



Shaping Tomorrow's  
Built Environment Today

**MANUAL OF PROCEDURES**

**SOCIETY RULES COMMITTEE**

Approved by the Society Rules Committee | February 7 2023  
Approved by BOD | February 8, 2023

MANUAL OF PROCEDURES (MOP)  
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## 1 INTRODUCTION

- 1.1 This Manual of Procedures (MOP) details the operating procedures followed in carrying out the general responsibilities of the Society Rules Committee (SRC) as prescribed in the ROB.
- 1.2 The MOP provides a description of some, but not all, of the duties and responsibilities of the SRC chair, members, and staff liaison.

## 2 GENERAL RESPONSIBILITIES OF THE SRC

- 2.1 Review all changes to Society rules. Preferably this should be done and reported on before Board consideration. Report findings to the Board of Directors in a timely manner.
- 2.2 Review all actions of the Board for consistency with Society rules. (Clarify or return to the Board any actions that are ambiguous or inconsistent with the Rules of the Board).
- 2.3 Initiate, review and/or approve Society ROB and MOP changes as authorized by the Board, including maintenance of the MOPs from those committees listed in Section 8.
- 2.4 Advise all standing bodies when changes to their rule-related documents are needed. Provide oversight and review of the Rules of the Board for all councils and committees.
- 2.5 Implement editorial or minor changes as needed to the Rules of the Board and maintain a Log of those changes. The Log shall be reported to the Board of Directors as an information item.

*“ROB 2.424.003.6 When editorial or minor changes are needed to the Rules of the Board, this committee is empowered to make such changes provided they are reported to the Board of Directors at or before its next scheduled meeting. Minor changes generally include matters that do not directly change overall organizational structure, policies or fiscal matters. This committee may designate changes as minor only by unanimous consent.”*

- 2.6 Maintain a reference manual for the SRC, containing an operational plan for SRC and the regular review of the rules.
- 2.7 Maintain Committee Responsibility (Job Description) documents.

## 3 MEMBERSHIP

- 3.1 The membership shall be in accordance with the respective ROB.
- 3.2 Three (3) of the six (6) voting members, on the committee should be designated as a liaison, one (1) for each of the three (3) society councils.

4 RESPONSIBILITIES OF THE CHAIR

- 4.1 Preside over meetings of the SRC.
- 4.2 Prepare reports for the Board of Directors and SRC as required.
- 4.3 Assign a mentor for each new committee member.
- 4.6 Assign members to tasks or a specific Volume of the ROB based on their strengths whenever possible. Each member should become very familiar with the existing documents and rules to which they are assigned. Assignments are generally made for each Volume of the ROB, MOP, Training materials, and Reference Manual.
- 4.4 Designate task groups as needed to discharge SRC duties.
- 4.5 Call additional meetings of the SRC as needed to respond to workload.
- 4.6 Prepare annual Management by Objectives (MBOs) for the SRC.

5 RESPONSIBILITIES OF THE STAFF LIAISON

- 5.1 Maintain all official SRC reports, correspondence, and documentation of SRC actions taken by committee members individually and collectively.
- 5.2 Assist the Chair with preparation of the agendas and supporting documentation for SRC meetings, and provide this information to the SRC members prior to the meeting.
- 5.3 Generate and submit meeting minutes to the Chair for review and approval prior to distribution to the Committee within 30 days after committee meetings.
- 5.4 Implement actions approved by the SRC including but not limited to, ROB revisions and Log entries.
- 5.5 Assist the committee as necessary in the management of rule-related documents including any websites.
- 5.6 Submit to SRC prior to each SRC meeting (in-person or conference call) a summary of ROB changes made since the last SRC meeting (in-person or conference).

6 RESPONSIBILITIES OF ALL SRC MEMBERS

- 6.1 Attend all committee meetings.
- 6.2 Act as a liaison to councils or committees, as assigned. Each council shall have a SRC member liaison assigned each year. Liaisons shall interface with appropriate subcommittees as needed.

- 6.3 Keep current on all standing documents and rules approved by the Board of Directors or the membership.
- 6.4 Fully participate in all assigned activities and complete assignments by the designated time.

7 RESPONSIBILITIES OF COUNCIL LIAISONS

- 7.1 Represent the interests of the Council
- 7.2 Assist council with SRC Guidelines for ROB and MOP revisions
- 7.3 Expedite business between the Council and SRC

8 MOPS UNDER THE PURVIEW OF SRC

<u>MOPs approved by SRC</u>		<u>MOPS maintained by SRC</u>
<ul style="list-style-type: none"> <li>• Executive</li> <li>• Finance</li> <li>• Nominating</li> <li>• Planning</li> <li>• President-Elect Advisory</li> <li>• Members Council</li> <li>• Pub &amp; Ed Council</li> <li>• Tech Council</li> <li>• Society Rules</li> </ul>	<ul style="list-style-type: none"> <li>• Building Energy Quotient</li> <li>• Life Members Club</li> <li>• College of Fellows</li> <li>• Audit</li> <li>• Development</li> <li>• Joint Exposition Policy</li> <li>• Scholarship</li> <li>• Foundation</li> </ul>	<ul style="list-style-type: none"> <li>• Society Rules</li> <li>• Manual of Procedures for Officers and Directors</li> </ul>

9 MENTORING PROGRAM

The Chair shall assign experienced committee members to serve as mentors to incoming members for their first year of service and take other actions needed to train and assist new members to be effective in their position.