



Shaping Tomorrow's
Built Environment Today

MANUAL OF PROCEDURES

XXXX Committee

Commented [KC2]: There is never a need to specify anything that is contained in overarching ROB volumes. For example, election procedures, voting procedures unless they vary from Roberts rules of order.

In general, less is more. If it does not pertain to the "what" of the committee operation, it doesn't belong in the MOP.

There are some suggested entries in the sections. Each section should be specific to the committee.

Commented [KC3]: MOPs contain the minimum information required to delineate duties and responsibilities of the committee – the "WHAT" and not the "how". The committee reference manual is the repository for "HOW" to accomplish the duties and responsibilities outlined in the MOP.

Commented [KC4]: Where "Xs" appear, the name of the committee or ROB number is substituted.

Approved by :
Date:

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Commented [KC5]: •The Table of Contents is 'updated' by 'right' clicking on the field and choosing 'update field'.
○This automatic Table of Contents requires the major section heads to be of type "Heading 1" and the underlying information be of indented paragraph type 1.1.1. The latter will not be included in the TOC as it is formatted

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.

Commented [KC6]: The forward is NOT a part of the MOP and does not need approval by a higher body. If the committee needs things like a list of acronyms, this is the place to put them as you don't want to have to ask for MOP approval when something changes. Do not put the scope, purpose, mission statement or whatever in here as that should be part of the 'general responsibilities' and a formal part of the MOP.

1. **GENERAL RESPONSIBILITIES**

- 1.1. Maintain a reference manual for the SRC, containing an operational plan for SRC and the regular review of the rules.
- 1.2.

Commented [KC7]: •This could be scope and purpose of the committee
 •It could also be a listing of general responsibilities or aims of the committee that **expand** on the enabling ROB
 •It is not a **restatement of the ROB**
 •It is not a 'random' statement of what a MOP is.
 •It **does not** need a disclaimer "only part of responsibilities" The forward makes it clear that the ROB is the overarching document. It is obvious that committees may do more than is currently in their MOP so it is not necessary to say it.

2. **MEMBERSHIP**

- 2.1. Membership on this committee is specified by ROB x.xxx.xxx.xx
- 2.2. 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)
- 2.3.

Commented [KC8]: •Generally, the ROB delineates what constitutes the membership of the committee – qualifications and number.
 •Normally specific number of members or how they are chosen are bit included here. The ROB specifies this as necessary and it may change from time to time.
 •If there are special circumstances or conditions on members that are not specified in the ROB, this is where they would go.

3. **CHAIR RESPONSIBILITIES**

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

Commented [KC9]: •Only specify the major responsibilities that almost all committees have in common.
 •This section does not contain detailed information about 'how' to discharge the duties of the office. That should be in the reference manual.

Commented [KC10]: Members
 •Specific member responsibilities belong in a reference manual unless specifically delineated by the ROB authorizing the committee.
 •DO NOT put things like "Members are expected to attend" This goes without saying and just adds unnecessary information

4. **VICE CHAIR RESPONSIBILITIES**

- 4.1. In the absence of the Chair, preside over meetings
- 4.2. Perform other duties as assigned by the Chair
- 4.3. If the Chair is unable, assume all duties of the Chair until a successor is appointed
- 4.4.

5. **STAFF LIAISON ASSIGNMENTS**

- 5.1. In cooperation with the assigned committee member, prepare draft minutes
- 5.2. Staff are assigned by ASHRAE executive at their discretion unless specified in the ROB
- 5.3.

Commented [KC11]: a. Staff are assigned to a committee by ASHRAE and specific staff positions are not named unless specifically delineated by the committee ROB.
 b. Staff does not "report" to the committee, so they cannot be 'assigned' duties by the committee. They may have responsibilities agreed upon.
 c. Specific duties are kept in the reference manual as they can change from time to time.

6. **LIAISON RESPONSIBILITIES**

- 6.1. As directed, convey information to committees the appointed person is liaison to.

Commented [KC12]: •This is an overview of Liaisons FROM the committee to other committees and should not address what liaisons to the committee do – that is detailed in the other committee's MOP

6.2.

