



**MANUAL OF PROCEDURES  
FOR  
MEMBERS COUNCIL**

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## FOREWORD

The Manual of Procedures for Members Council describes how the Council operates to fulfill its responsibilities as defined by the ASHRAE Board of Directors (BOD) and the Society Bylaws. It describes those responsibilities along with the role of the Council leadership and other members as well as the subcommittees of which it is comprised. Sections of this document that are based on Rules of the Board as noted as such. Changes to this document require a vote of the Council and the Society Rules Committee. The Council also maintains a separate Reference Manual which contains more detailed operational background and historical information and is subject to the approval of only the Council.

### **DEFINITIONS (drawn directly from the noted Society Bylaw or ROB)**

#### **Councils**

The councils of the Society are extensions of the Board of Directors and , except as otherwise restricted by law, shall administer the policies of the Board (SBL 6.1)

#### **Standing Rules**

The standing rules of a council or committee are the constitution of that council or committee. Proposed changes to these rules shall be submitted to the Society Rules Committee prior to being submitted to the Board for approval. (2.300.001.1)

#### **Manual of Procedures**

Each council shall maintain a Manual of Procedures for itself and its assigned committees, which may include interpretations of Society policy as it pertains to that specific activity (ROB 2.300.005).

A Manual of Procedures (MOP) describes mandatory operational rules and interpretations of policy that a standing body must operate under to achieve their assigned responsibilities. It is designed to complement the rules by providing methods and procedures under which to operate. It is the responsibility of the approving body to determine what requirements should be in a MOP and what can be included in a Reference Manual. (ROB 1.100.002.4)

For councils and standing committees reporting directly to the Board of Directors, MOPs are maintained by that body and approved by the Society Rules Committee on behalf of the Board of Directors. (ROB 2.105.002.2)

MOPs for other standing committees (and any body required to have a MOP) shall be approved by the body to which they report. This body shall keep the official copies of the MOP. (ROB 2.105.002.2)

#### **Reference Manual**

Each council or committee may establish a Reference Manual, which may contain guidelines, procedures, sample documents and other tools that the council or committee uses in its day-to-day operation. The Reference Manual ensures consistency in the operation of the council or committee and serves as an educational tool for new members. The Reference Manual is an internal document of the council or committee and requires the approval of that council or committee only. (ROB 1.100.002.5)

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## **SECTION A – MEMBERS COUNCIL – GENERAL**

- A.1 Structure  
The membership and structure of the Council are as stated in the Rules of the Board.
- A.2 Voting
  - A2.1 The Council will follow the general voting requirements as stated in the Rules of the Board.
  - A2.2 The Council shall record the vote, including abstentions, on all motions.
- A.3 Operations
  - A3.1 The Council shall receive recommendations from Standing Committees that report to it, from the Council's subcommittees, from any member of the Council, by referral from other Councils or committees of the Society, or from the BOD.
  - A3.2 The Council shall act on items as authorized by the BOD or shall make recommendations for BOD actions in accordance with the authority granted to the Council and as specified in the Rules of the Board.
  - A3.3 Actions for which the Council acts for the BOD (2.301.003):
    - 3.3.1 Items which are within existing policy and fiscal limits
    - 3.3.2 Items that are internal to the Council
    - 3.3.3 Policies, procedures and operations of the regions, chapters, sections and student branches
  - A3.4 Items for which the Council recommends BOD action(2.301.003):
    - 3.4.1 Changes or additions to existing Society policies and/or Rules of the Board
  - A3.5 The Council acts as a communication link between the BOD, other Councils and standing general and special committees.
    - 3.5.1 Council to BOD
      - 3.5.1.1 Following each meeting the Council will report in writing to the BOD principal motions requiring BOD action, as well as information items.
      - 3.5.1.2 Council reports and actions shall include summary support information provided to it by its standing committees.
      - 3.5.1.3 Council agendas and minutes shall be distributed to all BOD members.

