



Shaping Tomorrow's  
Built Environment Today

# **REFERENCE MANUAL**

**FOR**

**RESIDENTIAL  
BUILDINGS  
COMMITTEE**

**REVISED: 06/22/2025**

# **REFERENCE MANUAL FOR RESIDENTIAL BUILDINGS COMMITTEE**

## **FOREWORD**

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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## **ACRONYMS AND ABBREVIATIONS**

Acronyms and Abbreviations used by the Residential Buildings Committee and in this document include:

DL	Distinguished Lecturer
H&A	Honors and Awards
MOP	Manual of Procedures
MBO	Management by Objective
RBC	Residential Buildings Committee
ROB	Rules of the Board
OPS	Operations Subcommittee to Technology Council
PC	Project Committee
PPIB	Public Policy Issue Brief

RIB  
TC

Residential Issue Brief  
Technical Committee

## **SECTION A – OPERATIONS**

This section provides details for the operation and activities of the committee and membership as a whole.

### **A1 Residential Buildings Service Award**

#### **A1.1 Overview**

Purpose. The purpose of the award is to recognize excellence in volunteer service focused on Residential Building issues. It will serve to heighten general membership awareness of, and interest in, Residential Building activities.

#### **A1.2 Application**

A nomination for the Residential Buildings Service Award should include a one-page cover letter outlining the nominee's Residential Buildings activities in ASHRAE. This summary should contain an explanation, approximately 300 words, of the nominee's qualifications. Self-nominations are welcome. Additionally, the Nomination and Point Tally Form must be completed by the nominee or nominator. This may be found at

<https://www.ashrae.org/communities/committees/standing-committees/residential-building-committee-rbc>

#### **A1.3 Eligibility Requirements.**

The award is open to ASHRAE members and non-members who have demonstrated outstanding achievement in ASHRAE activities related to the residential building sector. The recipient will be selected from all nominations that have points in at least one category as outlined on the Nomination and Point Tally Form. Residential Buildings Committee Members and Technology Council members are ineligible for receipt of the Residential Buildings Service Award during the terms they serve on the respective committees.

#### **A1.4 Judging**

A subcommittee within the Residential Buildings Committee will annually review all eligible nominations received and make a recommendation to the Residential Buildings Committee for its consideration prior to the ASHRAE Winter Meeting based on the following procedures.

**A1.4.1** Nominations will be judged based on both the number of points awarded and the quality of the work as detailed in the application. Following is an outline of how points are awarded for activities conducted during the previous three Society years (July 1 through June 30).

##### **A. ASHRAE activities**

1. Chair of RBC (3 points)
2. Vice Chair of RBC (1 point)
3. Chair of a residential related Position Document Committee (3 points)
4. Member of a residential related Position Document Committee (2 point)
5. Lead Reviewer of a handbook chapter related to residential building (1 point)
6. Chair of a Guideline/Standard Committee related to residential building (2 points)

7. Member of a Guideline/Standard Document Committee related to residential building (1 point)
8. Chair of a Project Monitoring Subcommittee for a research project focusing on residential buildings (2 points)
9. Member of a Project Monitoring Subcommittee for a research project focusing on residential building (1 point)
10. Chair of a Residential Issue Brief Working Group (2 points)
11. Member of a Residential Issue Brief Working Group (1 point)
12. ASHRAE Chapter Distinguished Lecturer residential related presentation (1 point per topic per year)
13. Creator of a residential learning course (3 points)
14. Teacher of a residential learning course (1 point per presentation)
15. Author and publishing an ASHRAE Journal article or column related to residential buildings (2 points per article/1 point per column)

B. Conference activities

1. Chair a Residential Building program (2 points per conference)
2. Present at a Residential Buildings program (1 point per conference)
3. Chair of the ASHRAE Buildings Conference or another ASHRAE-sponsored conference with a focus on residential buildings (3 points)
4. Member of an organizing committee for the Buildings Conference or another ASHRAE-sponsored conference with a focus on residential buildings (2 points)
5. Chair session at the Buildings Conference or another ASHRAE-sponsored conference with a focus on residential buildings (1 point per conference)
6. Present at the Buildings conference or another ASHRAE-sponsored conference with a focus on residential buildings. (1 point per conference)

C. Other activities

1. Discretionary points may be awarded for additional residential activity (papers, conferences, presentations, etc.) as detailed in the award nomination (1 to 4 points)

### **A1.5 Award Presentation**

Each year the Residential Buildings Committee recognizes the outstanding efforts of a single volunteer in the area of Residential Buildings activities for the previous two Society Years. Nominations are solicited during the first half of the Society year and are due to ASHRAE in early Fall. The Residential Buildings Committee will select the recipient and notify the Honors and Awards Committee of its selection before the H&A meeting at the ASHRAE Winter Meeting. Following the H&A meeting during the Winter Meeting, the winner will be notified, and the award will be presented during Plenary at the ASHRAE Annual Meeting.

