



PUBLISHING and EDUCATION COUNCIL (PEC)

MANUAL OF PROCEDURES (MOP)

Effective July 1, 2020

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TABLE OF ACRONYMS

BOD	Board of Directors
ExCom	Executive Committee
ExO	Ex Officio
HVAC&R	Heating, ventilation, air conditioning, and refrigeration
MOP	Manual of Procedures
PEC	Publishing & Education Council
ROB	Rule of Board
MBO	Management by objectives

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MANUAL OF PROCEDURES PUBLISHING AND EDUCATION COUNCIL

1. INTRODUCTION

- 1.1. The MOP is an internal document of PEC. It is subject to change from time to time as needed due to changes in the Society.
- 1.2. The MOP provides a description of some, but not all, of the duties and responsibilities of the Council Members, Chair, Vice Chair, and Directors.

2. GENERAL RESPONSIBILITIES OF THE COUNCIL

- 2.1. Refer the following types of action to the BOD for action:
 - Approval of policy statements
 - Change fiscal limits
 - Change existing ASHRAE policy
 - Approval of projects exceeding the authority of the Council
- 2.2. Act as a communications link between BOD and committees.
 - 2.2.1. BOD to PEC
 - PEC Chair designates one or more Directors to work with staff to distribute key BOD actions to PEC members immediately following preparation of the BOD minutes.
 - Communicating BOD actions to standing committees remains the responsibility of the BOD ExO.
 - 2.2.2. PEC to BOD
 - PEC will report in writing to the BOD all principal motions immediately after each PEC meeting. At the Winter and Annual Conferences, the written reports shall be distributed to the BOD in time for its meeting.
 - PEC reports and actions shall include summary support information provided to it by its standing committees.
 - 2.2.3. Committees to Council
 - The Products Subcommittee, Professional Development Subcommittee, Planning Subcommittee and Fiscal Subcommittee shall hold meetings outside of the regular PEC meetings. Subcommittee reports shall be provided to PEC in writing prior to its meeting. The report must include all principle motions as well as summary information regarding the actions of the subcommittee and supporting information.
 - Minutes of standing committees under the Products Subcommittee shall be distributed to all members of the Fiscal Subcommittee.
 - Minutes of standing committees under the Professional Development Subcommittee shall be distributed to all members of the Fiscal Subcommittee.
 - Minutes of the Fiscal and Planning Subcommittees shall be distributed to all members of PEC.

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- The Products Subcommittee shall prepare a combined committee report of its reporting committees (Publications, Handbook, Historical). This report shall be provided in writing prior to regular PEC meetings, and include all principle motions requiring PEC action, and supporting information.
- Education). This report shall be provided in writing prior to regular PEC meetings, and include all principle motions requiring PEC action, and supporting information.

2.2.4 Council to Council

- Actions of PEC for which parallel or supporting action is required by another council shall be communicated in writing to that council chair for inclusion in the meeting agenda of the other Council. Where an oral presentation is necessary, the PEC chair will arrange for an appearance of a PEC member wishing to report.
- Minutes of all PEC meetings shall be sent to all Council chairs and vice chairs.

3. ESTABLISHMENT OF SUBCOMMITTEES

- 3.1. The PEC chair shall establish subcommittees deemed appropriate and make appointments from PEC members. Such subcommittees can be standing or ad hoc at the discretion of the chair.
- 3.2. Responsibilities of subcommittees shall be delineated by the PEC chair at the time of establishment.
- 3.3. If a subcommittee is established as a standing subcommittee, the PEC chair or that subcommittee chair shall recommend appropriate responsibilities to PEC for inclusion in section 4 of the PEC MOP.

4. RESPONSIBILITIES OF COUNCIL STANDING COMMITTEES AND SUBCOMMITTEES

4.1. Fiscal Subcommittee

4.1.1. The subcommittee consists of

- One VP member designated as subcommittee chair by PEC chair
- Five committee Chairs, five committee members from the standing committees, one Vice President, two past committee members, and three ExOs.

4.1.2. The subcommittee shall assist the PEC Director in managing the budget, providing data to help drive decisions and manage advertising activities.

4.1.3. The subcommittee shall assist the PEC Director in preparation of the budget and four-year plan. The subcommittee shall evaluate budgets to determine compatibility with the aims and policies of PEC and Society.

4.2. Planning Subcommittee

4.2.1. The subcommittee consists of

- One VP member designated as subcommittee chair by the PEC chair
- Five committee Vice Chairs, five committee members from the standing committees, one Vice President, three past committee members, and two ExOs.

