3. Suggest qualified reviewers to assist the *ASHRAE Journal* editor in evaluating or technically editing articles.
  - 2.2.4. Review technical feature articles published in *ASHRAE Journal* each month and nominate a candidate for the Journal Paper Award each Society year.
  - 2.2.5. Recommend to RAC publications submitted through the PTAR process that the committee feels should be awarded funding for the research and work required to produce the publication.
  - 2.2.6. Recommend to the Products Committee of the Publishing and Education Council Special Publications that the committee feels should be published and their methods of publication.
  - 2.2.7. Ensure that all Special Publications are current and timely.

- 2.2.8. 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.
- 2.2.9. Develop procedures for maintaining current and accurate descriptions of the committee's responsibilities as listed in the Publications Committee portion of the ROB, as described in this MOP, and as detailed in the committee's Reference Manual.

### 3. CHAIR RESPONSIBILITIES

- 3.1. Preside over meetings governed by the current edition of *Roberts Rules of Order, Newly Revised*.
- 3.2. Assign a mentor for all incoming members in accordance with ROB 2.105.002.4.
- 3.3. Appoint or reappoint ad hoc subcommittees with one-year term as needed.
- 3.4. Appoint subcommittee chairs and members for standing subcommittees identified in section 7.
- 3.5. Review and approve draft meeting minutes for final approval by committee.
- 3.6. Call additional meetings as needed.
- 3.7. Prepare MBOs 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.
- 4.3. If the Chair is unable, assume all duties of the Chair until a successor is appointed.
- 4.4. At or before the Annual Conference, 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.
- 4.5. Prior to the Annual Conference, prepare 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.

### 5. STAFF LIAISON ASSIGNMENTS

- 5.1. Attend all meetings of the committee.
- 5.2. Advise the committee of plans and activities affecting publication and obtain committee input on planned programs and activities.
- 5.3. Act as secretary to the committee in the preparation and distribution of the minutes.
- 5.4. Complete other tasks as stated in the committee's Reference Manual.

### 6. LIAISON RESPONSIBILITIES

- 6.1. The RAC liaison should communicate with RAC about PTARs as necessary.
- 6.2. TAC liaisons should contact the TC chairs in their assigned TAC sections to communicate about upcoming Special Publications and/or the relevance of older Special Publications on the market. TAC Section liaisons should 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.

## 7. STANDING SUBCOMMITTEES

- 7.1. The Planning Subcommittee consists of the chair and vice chair and other committee members who have been appointed or have volunteered for this committee. The vice chair presides. The Planning Subcommittee shall meet prior to each conference for the purposes of reviewing a list of objectives that will be reported with recommendations to the full committee. This subcommittee shall also regularly review the ROB, MOP, and Reference Manual to ensure they are kept up to date.
- 7.2. The PTAR Subcommittee consists of committee members who have been appointed or have volunteered for this committee. This subcommittee shall review, discuss, and vote to accept or reject submitted PTARs before providing recommendations to RAC for the final vote regarding funding.