- Nomination Due date – September/October
- RBC Selection to H&A – 1 week prior to start of Winter Meeting
- H&A deliberation during the Winter Meeting
- Winner notified by RBC staff liaison – February/March
- RBC award made at Plenary during the Annual Meeting

## **A1.6 Nomination and Point Tally Form**

For a copy of this Form, please go to: <https://www.ashrae.org/communities/committees/standing-committees/residential-building-committee-rbc>

## **A2 ASHRAE BUILDINGS CONFERENCE**

The RBC will propose names to the Conferences and Expositions Committee (CEC) for the inclusion of two RBC members on the Buildings Conference Steering Committee for the Building Series Conference taking place every 3rd year. The Steering committee liaisons will be officially appointed by CEC. Ideally, the proposed members should have at least two years remaining on their appointment to RBC so that they can act as liaison to the RBC throughout their time on the Steering Committee. The two RBC members should make sure that the conference has adequate residential content up to and including a Residential Buildings track.

The Conference Steering Committee usually meets as part of the ASHRAE Winter Meeting. Conference years are expected to be held in December 2025, 2028, 2031 and so on.

## **A3 INITIATION OF RBC PROPOSAL FOR STANDARDS OR GUIDELINES**

Review and identify potential topics that could be proposed for new residential guidelines or standards.

1. Identify TC's or other bodies that may be interested in acting as cognizant or co-cognizant body to the development of the standard or guideline. It can be any ASHRAE committee or standards writing organization.
2. More information can be found under the heading "DEVELOPMENT OF NEW STANDARDS" at: <https://www.ashrae.org/technical-resources/standards-and-guidelines/pcs-toolkit/standards-forms-procedures>
3. Work with the appropriate co-cognizant body(s) to develop a proposed Title/Purpose/Scope and identify potential standards/guideline project committee members and chair.
4. Information on the proposed standard or guideline must be entered onto the Standards Committee form "NEW STANDARD OR GUIDELINE PROJECT PROPOSAL FORM"
5. The proposal must be approved by the full Residential Buildings Committee prior to being submitted to Standards Committee for consideration.
6. If the proposal for the new standard/guideline is accepted, approved, and initiated by Standards Committee and the RBC does not remain cognizant, the RBC subcommittee should offer to work with the cognizant bodies as needed.
7. Once the Project Committee (PC) is initiated, the RBC's only responsibility is certain administrative tasks as well as vote to renew the project committee every 3-5 years as

needed.

#### **A4 PROCESS TO COLLABORATE WITH TC's AND OTHER ASHRAE COMMITTEES**

Establishing collaborative links with ASHRAE committees relevant to the residential sector of the HVAC&R industry supports the RBC (and ASHRAE) goal of encouraging the use and promoting the development of ASHRAE standards, research, publications, articles, position statements, guidelines, etc., in the residential sector. The intent is to enable better information sharing between the RBC and appropriate Technical Committees (TCs) and other ASHRAE committees to clarify and extend ASHRAE's relevance in the residential HVACR sector. The goal of this enhanced information sharing is to find synergies, opportunities, and identify critical gaps (research, information, etc.) within or among the various committees, and to work with those various committees on initiatives to address those gaps.

Recognizing that most ASHRAE bodies already have well-established missions and resource constraints, and to minimize duplicative efforts already undertaken by others within ASHRAE, a two-pronged approach to fostering collaboration is proposed:

1. RBC (via the RBC Chair or assigned other) will provide briefings and/or content of interest at the TAC TC breakfast meetings to put a face to the RBC committee and to provide contact information to TCs that might be seeking RBC support/direction, related to the residential buildings sector.
2. RBC will directly approach relevant TCs through their Chairs when topics of residential interest arise to establish a more direct and pro-active relationship.

#### **A5 PROPOSE AND SPONSOR PROGRAMS**

RBC serves a role to facilitate programs at ASHRAE conferences that are relevant to residential stakeholders. While Technical Committees (TC's) are the primary source for proposing and organizing programs, other bodies also participate. Examples of RBC's unique roles include:

- Identification of topics that are of interest to a broad array of stakeholders
- Coordination of programs that cross expertise of multiple Technical Committees
- Assisting TC's by matching them with other TC's that may be interested in co-sponsoring programs.
- Assisting TC's in identifying potential speakers
- Championing critical topics to the residential sector with Conference and Exposition Committee

The responsibility for managing programs will be assigned to an RBC subcommittee. The subcommittee will maintain a running spreadsheet of potential topics for programs that are of interest to the residential buildings' community.