3.5.2 Committees to Council

3.5.2.1 Reports of all Committee meetings shall be in writing and include all principle motions requiring Council action and supporting information.

3.5.2.2 Minutes of each standing committee shall be distributed to all members of the Council (voting and non-voting).

3.5.3 Council to Council

Actions of Councils for which parallel or supporting action is required by another Council shall be communicated in writing to that Council requesting the required information or input.

**SECTION B RESPONSIBILITIES OF THE COUNCIL CHAIR AND VICE CHAIR**

B.1 Responsibilities/Duties of the Council Chair

B1.1 The Chair shall preside over all meetings of the Council.

B1.2 The Chair, with the assistance of the, the Vice Chair, the Staff Liaison, the Subcommittee Chairs and Council members, shall prepare agendas for all Council meetings.

B1.3 The Chair shall ensure that minutes are prepared and distributed following each Council meeting.

B1.4 The Chair, with the assistance of the Vice Chair and the Council Staff Liaison, prepares a Report to the Board after each Council meeting.

B1.5 The Chair shall appoint each member of the Council to one or more subcommittees and designate a subcommittee Chair for each subcommittee.

B1.6 The Chair may recommend creation of additional ad hoc committees or working groups whenever necessary in order to assist in fulfilling the responsibilities of the Council. The members will normally be from the membership of the Council and/or the Society but, if necessary to obtain special expertise, non-members of the Council or the Society may be appointed.

B1.7 With the staff liaison, prepare council budget and submit to Finance Committee for approval.

B1.8 Ensure that Region-At-Large Chapters are scheduled a chapter visit a minimum of once every five-year period by a Society Officer or member as designated by the Society President to promote contact between the Society and Chapter members. (00 02 06 11/02 01013 28)

B1.9 Approve DRC visits to other regions' CRCs. (05-06-27-39)

B1.10 Hardship Cases (2.103.003.4) (09 10 25 53D)

The Members Council Chair is responsible, in consultation with staff, for determining what constitutes a hardship case. Hardship guidelines are defined as:

- Loss of Employment or
- Illness/Disability

Educational Leave of Absences, Sabbaticals and part time employment do not qualify for Hardships. Members who are approved for hardship status will be placed on inactive status for one year with a limit of a maximum of three years (lifetime). Inactive status must be requested each year at renewal time. Inactive status is defined as:

- no dues paid
- does not receive Journal
- does not receive Handbook
- retains election date for purpose of Honors and Awards.
- maintains access to website, and ASHRAE Journal and Insights on-line
- continues to receive discount on Publications
- retains voting rights

#### B.2 Responsibilities of the Vice Chair

B2.1 In the absence of the chair, assume the chair at scheduled or called meetings of the council.

B2.2 Perform other duties assigned by the chair.

B2.3 In the event the chair is unable to perform his/her duty, assume all of the duties of the chair until a successor is selected.

### **SECTION C RESPONSIBILITIES OF THE REGION MEMBERS COUNCIL REPRESENTATIVE (RMCR)**

#### Responsibilities:

C.1 Serves as a voting member of Members Council.

C.2 Responsibility to represent the region in Members Council deliberations.

C.3 Provide assistance to Regional Vice Chairs (RVCs) in furthering the aims of the Society through Members Council Standing Committees as the Region dictates either through the DRC or through motions passed by chapter delegates at CRC.

C.4 Maintain communications with the DRC on actions and deliberations that effect the Society, Region, and Chapters. If delegated by the DRC, communicate information directly to chapters.

C.5 Presides over the motion process for the CRC business meeting.

C.6 Report all approved Society-level motions to Members Council staff.

- C.7 Report status of past CRC motions during business meeting
- C.8 Inform Members Council at least 3 years prior to the scheduled CRC dates, locations and Chapter chair information.
- C.9 Report all sections' status and activities to Members Council.
- C.10 Monitor local chapter affiliation with other engineering councils or organizations and, if necessary, bring such activities to Members Council and the Board of Directors for approval.
- C.11 Fully participate in all Members Council, assigned subcommittee and Ad Hoc Committee meetings.

