



Shaping Tomorrow's
Built Environment Today

MANUAL OF PROCEDURES

FOR

RESIDENTIAL BUILDINGS

COMMITTEE

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FOREWORD

The Residential Buildings Committee is a General Standing Committee of the Society and operates under the direction of the Board of Directors and Technology Council. The Rules of the Board (ROB) for the Residential Buildings Committee (RBC) is the constitution of the committee. Proposed changes to the ROB and its appendices must be approved by the Board of Directors.

Manual of Procedures. A Manual of Procedures (MOP) describes mandatory operational rules and interpretations of policy that a standing body must operate under to achieve their assigned responsibilities. It is designed to complement the rules by providing methods and procedures under which to operate. It is the responsibility of the approving body to determine what requirements should be in a MOP and which can be included in a Reference Manual. (ROB 2.105.002.1)

Reference Manual. A reference manual describes the detailed procedures under which a committee or council operates. Reference manuals are under the sole control of the body to which they apply and are intended to record standard operating procedures and other forms on institutional memory. (ROB 2.105.002.3)

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TABLE OF ACRONYMS

BOD	Board of Directors
CEC	Conference and Exposition Committee
MOP	Manual of Procedures
PPIB	Public Policy Issue Brief
RAC	Research Administration Committee
RBC	Residential Buildings Committee
RIB	Residential Information Brief
ROB	Rule(s) of the Board of Directors
TAC	Technical Activities Committee

SECTION A – RESIDENTIAL BUILDINGS COMMITTEE - GENERAL

A1 Responsibilities/Duties

- A1.1 The Residential Buildings Committee shall serve as the coordinator (or, if necessary, the provider) of expertise in residential buildings, both from within and outside the Society membership proper, when such needs are made known to it or are otherwise apparent.
- A1.1.1 The Residential Buildings Committee is expected to interact with ASHRAE committees and organizations outside of the Society whose scopes impact residential buildings.
- A1.2 The Residential Buildings Committee shall review, coordinate and if necessary, initiate, ASHRAE research in areas relating to residential buildings. The Committee's role in ASHRAE research is not intended to overshadow or supplant the role of other ASHRAE entities having residential building concerns -- but is intended to coordinate residential building activities and to ensure that important issues are addressed.
- A1.3 The Residential Buildings Committee shall ensure that ASHRAE members are provided with opportunities to keep themselves adequately informed on residential building issues of interest to the Society. The methods for accomplishing this include:
1. work with Handbook Committee to maintain the content of the ASHRAE Handbook pertaining to Residential Buildings,
 2. sponsor programs at Society meetings on residential building issues,
 3. and work with other appropriate Society committees (e.g., RAC, TAC, and Standards) to develop educational courses, publications, and other materials.
- A1.4 The Residential Buildings Committee is responsible for organizing, reviewing, and recommending articles for the ASHRAE Journal in coordination with other relevant ASHRAE Committees.
- A1.5 RBC shall deliver reports on emerging issues to Technology Council on topical residential building issues as appropriate. These reports shall be delivered to Technology Council for their review and/or inclusion in their reports to the BOD and posted on the RBC website.
- A1.6 The Residential Buildings Committee shall serve as the coordinator of expertise in residential documents from within and outside the Society membership proper when such needs are made known to it or are otherwise apparent.
- A1.7 The Residential Buildings Committee will recommend representatives to CEC. The RBC representatives will assist the CEC Conference Steering Committee with the Buildings Conference.
- A1.8 The Residential Buildings Committee will ensure that ASHRAE chapters have access to Distinguished Lecturers having Residential topics.
- A1.9 The Residential Buildings Committee shall deliver Residential Information Briefs to Technology Council on topical residential issues for inclusion in their reports to the BOD. These briefs shall be posted on the RBC website.
- A1.10 The Residential Buildings Committee shall develop Public Policy Issue Briefs (PPIB's) according to the procedures of Technology Council.

A1.11 The Residential Buildings Committee is responsible for recommending a recipient for the Residential Achievement Award.

A2 Membership

A2.1 Members of the Residential Buildings Committee include voting members and may include non-voting consultants who shall have specialized professional experience in the areas of residential buildings.

SECTION B – CHAIR AND VICE CHAIR

B1 Duties of the Chair

B1.1 The chair shall preside over all meetings of the RBC and the RBC Executive Committee (ExCom).

B1.2 The chair shall prepare the agenda for all RBC meetings.

B1.3 The chair shall ensure the minutes are recorded for all RBC meetings.

B1.4 The chair shall prepare reports to be submitted to the Technology Council at the Annual, Winter, and Interim meetings of the Technology Council.

B1.5 The chair is responsible for developing committee objectives, developing action plans to address the Society Strategic Plan Objectives assigned to the committee. The chair may assign some or all of these responsibilities to individual members of the committee or to sub-committees.

B1.6 The chair shall submit annually to the President-Elect of ASHRAE recommendations for membership of the RBC for the following year.

B1.7 The chair shall, as needed, appoint committee members to reach out to technical committees, task groups or general committees of the Society and to appropriate groups outside of the Society. Any inter-society liaisons shall be appointed and approved in accordance with Rules of the Board (ROB).

B1.8 The Chair shall organize, subject to the approval of the committee, RBC subcommittees as necessary to satisfy the needs of the committee.

B1.9 The Chair shall annually appoint, members of the RBC to the RBC subcommittees and shall designate each subcommittee's Chair.