Two months prior to the Annual Meeting and Winter Meeting, the pertinent RBC subcommittee should identify topics that should be proposed at the next ASHRAE conference. A liaison from RBC will be identified to approach the Program Subcommittee chair of the most relevant TC or TC's to gauge their interest. The liaison should contact those chairs prior to the Winter or Annual meetings with the proposed topics, and the liaison should offer to participate and/or identify participants.

## **A6 PROPOSE AND SPONSOR DISTINGUISHED LECTURERS (DL)**

The purpose of the DL program is to provide ASHRAE chapters with lecturers equipped to speak on relevant subjects of interest to ASHRAE members and guests.

1. Review the existing Distinguished Lecturer (DL) list for topics related to Residential Buildings. Identify opportunities for additional relevant topics.
2. Identify possible DLs who can present on residential topics.
3. Approach the candidates and ask their permission to be nominated.
4. Obtain the candidate's current ASHRAE bio, photo, and abstract. It is acceptable to submit multiple titles and abstracts.
5. Obtain two to four "sponsors" including nominator. Nominator will need their name, address, phone and email.
6. Fill out the Distinguished Lecturer Nomination Form on the ASHRAE website <https://xp20.ashrae.org/secure/dl/nominate.html>
7. Submit the nomination form before December 1.

The candidate must be an effective presenter and will appeal to a mixed audience of technical and non-technical people having interest in current and emerging issues. The candidate must be an excellent public representative of the principles of ethical and professional practice for which ASHRAE exemplifies.

Criteria for the selection of Distinguished Lecturers include the following:

- Does not have to be an ASHRAE member
- Must present timely, relevant topics of interest to ASHRAE members and guests
- Other considerations include recognition such as ASHRAE Fellow, Ph.D., books authored, peer recognition, excellent presentation skills, etc.
- Must be sponsored by two and no more than four ASHRAE members or ASHRAE staff using the Distinguished Lecturer Nomination Form.
- To increase the prevalence of residential content in the DL program, RBC is willing to sponsor members with residential expertise
- Must submit a current ASHRAE biographical Record or resume with pertinent data on education, experience, publications, etc.
- Must submit written abstract (brief synopsis) of proposed presentations

- RBC can provide a set of slides to supplement or initiate a residential presentation for any ASHRAE member submitting a proposed presentation
- Must agree to serve for a two-year term and speak at a minimum of two chapter meetings per year.

## **A7 RESIDENTIAL BUILDING SCIENCE GUIDE**

[reserved]

## **A8 RESIDENTIAL ISSUE BRIEF (RIB)**

Residential Issue Briefs are short, concise documents that describe a current issue of interest to the residential sector. These issues often arise quickly and must be responded to quickly.

### **A8.1 RIB working group composition**

The RBC Chair will appoint a RIB working group chair and 4 to 7 members who are experts on the subject. The RIB working group may include experts who are not members of ASHRAE or the RBC.

- It is recommended that the working group leader be an RBC member.
- Appointing working group of international members is preferred.

### **A8.2 RIB Working Group Activities**

1. RIB working group usually will work virtually and pass drafts around to interested RBC members. The draft should clearly be marked as a draft.
2. When complete the draft will be submitted to the full RBC for approval
  - a) RIBs are approved by the members of the RBC with a formal vote but need not be approved by any other ASHRAE committee or group. Approved RIBs are forwarded to the Technology Council and posted on the RBC webpage on the ASHRAE website.
  - b) The RBC Chair should inform the Director of Government Affairs at ASHRAE of all new RIB releases.
3. A copy will be sent out to the RBC List Serve.

### **A8.3 Outline of RIB document**

1. Title
2. The issue (one to two pages as final)
  - a. It is important to discuss only topics that are within the purview of ASHRAE
3. What does this issue mean for ASHRAE? (one to two paragraphs as final)
4. The Role of ASHRAE (one page as final)
  - a. Take note of the ASHRAE Strategic Plan and the ASHRAE Research Strategic Plan when developing this section

5. References
6. Contributors, with affiliations, noting the person who acted as the working group leader
7. Include in footer the date the RIB was approved/voted on by the RBC membership.

Sample statement:

"Residential Issue Briefs are developed and approved by the ASHRAE Residential Buildings Committee (RBC) to address significant emerging topics. [RIB topic] was approved by the RBC on June 21, 2021."