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- 4.2.2. The subcommittee shall set strategic direction, develop MBOs, prioritize resource allocations, ensure alignment with Society Strategic Plan, identify future PEC leadership, maintain MOP and ROB of PEC, assist with committees' MOP and ROB, act as a resource for rule interpretation, assist with motions, review MBO progress, recommend action when goals are not met, and evaluate and document progress toward Society Strategic Planning goals.
- 4.2.3. The subcommittee shall review the status of all strategic plan objectives assigned to PEC and recommend action.
- 4.3. Products Subcommittee
 - 4.3.1. The subcommittee consists of
 - Three past committee members
 - Chair and Vice Chair of Handbook, Publications, and Historical standing committees. (Committees with more than one Vice chair, only one is to be designated. No more than two members from each committee are to serve on the subcommittee.)
 - Three ExOs of Handbook, Publications, and Historical standing committees
 - 4.3.2. The subcommittee shall monitor the progress and activities of the Handbook, Publications, and Historical standing committees and report to PEC.
 - 4.3.3. The subcommittee's chair and vice-chair shall be determined by vote of the subcommittee.
- 4.4. Professional Development Subcommittee
 - 4.4.1. The subcommittee consists of
 - Two past committee members
 - Chair and Vice Chair of Certification and Training and Education standing committees. (Committees with more than one Vice chair, only one is to be designated. No more than two members from each committee are to serve on the subcommittee.)
 - Two ExOs of Certification and Training and Education standing committees
 - 4.4.2. The subcommittee shall monitor the progress and activities of the Training and Education and Certification standing committees and report to PEC.
 - 4.4.3. The subcommittee's chair and vice-chair shall be determined by vote of the subcommittee.
- 4.5. Research Journal Subcommittee
 - 4.5.1. The Research Journal Subcommittee reports to the Product Subcommittee.
 - 4.5.2. The subcommittee consists of:
 - ExO of Publications Committee

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- Two ASHRAE Fellows selected according to 4.5.1.2
- *Science and Technology for the Built Environment* editor (ex-officio member)
- Director of PEC (staff liaison)

4.5.2.1 ExO shall serve as chair of the subcommittee.

4.5.2.2 The two ASHRAE Fellows serving on the subcommittee shall be appointed by the PEC chair, serving staggered two-year terms. They shall be selected based upon having achieved prominence in the field or as researchers in the sciences of HVAC&R and shall have extensive lists of published research works to their credit. The Director of PEC shall prepare annually a list of candidates meeting the qualifications for appointment.

4.5.3 The subcommittee has the following responsibilities:

- Appoint the editor of the Research Journal acting upon recommendations and suggestions made by the Director of PEC.
- Confirm the recommendations of the editor for persons to serve as associate editors.
- Recommend approval of the annual budget and four-year plan.
- Submit a report to the Products Committee before their meeting at the Winter Annual Conference.

4.5.3.1 ASHRAE *Science and Technology for the Built Environment* Research Best Paper Award

- To solicit nominations
- To determine the most outstanding paper published in the volume year of *Science and Technology for the Built Environment* preceding the ASHRAE Winter Meeting
- To forward the name of the recommended award recipient to the Honors & Awards Committee at the Winter Conference for awarding at the Annual Conference.

5. RESPONSIBILITIES OF THE CHAIR

- 5.1. Preside over meetings of the PEC.
- 5.2. Prepare meeting agendas, check meeting minutes, and prepare or approve designated reports to the BOD.
- 5.3. Establish standing and special ad hoc subcommittees as may be required and assign chair and members to these subcommittees.
- 5.4. Delineate responsibilities and duties of the established subcommittees.
- 5.5. Serve as the conduit between PEC and the BOD, bringing issues of the BOD to PEC for action and PEC issues requiring BOD action forward.

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6. RESPONSIBILITIES OF THE VICE CHAIR

- 6.1. Preside over PEC meetings in the absence of PEC chair and assist PEC chair with preparation of the agenda and supporting documentation.
- 6.2. Perform such other duties as may be assigned by PEC chair.