**SECTION D RESPONSIBILITY OF THE DIRECTORS-AT-LARGE (DALs)**

- D.1 Keep the council chair informed of any deliberations or resolutions of the assigned committee(s) for which he/she is responsible which may affect the general policies of the Society.
- D.2 Provide support and advice as an advocate for assigned committees in communication and interpretation of presidential goals; guidance in fiscal planning, assistance in preparation and monitoring of annual objectives; assistance in developing and monitoring of action plans to achieve Strategic Plan Objectives; liaison with Board of Directors, other councils and committees; and assist in preparing recommendations to the council.
- D.3 Assess the assigned committees' scope, operation and personnel and suggest changes as needed.

**SECTION E RESPONSIBILITIES OF THE APPOINTED SUBCOMMITTEES**

E.1 Planning Subcommittee

E1.1 Fiscal Planning

- Review and approve budget
- Monitor fiscal performance
- Review fiscal performance against the current budget and review the schedule of expenditures for assigned committee programs.

E1.2 Long-range and Strategic Planning

- Develop and implement Action Plans for objectives assigned to Members Council and monitor programs.
- Review CRC motions for recommendation to Council

E1.3 Annually review and update council's *Manual of Procedures, Rules of the Board, and Reference Manual*.

- E1.4 Committee related issues.
  - Review assigned committees' MOPs/ROBs and make recommendations for revisions and/or approval.
  - Review and monitor the effectiveness of the assigned committees' programs and projects as reported by the assigned committees.
- E1.5 Review CRC motions for recommendation to Council
- E.2 Region Operations Subcommittee
  - E2.1 Appoint Direction Subcommittee to compile list of ideas from Society officers during CRCs that are worth passing on to other regions. Appoint Manual Subcommittee to review and update *Manual for Chapter Operations (MCO), Manual for Conducting Chapters Regional Conferences (CRC Manual) including all appendices* annually following the fall and spring CRCs.
  - E2.2 Review and update *and Regions Operations Manual, including all appendices.*
  - E2.3 Review CRC motions for recommendation to Council
  - E2.4 Assignment of new chapters to a region
- E.3 PAOE Subcommittee
  - E3.1 Review PAOE program and make recommendations to the President-Elect
  - E3.2 Review PAOE motions from CRCs and make recommendations to the President-Elect and Members Council
  - E3.3 Members Council Chair to assign one member from each grassroots committee to this subcommittee.

## **SECTION F RESPONSIBILITIES OF THE STAFF LIAISON**

- F.1 Attend all council meetings.
- F.2 Assist the Chair in preparing agendas, minutes and reports to the Board of Directors.
- F.3 With the Chair, Prepare annual budget and monthly forecasts. Monitor expenditures (05 06 27-39)
- F.4 Prepare report to Members Council on the disposition of motions presented to the Board of Directors.
- F.5 Process transportation reimbursement for council members and regional transportation approved by the DRCs.



- F.6 Write council referral letters and monitor the disposition of motions.
- F.7 Monitor implementation of all actions approved by the council.
- F.8 Send information and guidelines to potential new chapters, regions and student branches and coordinate the development and chartering process.
- F.9 Update Manual for Chapter Operations (MCO), Manual for Conducting Chapters Regional Conferences (CRC Manual) and Regions Operations Manual, as directed by the council.
- F.10 Coordinate Presidential Award of Excellence Program (PAOE).
- F.11 Ensure preparation and distribution of CRC materials for delegates, alternates, workshops, etc.
- F.12 Assist CRC host chapters as needed (review of hotel contracts, mailing labels, CRC registrations, etc.). (05-06-27-39)

## **SECTION G DOCUMENTS OF THE COUNCIL**

Council Manual of Procedures  
Council Reference Manual  
Regions Operations Manual  
Manual for Chapter Operations (MCO)  
Manual for Conducting Chapters Regional Conferences (CRC Manual)