#### **A8.4 Additional Guidance for RIB Process**

- Determine who on working group will write drafts for different sections. This is not required, but it moves the process along. The working group leader may complete this task.
- It is usually best to complete a draft of “The Issue” section of the RIB before starting the “What does this mean for ASHRAE” and the “Role of ASHRAE” sections.
- The document should not include specific guidance but may include recommendations to ASHRAE for using resources to solve the problems/issues stated in the RIB. For example, what new ASHRAE research, standards, design guide, etc. will contribute to the solution?
- Avoid political and policy issues or statements; there are other venues for such statements within the ASHRAE organization.
- RIBs are not limited to HVAC&R discussions, as the ASHRAE mission also includes “allied fields” of HVAC&R. Other building performance issues within the scope of ASHRAE activities may also be addressed.
- Completed RIB documents should be considered for ASHRAE Journal columns or articles, ASHRAE Position Documents, educational sessions, or other relevant ASHRAE formats.

#### **A9 POSITION DOCUMENTS AND PUBLIC POLICY ISSUE BRIEFS (PPIB)**

The procedures for developing and maintaining Position Documents and PPIB’s can be found in the Technology Council Manual of Procedures (MOP).

#### **A10 PROPOSE AND SPONSOR TRAINING OPPORTUNITIES OF RESIDENTIAL INTEREST**

The course is expected to be targeted for ASHRAE Learning Institute use. It can also be given to chapters for presentation at their chapter meetings or turned over to a DL or potential DL to add to their course offering. Another use would be a podcast available on the RBC website or for chapter use.

The training course is normally handled by an RBC Subcommittee or a breakout group.

1. Members of the group do not need to be RBC members
2. The responsibility to manage the training topic may go beyond the individual’s term on RBC
3. Suggestions for topics may come from any source with emphasis on filling gaps in residential interest. Great places to look for gaps are [www.ashrae.org/professional-](http://www.ashrae.org/professional-)

[development](#) and [www.ashrae.org/communities/chapters/distinguished-lecturers/distinguished-lecturers-by-topic](http://www.ashrae.org/communities/chapters/distinguished-lecturers/distinguished-lecturers-by-topic) and new ASHRAE Standards.

4. A list of topics and suggested platforms should be maintained by the responsible subcommittee.

#### ASHRAE Learning Institute Course

1. Choose Topic and Title – It can be all new, redo of an old course that needs to be updated, or expansion of a DL lecture.
2. Length – 1 to 3 hours
3. Solicit 1 to 3 instructors – They can team teach or take turns teaching, depending on the demand.
4. Solicit 1 to 3 authors – It is a significant effort preparing 150 + slides, illustrations, tables, charts, copyright permissions, etc.
5. Request a “Proposal for ALI Short Course” form from ALI [edu@ashrae.org](mailto:edu@ashrae.org).
6. For the proposal, the following information is required: Title, audience, level, length, need that will be addressed, summary, 5 learning objectives, course outline, primary contact, author(s) including bio and contact info, and 3 peer reviewers.
7. Significant preparation must be done before submitting the proposal. In the event the proposal is not accepted, a plan B should be ready for the topic.
8. Below is the content of the proposal:

## PROPOSAL TO DEVELOP A NEW INSTRUCTOR-LED SHORT COURSE

Please provide the information requested below and e-mail the form to [edu@ashrae.org](mailto:edu@ashrae.org).

*Please note:*

1. ASHRAE will own all intellectual property rights to each short course developed or revised for the ALI.
2. ASHRAE does not compensate authors for development or revision of short courses; however, ASHRAE will compensate instructors for each presentation upon agreement.
3. When the course is developed, the author will need to create a series of questions that assess participants’ knowledge and understanding of the subject matter.
4. ASHRAE’s commercialism policy mandates that publications must be free of commercial bias and must not imply endorsement by ASHRAE of any commercial interest.
5. The author will be expected to review and revise the course materials on a regular basis, with input from the Training and Education Committee, cognizant TC or appropriate committee.

#### **Originator of Short Course Proposal** (*Complete as many as apply.*)

TC#:

SPC or SSPC #:

Individual [Name]:

Other ASHRAE Committee [Name]:

Other Association [Name]:

**Proposed Course Title:**

**Intended Course Audience:** (*consulting engineers, architects, facility managers, contractors, or others*)

**Course Level:** (*entry, intermediate, advanced*)

**Expected Course Length:** (*A minimum length of 1-hour is required.*)

**Need the Course will Address** (*What gap will the course fill?*)

**Descriptive Course Summary** (*Must correspond with Learning Objectives and may be used for [promotions]*)

**Learning Objectives** (*Upon completion of this course, individuals will be able to: [Add 5 actions below].*)

- 1.
- 2.
- 3.
- 4.
- 5.

