



Shaping Tomorrow's
Built Environment Today

REFERENCE MANUAL

FOR

**RESIDENTIAL
BUILDINGS
COMMITTEE**

REVISED: 06/21/2021

REFERENCE MANUAL FOR RESIDENTIAL BUILDINGS COMMITTEE

FORWARD

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 Building Committee and in this document include:

| | |
|------|---|
| DL | Distinguished Lecturer |
| 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 |
| TC | 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 Achievements in Residential Buildings Award should include a one-page cover letter outlining the nominee's Residential Buildings activities in ASHRAE. This summary should contain an explanation, approximately 100 words, of the nominee's qualifications. Self-nominations are welcome.

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 under the Judging section. Residential Building Committee Members and Technology Council members are ineligible for receipt of the Achievements in Residential Buildings Award during the terms they serve on the respective committees.

Award applications should include a letter of nomination outlining eligibility and a nomination form.

A1.4 Judging

A subcommittee within the Residential Building Committee will annually review all eligible nominations received and make a recommendation to the Residential Building Committee for its consideration at 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 two Society years (July 1 through June 30).

A. ASHRAE activities

1. Chairing a Residential Building program (2 points)
2. Presenting at a Residential Building program (1 points)
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 building (2 points)
9. Member of a Project Monitoring Subcommittee for a research project focusing on residential building (1 point)
10. ASHRAE Chapter Distinguished Lecturer residential related presentation (1 point)

B. Conference activities

1. Chair of the ASHRAE Buildings Conference or another ASHRAE-sponsored conference with a focus on residential building (3 points)
2. Member of an organizing committee for the Buildings Conference or another ASHRAE-sponsored conference with a focus on residential building (2 points)
3. Chairing session at the Buildings Conference or another ASHRAE-sponsored conference with a focus on residential building (1 point)
4. Presentation at the Buildings conference or another ASHRAE-sponsored conference with a focus on residential building (1 point)
5. Presentation on ASHRAE residential related topics at any conference. (1 point)

C. Other activities

1. Discretionary points awarded for additional residential activity as detailed in the award nomination (1 to 4 points)

A1.5 Award Presentation

Each year the Residential Building 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 by December 1. The Residential Building Committee will select the recipient and notify the Honors and Awards Committee of its selection at the ASHRAE Winter Meeting. The award will be presented during the Residential Building Committee at the ASHRAE Winter Meeting.

A1.6 Award Nomination Form

[reserved]

A2 ASHRAE BUILDINGS CONFERENCE

The RBC will propose names to the Conferences and Expositions Committee (CEC) for the inclusion of two 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 Building track.

The Conference Steering Committee usually meets as part of the ASHRAE Winter Meeting. Conference years are expected to be December 2022, 2027, 2032 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. Once identified,

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 HVACR 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 sector.
2. RBC will directly approach a subset of obvious, residential-focused TCs (see Tables below) and individually seek to establish a more direct and pro-active relationship focused on residential related activities as is appropriate and supported by the TC chair.
 - a. An RBC Liaison will be assigned to a committee only by mutual consent of RBC and that committee. If an RBC member is also a member of that committee, that person would be the logical choice for the RBC liaison. Alternatively, the committee could select one of their current members to interact with the RBC contact.
 - b. RBC TC liaison activities will be determined mutually with each TC to address the needs and opportunities identified by the TC and RBC. Such activities might include research planning, external stakeholder engagement, coordination of program and journal activities related to residential content, etc.

RBC Technical Committee Liaisons – Priorities and Assignments

| <i>Technical Committee</i> | <i>RBC Liaisons</i> | <i>Comments</i> | <i>Priority (H,M,L)</i> |
|--|----------------------------|--|--------------------------------|
| TC 1.12 Moisture Management in Buildings | | <i>Eric Werling is on SSPC 160, so has a connection to the TC 1.12. ISSUE: Suggested Guideline</i> | High |
| TC 2.4 Particulate Air Contaminants and Particulate Contaminant Removal Equipment | | <i>Paul Francisco will continue to liaise even as he rolls off the committee. ISSUE:</i> | High |
| TC 4.3 Ventilation Requirements and Infiltration | | <i>Cognizant committee for 62.2 ISSUE:</i> | High |
| TC 4.4 Building Materials and Building Envelope Performance | | <i>ISSUE:</i> | High |
| TC 6.3 Central Forced Air Heating and Cooling Systems | | <i>Jon Winkler also on committee ISSUE:</i> | High |
| TC 8.11 Unitary and Room Air Conditioners and Heat Pumps | | <i>Overlap with 6.3 (systems and distribution); 8.11 equip-centric ISSUE:</i> | High |
| TC 2.1 Physiology and Human Environment | | | Med to High |
| TC 5.3 Room Air Distribution | | <i>Forming a subc to study transport of small particles in a room – Mostly commercial</i> | Med to High |
| TC 6.6 Service Water Heating Systems | | | Medium |
| TC 7.5 Smart Building Systems | | <i>Currently almost predominantly commercial but room to grow.</i> | Medium |
| MTG.LowGWP Lower Global Warming Potential Alternative Refrigerants | | <i>Sign up for listserve?</i> | Medium |