B1.10 The Chair shall appoint an incumbent member to be the mentor for an incoming member, as indicated in the RBC Reference Manual.

B1.11 The Chair shall appoint, ad hoc committees or working groups from the membership of the RBC, the Society or from experts outside the Society, whenever necessary to assist in fulfilling the responsibilities of RBC.

B2 Duties of Vice Chair

B2.1 In the absence of the chair, the vice chair shall assume the chair at all scheduled or called meetings of

the RBC.

- B2.2 The Vice Chair will be responsible for developing RBC's long-range plan for residential activities within the Society.
- B2.3 The Vice Chair shall prepare recommended budgets for the operation of the RBC for the coming fiscal year for consideration by the RBC and Technology Council. Periodically, the Vice Chair shall review the RBC expenditures and budget allocations and shall take any action they deem necessary, in cooperation with the Executive Vice President and the Director of Technology, to stay within the established budget.
- B2.4 The vice-chair shall be responsible for maintaining the RBC MOP and Reference Manual.
- B2.5 The vice chair shall perform other duties which may be assigned by the chair.
- B2.6 In the event the chair is unable to perform his/her duties, the vice chair shall assume all of the duties of the chair until a successor is appointed.
- B2.7 Prior to the Society annual meeting, the committee vice chair or the individual who will be the next year's chair will prepare MBOs for the committee for the next. The MBOs will be included in the RBC report to Technology Council at the annual meeting as an information item, and a copy of the MBOs will be sent to headquarters staff (Assistant to the BOD).

SECTION C – DUTIES OF THE CONSULTANTS AND STAFF LIAISON

C1 Duties of Consultants

- C1.1 Consultants shall be non-voting members of the committee and shall participate fully in all called meetings and deliberations of the committee.
- C1.2 Consultants shall assist the committee leadership in developing strategy, identifying industry and society issues, and developing appropriate response activities for the Society.
- C1.3 Consultants shall assist the committee in coordinating its efforts within ASHRAE and in collaboration with relevant external organizations.
- C1.4 Consultants shall assist the committee in linking with external organizations having consistent concerns and objectives as RBC.

C2 Duties of Staff Liaison

- C2.1 A member of the ASHRAE staff shall serve as staff liaison to the RBC.
- C2.2 The staff liaison shall prepare and distribute minutes of meetings of the RBC.
- C2.3 The staff liaison shall distribute copies of rosters and subcommittee assignments of the RBC to committee members.
- C2.4 The staff liaison shall direct inquiries or information received at headquarters to the Chair or appropriate members of the RBC.

- C2.5 The staff liaison shall distribute information or materials to members of the RBC as requested by the Chair.
- C2.6 The staff liaison shall assist with budget preparation.
- C2.7 The staff liaison shall distribute the MBO's to RBC members and Chairs of relevant TC/TGs.
- C2.8 The Staff liaison shall see that the RBC meeting minutes are posted to the ASHRAE website.
- C2.9 The Staff liaison shall see that the most current approved version of the RBC MOP and Reference Manual are posted to the ASHRAE website.
- C2.10 The staff liaison shall prepare the scoring analysis for the Residential Achievement Award.
- C2.11 The staff liaison shall maintain the documentation history for on the Society approved document control platform. This shall include, but not limited to, past meeting minutes, issue briefs, position documents, and Journal articles.
- C2.12 The staff liaison shall maintain the RBC web page for the responsible subcommittee.

SECTION D – EXECUTIVE COMMITTEE

D1 Responsibilities

- D1.1 The RBC Executive Committee (RBC-ExCom) shall have the following responsibilities:
 - 1. Recommend changes in residential policy to Technology Council.
 - 2. Assist the RBC vice chair in preparation of budgets for the RBC.
 - 3. Assist in preparation of agendas for RBC meetings.
 - 4. Periodically review the RBC ROB, MOP and Reference Manual.
 - 5. Exercise the powers and carry out the purposes of the RBC during intervals between meetings.

D2 Membership

- D2.1 The members of the RBC-ExCom include the RBC Chair and Vice Chair and the chairs of the standing subcommittees.

D3 Meetings

- D3.1 The RBC-ExCom shall meet by conference call three (3) or more times per year, as needed before the scheduled time of the RBC meeting during the Annual and Winter Meetings of the Society. Additional conference calls may be scheduled as needed.

SECTION E – SUBCOMMITTEES

E1 Subcommittee Organization

- E1.1 The RBC Chair shall form subcommittees as needed to conduct the business of the RBC in a practical and efficient manner. As conditions change, the RBC Chair may dissolve these subcommittees.

- E1.2 The RBC Chair shall appoint the members and chair of each subcommittee. The chair of each subcommittee must be a member of RBC. At least three subcommittee members should be members of the RBC, but the Chair may appoint Additional Subcommittee members who are not members of the RBC when there is a need for members who have expertise and experience in certain areas that are of immediate importance and not available from the RBC members.
- E1.3 Subcommittee members are appointed for the Society year. If a member's term of service on the committee continues into the next Society year, he/she may be re-appointed to the same or different subcommittees by the incoming RBC Chair.
- E1.4 The subcommittees shall meet at least two (2) times per year including the Annual and Winter Society meetings. Monthly meetings are recommended.
- E1.5 The subcommittee Chairs shall report subcommittee activities at the appropriate point in the agenda of the RBC meeting