**General Course Outline** (*Provide a general outline of the course including topics to be covered.*)

**Primary Contact**

Name:

Company:

Address:

TC/SPC/SSPC Affiliation:

Email Address:

Phone Number:

**Proposed Course Author** (*Author bio must be included with proposal.*)

Name:

Company:

Address:

TC/SPC/SSPC Affiliation:

Email Address:

Phone Number:

Fluent Language(s) if any:

*Add contact information for additional Authors here if applicable:*

**Proposed Course Reviewers** (*A minimum of 3 peer-reviewers are required.*)

Name:

Company:

Address:

TC/SPC/SSPC Affiliation:

Email Address:

Phone Number:

Name:

Company:

Address:

TC/SPC/SSPC Affiliation:

Email Address:

Phone Number:

Name:

Company:

Address:

TC/SPC/SSPC Affiliation:  
Email Address:  
Phone Number:

## **A11 IMPROVE AND INCREASE RESIDENTIAL INFORMATION ON ASHRAE WEBSITE**

The RBC Standing Committee webpage will be used to communicate the activities of the committee to ASHRAE and external viewers.

The Residential Buildings webpage will be used to communicate to stakeholders ASHRAE activities and resources related to the residential sector. It will include:

- Links to Residential oriented Standards, Guidelines, Journal articles, Position Documents, Residential Issue Briefs, PPIB's, Books, Handbook chapters, as well as links to documents published by partner organizations.
- RBC will determine the type and quality of documents to reference
- As completed catalog and post additional residential information.

RBC members can refer documents to staff liaison for posting to the website by providing:

- Link to document, and/or author, title, publisher, and date
- Suggested category for posting

Staff liaison together with the responsible subcommittee are responsible to:

- Regularly identify the elements for a "Quick Update" and cleanup of current RBC webpage
- Delete extraneous and out-of-date information
- Update committee minutes

RBC Communications Subcommittee tasks:

- Prepare thoughts and lists about how best to communicate with potential stakeholders
- Discuss and determine if there are other industry resources (i.e., DOE and EPA) that we might wish to add to our reference section
- Review potential stakeholder list and discuss ways to reach those parties

## **A12 COORDINATE ASHRAE JOURNAL COLUMNS AND FEATURES**

RBC will promote information sharing on residential topics of interest to ASHRAE members by coordinating submittals to the ASHRAE Journal for its Residential Applications column and features.

- These articles run quarterly, with appearances currently in the March, June, September, and December issues.

- The purposes of these articles are to (a) educate ASHRAE members on key issues involving the arts and sciences of heating, ventilation, air conditioning, refrigeration, and their allied fields as they pertain to the residential buildings sector, and (b) inform ASHRAE members of the role that ASHRAE and its members play in advancing the state of the residential buildings industry.
- Types of Manuscripts:
  - Columns:
    - Length: 1,500 to 2,000 words.
    - Review: Columns are reviewed by the Residential Buildings Committee (RBC). There is no further peer review.
  - Features:
    - Length: 3000 words.
    - Review: Articles are reviewed by the Residential Buildings Committee and are sent for a peer review before publication.
- Process:
  - RBC identifies topics of interest and reaches out to potential authors
  - Authors submit Word version of manuscript to Journal column coordinator in RBC. Graphics can be included in the Word version for this stage of review. No specific format is required.
  - Journal coordinator circulates manuscript to RBC members requesting comments and asking whether there would be any objections to publication in ASHRAE Journal
  - Upon approval of RBC, RBC Journal column coordinator sends message to ASHRAE Journal editor or their designee indicating approval of manuscript and asking editor to coordinate with authors. For submittal, ASHRAE Journal requests a Word version of the text. Graphics shall be sent as separate files. ASHRAE prefers 300 dpi .jpg or .tif files on photos, or original Excel files if graphics were created in Excel.
- Timing:
  - The finished column is due to ASHRAE during the last week of the 3rd month prior to the issue being published. For example, to be published in the March issue, the finished column would be due to ASHRAE by the last week of December. This column should have cleared all reviews by the RBC.
  - For adequate time for RBC review, it is suggested that authors get draft manuscripts to the RBC Journal coordinator by the start of the requisite month. The manuscript is sent to RBC members with a request for review by the middle of the month. The authors will then need to revise the manuscript by the end of the month, with the RBC Journal column coordinator contacting ASHRAE Journal as noted above.

- Feature articles will require a longer lead time due to the need for peer review. Plan on 6 months.

## **SECTION B –SUBCOMMITTEES**

This section provides details to the operation and activities of the subcommittees and/or ad-hoc committees appointed by the Chair or Vice-Chair of RBC.