| <i>Technical Committee</i> | <i>RBC Liaisons</i> | <i>Comments</i> | <i>Priority (H,M,L)</i> |
|--|---------------------|--|-------------------------|
| TC 2.3 Gaseous Air Contaminants and Gas Contaminant Removal Equipment | | <i>Send an email to the Chair to make them aware of RBC</i> | Low |
| TC 5.2 Duct Design | | <i>Focus is mainly commercial, refer to ACCA for residential</i> | Low |
| TC 5.5 Air-to-Air Energy Recovery | | <i>Send an email to the Chair to make them aware of RBC</i> | Low |
| TC 6.1 Hydronic and Steam Equipment and Systems | | <i>Send an email to the Chair to make them aware of RBC</i> | Low (MF application) |
| TC 7.6 Building Energy Performance | | <i>Currently almost predominantly commercial - Send an email Sign up for listserve?</i> | Low |
| TC 8.7 Variable Refrigerant Flow (VRF) | | <i>Currently almost predominantly commercial - Send an email</i> | Low |
| TC 8.9 Residential Refrigerators and Food Freezers | | <i>Not sure this is needed. This is home appliances rather than about the building - No Action</i> | Low |

RBC Standards Project Committee Participants – Priorities

| <i>Project Committee</i> | <i>RBC Participants</i> | <i>Comments</i> | <i>Priority (H,M,L)</i> |
|--|-------------------------|--|-------------------------|
| Government Affairs Committee | | | High |
| SSPC 15 - 15.2P Safety Standard for Refrigeration Systems in Residential Applications | | <i>Proposed standard under 3rd PPR Has expanded scope to include addressing A2L refrigerants in residential.</i> | High |
| SSPC 62.2 Ventilation and Acceptable IAQ in Residential Buildings | | | High |
| SSPC 90.2 Energy Efficiency Design of Low-Rise Residential Buildings | | <i>Sign up for listserve?</i> | High |
| SSPC 52.2 Method of Test (MOT) General Ventilation Air Cleaning Devices . . . | | <i>Find someone on 52.2 who is interested in residential and liaison with them. If there is a user (users or specifies equipment) on RBC who could apply for membership on SSPC would be good.</i> | Medium |

| <i>Project Committee</i> | <i>RBC Participants</i> | <i>Comments</i> | <i>Priority (H,M,L)</i> |
|--|-------------------------|---|-------------------------|
| SSPC 55 Thermal Environmental Conditions for Human Occupancy | | <i>Can keep committee posted on what is going on with this standard</i> | Medium |
| SSPC 160 Criteria for Moisture Control Design Analysis in Buildings | | <i>Sign up for listserv?</i> | Medium |
| SSPC 90.1 Energy Standard for Buildings Except Low-Rise Residential | | <i>Not sure this is needed. Sign up for listserv?</i> | Low |

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 means 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 a subcommittee. The subcommittee will maintain a running spreadsheet of potential topics for programs that are of interest to the Residential Community.

Two months prior to the Annual Meeting and Winter Meeting, the pertinent 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 meeting with the proposed topics, and the liaison should offer to participate and/or identify participants. As part of normal liaison duties, the RBC liaison can assist TC's in conducting programs on residential topics even when no specific topics are brought forward to a TC by the RBC.

A6 PROPOSE AND SPONSOR DISTINGUISHED LECTURER (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 DL's who can present on residential topics.
3. Approach the candidates and ask his/her 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 yourself. You will need their name, address, phone and email.
6. Fill out the 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 stands.

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 Lecturer Nomination Form.
- 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
- 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 ISSUES BRIEF (RIB)

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

A8.1 RIB working group composition

The RBC Chair will appoint a RIB working group chair and 3 or 4 members who are experts on the subject. The RIB working group can include experts from outside of RBC.

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
3. The approved document will be posted on the RBC web page and submitted to Tech Council as an information Item. A copy will be sent out to the RBC List Serve.
4. Copyright protection??