7. **STANDING** SUBCOMMITTEES

7.1. MOP Review

7.2.

8. **SPECIAL** REQUIREMENTS

Commented [KC13]: The duties of any 'standing subcommittees' are delineated here. What, not how. Only identify subcommittees that are expected to be formed every year. Each subcommittee has its own subsection with its duties underneath. There is no need to mention ad hoc subcommittees because their formation is at the discretion of the Chair and is covered in their responsibilities

Commented [KC14]: Some committees will have special requirements that are not covered by the enabling ROB. Most of the time, they would be embedded within the section to which they pertain and there would be no need for this section.

Notes and recommendations for the standard MOP Template

- Before starting to revise your MOP to this template, read all comments for tips and understanding.
- All comments should be deleted before submitting the revised draft for committee approval.
- MOPs contain the **minimum information** required to delineate duties and responsibilities of the committee – the “WHAT” and not the “how”.
- The committee reference manual is the repository for “HOW” to accomplish the duties and responsibilities outlined in the MOP.
- There is never a need to specify anything that is contained in overarching ROB volumes. For example, election procedures, voting procedures unless they vary from Roberts rules of order.
- In general, less is more. If it does not pertain to the “what” of the committee operation, it doesn’t belong in the MOP.
- The MOP Template contains some suggested entries in the sections. Each section should be specific to the committee.

The following sections are the fundamental parts of a MOP.

Table of Contents

- The Table of Contents is ‘updated’ by ‘right’ clicking on the field and choosing ‘update field’.
 - This automatic Table of Contents requires the major section heads to be of type “Heading 1” and the underlying information be of indented paragraph type 1.1.1. The latter will not be included in the TOC as it is formatted

Forward

- The forward is NOT a part of the MOP and does not need approval by a higher body.
- If the committee needs things like a list of acronyms, this is the place to put them as you don’t want to have to ask for MOP approval when something changes.
- Do not put the scope, purpose, mission statement or whatever in here as that should be part of the ‘general responsibilities’ and a formal part of the MOP

1) General Responsibilities (Introduction)

- a) This could be scope and purpose of the committee.
- b) It could also be a listing of general responsibilities or aims of the committee that **expand** on the enabling ROB.
- c) **It is not a restatement of the ROB.**
- d) **It is not a ‘random’ statement of what a MOP is.**
- e) It **does not** need a disclaimer “only part of responsibilities” The forward makes it clear that the ROB is the overarching document. It is obvious that committees may do more than is currently in their MOP so it is not necessary to say it.

2) Membership

- a) Generally, the ROB delineates what constitutes the membership of the committee – qualifications and number.
- b) Normally specific number of members or how they are chosen are not included here. The ROB specifies this as necessary and it may change from time to time.

- c) If there are special circumstances or conditions on members that are not specified in the ROB, this is where they would go.

Responsibilities

- Only specify the major responsibilities that almost all committees have in common.
- These sections do not contain detailed information about 'how' to discharge the duties of the office. That should be in the reference manual.

3) Chair Responsibilities

- a) The MOP template contains suggested items.

4) Vice Chair Responsibilities

- a) The MOP template contains suggested items

5) Staff Liaison Assignments

- a) Staff are assigned to a committee by ASHRAE and specific staff positions are not named unless specifically delineated by the committee ROB.
- b) Staff does not "report" to the committee, so they cannot be 'assigned' duties by the committee. They may have responsibilities agreed upon.
- c) Specific duties are kept in the reference manual as they can change from time to time.

6) Liaison Responsibilities

- a) This is an overview of Liaisons FROM the committee to other committees and should not address what liaisons to the committee do – that is detailed in the other committee's MOP

7) Standing Subcommittees

- a) The duties of any 'standing subcommittees' are delineated here. **What, not how.**
- b) Only identify subcommittees that are expected to be formed every year.
- c) Each subcommittee has its own subsection with its duties underneath.
- d) There is no need to mention ad hoc subcommittees because their formation is at the discretion of the Chair and is covered in their responsibilities

8) Special Requirements

- a) Some committees will have special requirements that are not covered by the enabling ROB. Most of the time, they would be embedded within the section to which they pertain and there would be no need for this section.