### **B1 SUBCOMMITTEES - GENERAL**

1. Subcommittee members are appointed by the Chair and Vice-Chair at the beginning of the Society year based on the expertise and stated preferences of the committee members. Additional subcommittee members may be recruited and appointed from outside of RBC membership.
2. All subcommittee members are voting members of that subcommittee, even if they are not voting members of RBC.
3. Subcommittee chairs should develop succession plans for their position during their tenure so as to allow for a smooth transition to the next subcommittee chair.
4. Subcommittee chairs should consider and report on continuity needs for their subcommittees
5. Documentation on activities should be posted on the RBC Basecamp (appropriate subcommittee folder) to be accessible to all subcommittee members and future chairs

### **B2 PROCESS AND COMMUNICATIONS SUBCOMMITTEE STRUCTURE**

#### **B2.1 Process Subcommittee**

On-going activities of the Process Subcommittee include but are not limited to:

1. Addressing gaps / documenting residential information
2. Coordinating efforts with the Buildings Conference
3. Initiating guidelines and standards when appropriate
4. Two-way collaboration with TC's
5. Representing RBC when other ASHRAE bodies need Residential input (e.g., Epidemic Task Force (ETF) and Greenguide)
6. Developing guidance documents such as Residential Building Science Guide.
7. Manage Residential Buildings Service Award
8. Maintain a liaison with 90.2 Committee

#### **B2.2 Communications Subcommittee**

On-going activities of the Communications Activities Subcommittee include but are not limited to:

1. Identifying major trends and communicating these to membership and leadership
2. Recommending and organizing seminars and other programs
3. Participating in development of eLearning modules
4. Developing Residential Issue Briefs, position documents, and/or public policy issue briefs
5. Nominating Distinguished Lecturers and updating DL information
6. Update RBC webpage
7. Coordinate submittals of Residential Applications columns and features to the ASHRAE Journal

### **B3 LEGACY SUBCOMMITTEE STRUCTURES**

#### **B3.1 Internal and External Activities Subcommittee Structure (prior structure through 6/2020)**

##### **B3.1.1 Internal Activities Subcommittee**

On-going activities of the Internal Activities Subcommittee include but are not limited to:

1. Identify needs in the residential space internally by looking at ASHRAE activities in programs, research, standards, etc.
2. Coordinate generation of the quarterly Residential Applications column for the ASHRAE Journal with ASHRAE Journal staff. These are 1500 words with limited review covering technical or non-technical content. Examples include new residential standards or research projects. Establish Journal deadlines.
3. Coordinate generation of technical feature articles topics that are residential building focused for the ASHRAE Journal with ASHRAE Journal staff. These are 3000 words, peer reviewed papers that take 3-4 months for the review and publication. The goal is 4 articles per year.
4. Coordinate (as needed) with Chapter Technology Transfer Committee on education and training programs.
5. Coordinate with Handbook Committee to improve the inclusion, identification, and access to residential content in the ASHRAE Handbook volumes.
6. Coordinate development of residential-focused presentations and program plans for ASHRAE Annual and Winter conferences in collaboration with CEC, TCs, and individual ASHRAE members.
7. Recommend RBC sponsorship or co-sponsorship of Programs as appropriate.
8. Draft correspondence regarding papers and programs for upcoming ASHRAE meetings to be distributed to TC Program Subcommittee chairs at each meeting (TC Chair's breakfast)
9. Reach out to TC Research Subcommittee chairs regarding possible collaboration on

research projects.

10. Work with TCs to develop research projects
11. Identify potential research opportunities in coordination with External Subcommittee
12. Evaluate RTAR's and Work Statements with residential content and provide feedback to RAC
  - a. Initiate new research projects as appropriate

### **B3.1.2 External Activities Subcommittee**

On-going activities of the External Activities Subcommittee include but are not limited to:

1. Reaching out to external stakeholders to assess important needs in the residential sector suitable for ASHRAE.
2. Identify and prioritize outside, residential themed conference events for ASHRAE participation.
3. Send a list of outside, residential themed conference events to staff liaison for posting on the RBC webpage on the ASHRAE website
4. Encourage participation by ASHRAE members to speak on residential themes for conference events outside of ASHRAE
5. Identify and prioritize technical programs from ASHRAE conferences that would be appropriate for conference events outside of ASHRAE.
6. Develop and maintain a list of stakeholders in the residential market
7. Develop and maintain an outreach list that is derived but separate from the stakeholders list
8. Identify opportunities for collaboration with outside stakeholders for research and promotion of ASHRAE products.
9. Collaborate with Government Affairs Committee to bring ASHRAE residential content to policymakers.

