**MANUAL OF PROCEDURES**

**XXXX Committee**

**Approved by :**

**Date:**

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FORWARD (Not part of MOP)

This Manual of Procedures (MOP) details the operating procedures followed in carrying out the general responsibilities of the XXXX Committee as prescribed in the ROB. Refer to ROB x.xxx.xxx.x for the current operating procedures.

The committee may have additional duties and responsibilities that are not included in this document.

# GENERAL RESPONSIBILITIES

* 1. Maintain a reference manual for the SRC, containing an operational plan for SRC and the regular review of the rules.

# MEMBERSHIP

* 1. Membership on this committee is specified by ROB x.xxx.xxx.xx
  2. Put any special conditions for membership that are not specified in the ROB here. (example: Nominating committee membership is governed by the Society Bylaws and not the ROB) (example: the development committee has a special rule for members representing other committees and their liaison role)

# CHAIR RESPONSIBILITIES

* 1. Preside over meetings governed by the current edition of *Roberts Rules of Order, Newly Revised*.
  2. Assign a mentor for all incoming members in accordance with ROB 2.105.002.4
  3. Appoint or reappoint ad hoc subcommittees with one-year term as needed
  4. Appoint subcommittee chairs and members for standing subcommittees identified in section 8
  5. Review and approve draft meeting minutes for final approval by committee
  6. Call additional meetings as needed
  7. Prepare Management by Objectives (MBO) for the committee

# VICE CHAIR RESPONSIBILITIES

* 1. In the absence of the Chair, preside over meetings
  2. Perform other duties as assigned by the Chair
  3. If the Chair is unable, assume all duties of the Chair until a successor is appointed

# STAFF LIAISON ASSIGNMENTS

* 1. In cooperation with the assigned committee member, prepare draft minutes
  2. Staff are assigned by ASHRAE executive at their discretion unless specified in the ROB

# LIAISON RESPONSIBILITIES

* 1. As directed, convey information to committees the appointed person is liaison to.

# STANDING SUBCOMMITTEES

* 1. MOP Review

# SPECIAL REQUIREMENTS