7. RESPONSIBILITIES OF THE DIRECTORS

- 7.1. Each Director will serve on at least one of the PEC standing committees.
- 7.2. In the case of absence by PEC chair and vice chair, preside over PEC meeting.
- 7.3. The Director is an advisor to, and an advocate for, the committees to which they are assigned by the president-elect.
 - 7.3.1. Serves as ExO non-voting member of the committee, its subcommittees and its Excom.
 - 7.3.2. Is invited to attend and participate in all committee, subcommittee and ExCom meetings. Attendance at subcommittee meetings may be counted towards quorum requirements.
 - 7.3.3. Moves committee motions to council and acts as an advocate for the committee in all relevant discussions.
 - 7.3.4. Assists committee in preparation of written motions. (To include answers to: who, what, when, why and how much. If fiscal impact been budgeted by ASHRAE, and if so, in which fiscal year?)
 - 7.3.5. Communicates committee plans to other Director's to allow for inter-committee contribution and cooperation.
 - 7.3.6. Conveys presidential goals to the committees.
 - 7.3.7. Assists committee in preparation of objectives to satisfy committee scope, presidential goals and strategic plans.
 - 7.3.8. Assists committee and staff liaison in the process of monitoring progress toward timely completion of objectives.
 - 7.3.9. Assists committee in the ongoing review of operational guide, MOP, relevant ROB and Strategic Plan objectives.
 - 7.3.10. Suggests changes in assigned scope, function and personnel.
 - 7.3.11. Receives copies of all committee correspondence, including invitations to all committee meetings.
 - 7.3.12. Interprets BOD and PEC actions to the committee.

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7.4. At BOD meetings; acts as an advocate for committees to which they are ExO, in all relevant discussions.

8. RESPONSIBILITIES OF VOTING MEMBERS

8.1. Fully participate in all assigned subcommittees and complete assignments by the designated time.

8.2. PEC is supplied by the Director of Publications and Education with fiscal reports covering all publications. It is the duty of PEC members to review these reports and act on recommended changes, if needed, to keep publications within budget.

9. RESPONSIBILITIES OF NON-VOTING MEMBERS

9.1 Each committee vice chair shall be non-voting members of the council and will act in the absence of the committee chair. (Committees with more than one vice chair, only one is to be designated to serve in this capacity.)

10. RESPONSIBILITIES OF DIRECTOR OF PUBLICATION & EDUCATION

10.1. The Director of Publications and Education serves as secretary to PEC. The Director also advises PEC on publishing matters and coordinates the activities of others assigned by the Executive Vice President to support the operations of PEC.

10.2. Along with the Fiscal Subcommittee, prepare and submit to PEC for approval an annual budget covering all publishing activities of PEC.

10.3. Implement and administer on behalf of PEC practices which fulfill the Society's publishing responsibilities, such as copyright protection, reprint permission, translation rights, etc.

10.4. Ensure compliance with ASHRAE policy.

11. FISCAL PLANNING

11.1. Reports from Non-PEC Committees

11.1.1. Committees not represented on the council who require publication of material shall submit each year, prior to the Fall meeting of PEC, a report covering their plans for the following fiscal year. The Director of PEC shall notify all Society standing general committees of their need to submit such a report with sufficient time that the information is available to be incorporated in the PEC budget under preparation.

11.2. Preparation of Budget and Budget Projections

11.2.1. Director of PEC prepares, with the assistance of the Fiscal Subcommittee, a proposed budget for the following year and a four-year plan. This tentative budget is forwarded by the Comptroller to the Finance Committee. The Finance Committee includes the

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PEC budget, as approved or modified, in the overall budget submitted to ExCom of BOD.

11.2.2. The new budget and four-year plan, as approved by ExCom, is transmitted by the Comptroller to PEC and the PEC Director for review and discussion at the Winter Conference.

11.2.3. PEC budget as approved or modified is incorporated by the Comptroller in the overall budget for action by the Finance Committee prior to its submission by the Finance Committee to the BOD at the Annual Conference for approval.

12. MOTIONS

12.1. Motions not involving Society policy or fiscal matters outside PEC's fiscal plan can be approved by a majority of the voting members in accordance with the voting requirements outlined in the ROB.

12.2. Motions involving Society policy or fiscal matters outside PEC's fiscal plan can be approved by a 2/3 of the voting members in accordance with the quorum requirements outlined in the ROB but must be submitted to the BOD for final approval.

13. MEETINGS

13.1. Meetings shall be called by the Chair in accordance with schedule outlined in the ROB.

13.2. Incoming members of the council shall be invited and strongly encouraged to attend the meeting of the council immediately preceding their term of office. When requested, they will be reimbursed for transportation costs in accordance with the approved travel reimbursement policy.

13.3. Conduct of meetings shall be governed by the current edition of Roberts Rules of Order.

13.4. Standing committees and subcommittees of the council shall meet separately at least twice a year at the call of their chairs.

13.5. Council Agenda

13.5.1. The secretary of the council (PEC Director) shall prepare under the direction of the chair an agenda including, but not limited to, the following items: call to order; approval of minutes; list of action items assigned by chair at previous meeting; committee reports and recommendations; subcommittee reports; old and new business.

13.5.2. Any member of the council desiring that a subject be placed on the agenda for discussion should notify chair not less than thirty days before such a meeting.

13.5.3. A preliminary agenda shall be circulated to council members by the secretary so as to be in their possession no less than five working days prior to the meeting. The chair may modify the items at any time prior to or during the meeting.