## **B3.2 Task-Oriented Subcommittee Structure (prior structure through 6/2019)**

### **B3.2.1 Conferences Subcommittee**

On-going activities of the Programs Subcommittee include but are not limited to:

1. Identify and prioritize outside, residential themed conference events for ASHRAE participation in collaboration with Stakeholders Subcommittee
2. Send a list of outside, residential themed conference events to staff liaison for posting on the RBC webpage on the ASHRAE website
3. Encourage participation by ASHRAE members to speak on residential themes for conference events outside of ASHRAE

4. Identify and prioritize technical programs from ASHRAE conferences that would be appropriate for conference events outside of ASHRAE in collaboration with Programs subcommittee

### **B3.2.2 Publications Subcommittee**

On-going activities of the Programs Subcommittee include but are not limited to:

1. Coordinate generation of the quarterly Residential Applications column for the ASHRAE Journal with ASHRAE Journal staff. These are 1500 words with limited review covering technical or non-technical content. Examples include new residential standards or research projects. Final drafts are due to Journal staff on (ADD GENERAL DATES)
2. Coordinate generation of technical feature articles topics that are residential building focused for the ASHRAE Journal with ASHRAE Journal staff. These are 3000 words, peer reviewed papers that take 3-4 months for the review and publication. The goal is 4 articles per year.
3. Coordinate (as needed) with Professional Development Committee on education and training programs.
4. Coordinate with Handbook committee to improve the inclusion, identification, and access to residential content in the ASHRAE Handbook volumes.

### **B3.2.3 Programs Subcommittee**

On-going activities of the Programs Subcommittee include but are not limited to:

1. Coordinate development of residential-focused presentations and program plans for ASHRAE Annual and Winter conferences in collaboration with CEC, TCs, and individual ASHRAE members.
2. Recommend RBC sponsorship or co-sponsorship of Programs as appropriate.
3. Reach out to TC Program Subcommittee chairs for TC's with known residential activity regarding future technical program sessions
4. Encourage all RBC members to reach out to their respective TC's regarding future technical programs on residential topics.
5. Draft correspondence regarding papers and programs for upcoming ASHRAE meetings to be distributed to TC Program Subcommittee chairs at each meeting (TC Chair's breakfast)

### **B3.2.4 Stakeholders Subcommittee**

On-going activities of the Programs Subcommittee include but are not limited to:

1. Develop and maintain a list of stakeholders in the residential market
2. Develop and maintain an outreach list that is derived but separate from the stakeholders list
3. Identify opportunities for collaboration with outside stakeholders for research and promotion of ASHRAE products in coordination with Technical Subcommittee

### **B3.2.5 Technical Subcommittee**

On-going activities of the Programs Subcommittee include but are not limited to:

1. Reach out to TC Research Subcommittee chairs regarding possible collaboration on research projects.
2. Identify potential collaborative research opportunities with outside organization in coordination with Stakeholders Subcommittee
3. Initiate new research projects as appropriate.

## **SECTION C – MANAGEMENT BY OBJECTIVES**

Management by Objective (MBO) items should include the following:

- Objectives should be SMART (specific, measurable, actionable, realistic and time-bound)
- Specific: Concrete, detailed, and well defined so that you know where you are going and what to expect when you arrive
- Measurable: Numbers and quantities provide means of measurement and comparison
- Achievable: feasible and easy to put into action
- Realistic: Considers constraints such as resources, personnel, cost, and time frame
- Time-Bound: A time frame helps to set boundaries around the objective. Objectives should include a projected completion date, fiscal impact (if any) and other information that would clarify the intent of the objective.
- Each objective should be assigned to a specific member or subcommittee of the committee
- MBOs should be responsive to the RBC Strategic Plan and the ASHRAE Strategic Plan.

MBO items and description are provided at the Society Winter and Annual Meetings to Technology Council Operations subcommittee (OPS). These reports show the council what the RBC is intending to, or did, accomplish during the Society year.

- MBO are to be reviewed and updated regularly by the Chair and Vice-Chair.
- MBO are reported to OPS on conference calls and at the Society Winter and Annual meetings prior to Technology Council meetings.
- Updates should be sent to the Staff Liaison to be compiled for the OPS meeting agenda.
- The MBO's prepared by the committee vice chair for the next year (or by the individual who will be the next year's chair) will also be included in this report. The report on MBO's will show the council what is planned for the upcoming year.
- MBO report format is determined each year by the Technology Council Chair.

## **SECTION D – COMMITTEE ORIENTATION AND TRAINING**

RBC will conduct orientation training for new and returning members each year.

Documents for RBC orientation and training should be prepared by the incoming chair, vice chair and subcommittee chairs. This training will include a group orientation/discussion led by the chair, vice-chair and staff liaison.

The current as well as past versions of the orientation training documents should be stored on Basecamp or another online document control platform available to RBC membership.

### **SECTION E – CHANGES TO RULES OF THE BOARD**

Proposed changes (additions and deletions) to Rules of the Board (ROBs) shall be submitted by committees, councils and Board members. Changes proposed by a committee shall be submitted through the body to which it reports; councils and Board members may submit proposed changes directly to the Board of Directors.

To propose a change to an existing ROB, present the current ROB with changes marked by double underlining to designate words proposed to be added and ~~striketrough~~ to designate words proposed to be deleted. A proposed change, as a minimum, shall include the complete ROB number (e.g., 2.106.001.2), the proposed change(s) marked as indicated above, and the reason(s) for the change(s).