A8.3 Outline of RIB document:

1. Title
2. The issue
3. What does this mean for ASHRAE?
4. The Role of ASHRAE
5. References
6. Contributors

A9 POSITION DOCUMENTS AND PUBLIC POLICY ISSUE BRIEFS (PIIB)

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

A10 PROPOSE AND SPONSOR TRAINING OPPORTUNITIES OF RESIDENTIAL INTEREST

[reserved]

A11 IMPROVE AND INCREASE RESIDENTIAL INFORMATION ON ASHRAE WEBSITE

The RBC web page 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, Issue Briefs, PIIB'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.
- Update the "Essential Resources" section of the RBC site

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 to current

Subcommittee tasks:

- Review of who is linking to our site (RBC List serve)
- 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 ARTICLES

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

- These features run quarterly, with appearances currently in the March, June, September, and December issues.
- Submittals can be columns, which are shorter manuscripts that are not-peer reviewed, and articles, which are longer and go through a peer review by ASHRAE Journal.

RBC will identify topics of interest and seek authors to write those articles.

1. The draft manuscripts will be sent to the RBC coordinator at least one month in advance of the submittal deadline for ASHRAE Journal.
2. The draft will be sent to all RBC members for their input on the suitability of the manuscript to appear in the Journal and for any edits or comments to improve the draft.
3. If approved, the RBC coordinator will submit the final draft to the editor of the ASHRAE Journal recommending its inclusion in the Journal.
4. The authors then work directly with the staff of the ASHRAE Journal to complete the publication process.

SECTION B – EXAMPLES OF SUBCOMMITTEES

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

B1 ALL 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 Coordinate efforts with the Buildings Conference
- 3 Initiate Guidelines and standards when appropriate
- 4 Two-way collaboration with TC's
- 5 Represent RBC when other ASHRAE bodies need Residential input. e.g. Epidemic Task Force (ETF) and Greenguide
- 6 Develop Guidance document such as Residential Building Science Guide.

B2.2 Communications Subcommittee

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

- 1 Identify major trends and put out to membership and leadership
- 2 Recommend and organize seminars and other programs
- 3 Participate in development of eLearning modules
- 4 Develop position documents, emerging issues briefs, and/or public policy issue briefs
- 3 Distinguished Lecturer update and recommendation
- 4 Website surveillance and updates
- 5 Management of Awards

B3 INTERNAL AND EXTERNAL ACTIVITIES SUBCOMMITTEE STRUCTURE

(prior structure through 6/2020)

B3.1 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

B3.2 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.

B4 TASK ORIENTED SUBCOMMITTEE STRUCTURE (prior structure through 6/2019)

B4.1 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

B4.2 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.

B4.3 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)

B4.4 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

B4.5 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) reports 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.
- Objective should be assigned to a specific member or subcommittee of the committee.

MBO reports are provided at the Society Winter and Annual Meetings to Technology Council Operations subcommittee (OPS). The reports show the council what the RBC accomplished during the Society year.

- MBO reports are to be reviewed and updated regularly by the Chair and Vice-Chair.
- MBO reports 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 objectives 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 objectives 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 – MENTORING PROGRAM

(Based on Rules of the Board (ROB) Mentoring program)

Before or during the final meeting of the Fiscal Year, the RBC Vice Chair:

1. Assigns an incumbent RBC mentor to each incoming new member prior to the first meeting.
2. Assures that time is allotted at the beginning of the first meeting sufficient for proper introduction of the new member by the assigned mentor.
3. Before the Annual meeting and in cooperation with the Chair, assesses effectiveness of the mentor/new member relationship and suggest changes and improvements.
4. Provides assistance that enhances the mentor/new member relationship.

The mentor has the following responsibilities:

1. Insure that the new member has received a copy of the group Rules of the Board (ROB), Manual of Procedures (MOP), and a copy of the most recent meeting minutes to acquaint them with the functions and focus of the group.
2. Contact their assigned new RBC member before the next Committee Meeting to introduce themselves and explain the relationship and its purpose.
3. The mentor should make every effort to update the new member on:
 - a. Committee functions, focus, and objectives.

- b. Review the appropriate Rules of the Board and Manual of Procedures (MOP) with the new member.
 - c. Discuss the typical meeting format and member duties and responsibilities.
4. The mentor should meet the new member before the respective meeting is scheduled to start.
5. The new member should be encouraged to develop rapport with other members to effectively work with fellow members and maximize productivity.
6. Since the new member will replace an existing section head or coordinator, help them to contact the outgoing member to insure that the new member is current on the activities and challenges of the position they will be representing.

SECTION E – COMMITTEE TRAINING

RBC will conduct 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.

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

SECTION F – 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.