To propose a new ROB, present the wording for the new rule and include a statement indicating a recommended placement of the new rule within the ROB organization. Examples:

*It is recommended that this rule be placed in ROB Volume 1, Policies.*

*It is recommended that this rule be placed in ROB Volume 2, Publishing and Education Council.*

To propose rescinding an existing ROB, include in the recommendation the ROB volume in which the rule is located, the rule number or other identification code, and the wording of the rule to be rescinded.

## **Section F – RBC Strategic Plan**

RBC Strategic Plan sets the goals for RBC for the upcoming years and provides continuity on goals for the committee. The Strategic Plan aligns with ASHRAE's Strategic Plan.

The Strategic Plan is to be reviewed for updates annually. The Strategic Plan should be updated no later than every 5 years.

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council prior to the Annual Meeting that includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

### **APPENDIX A – CALENDAR OF ACTIVITIES**

*Note: Although this calendar with important RBC tasks begins with the ASHRAE Society Year, some of the tasks require planning and completion before the Society Year begins.*

- June –
  - RBC Orientation meeting for new and returning members. The orientation should be scheduled for approximately 60 minutes. The slide set should be updated each year, with slide sets from previous years made available on Basecamp.
    - Incoming Chair leads the discussion, with help of Vice Chair, BOD Liaison, and Staff Liaison
- July –
  - Society Year begins on July 1. New members join, some members roll off the committee, and Chair and Vice Chair change. Chairs of subcommittees may also be changed.
- August –
  - The first subcommittee meetings are held.
    - Subcommittee meetings are scheduled for one hour each month thereafter, as virtual meetings except for Winter and Annual Meetings.
  - Subcommittee that is cognizant for the Residential Buildings Service Award should appoint/select selection committee from RBC members (three members is appropriate)
- September –
  - Continue subcommittee meetings.
- October –
  - Residential Buildings Service award nominations close in early Fall.
    - Nominations are sent to RBC ASHRAE staff liaison
  - Award selection committee presents choice to cognizant RBC subcommittee for recommendation to full RBC.

- Full RBC virtual meeting, first full one of new society year. This meeting should take place prior to the Fall Technology Council and Operations (OPS) Subcommittee Meetings to allow for development of a report to those committees.
- November -
  - Report to OPS by RBC Chair. RBC staff liaison prepares written report for OPS.
  - Report to Technology Council by RBC Chair during its fall meeting, which usually early in November. RBC staff liaison prepares draft of this report.
- December/January -
  - ASHRAE Mid-Year RBC Committee Review by Ex-O
    - Confidential report completed by the RBC Board of Directors Executive Officer (Ex-O)
    - Board representative will ask chair to complete some sections of this two-page report.
    - In 2021 this request was sent to the RBC chair and staff liaison on December 21.
- January –
  - Proposed selectee for Residential Buildings Service Award sent to Honors and Awards Committee.
  - Winter meeting
    - Subcommittee meetings scheduled for the first Sunday morning of the Winter Meeting, if face-to-face, usually one-hour long each
    - Full committee meeting scheduled for first Monday of the Winter Meeting if face-to-face, usually two hours long
    - Presentation to TAC about RBC at TAC Breakfast meeting, done by RBC chair
  - Nominations of new RBC members for next Society Year. These nominations are due February 1.
    - Nominations submitted by the Board of Directors Executive Officer (Ex-O) on behalf of RBC
    - Current members and especially RBC Executive Committee should make suggestions
    - New RBC members are appointed by the ASHRAE President-Elect
- March or April –
  - Spring Technology Council meeting (and associated meetings, such as OPS)
    - RBC chair reports to Tech Council regarding RBC. RBC staff liaison will prepare written report for Tech Council
  - Chair and vice chair should ensure that the RBC documents are updated for the end of the Society Year. These documents include the Rules of the Board (ROB), Manual of Procedures (MOP), and the Reference Manual.
- May –
  - Incoming RBC chair should begin to develop MBOs for next Society Year (these should be near complete in time for the RBC Orientation Mtg.)
    - Upcoming chair should start this process in May or early June so they are completed by the beginning of the Society year.
    - Hold ExCom meetings to discuss the MBOs

- Executive Committee for next Society Year selects chairs of subcommittees for next society year and assigns members to those subcommittees.
- June –
  - Pre-planning for the next Society year
    - Draft MBOs
    - Draft and plan for New Member training
  - Annual meeting
    - Subcommittee meetings scheduled for the first Sunday of the Annual Meeting, if face-to-face, usually one-hour long
    - Full meeting scheduled for first Monday of the Annual Meeting if face-to-face, usually two hours long
    - Society Year ends on June 30