

Process for Preparing Committee Comments

The following is designed to help your committee prepare and submit comments for consideration by the Board of Directors. We recognize that not every effort will follow these steps exactly, and that committees are run by expert volunteers who are often very busy. But by following these steps, it is our hope the production and submission process will be clearer and made easier.

1. Upon receipt of a request for comments, or identifying an opportunity to comment, solicit input from your committee. This will usually entail sending an email to the entire committee and asking for feedback or reactions to a proposal. Additionally, the request could be discussed at a monthly committee meeting. When appropriate, you may also be asked to reach out and coordinate efforts with another committee.
2. Inform headquarters and your Board Liaison if you intend to submit comments for Board consideration. Headquarters will work with you to set a schedule for the submission.
3. Check the Past Action Manual for prior positions and/or check the AIPLA website for any prior comment letters or submissions on the topic. [[Access Past Action Manual HERE](#)]
4. Based on the feedback from committee members, your own experience, and collected information, prepare a draft set of comments or a draft letter. If the circumstances are appropriate (such as significant long-term or reoccurring issues), consider preparing a policy resolution. [[Access Resolution Guidelines HERE](#)]
5. Circulate the draft for committee discussion and/or discuss at a committee meeting. Keep your Board Liaison informed of your activities.
6. Circulate or post the draft set of comments for a vote of the voting members of your committee. The goal is to get at least a quorum (50% plus 1) of the voting members of the committee. [[Access Committee Voting Guidelines HERE](#)]
7. Submit the recommended draft to headquarters for the Board's consideration. You should also make every effort to provide a short memo summarizing the draft comments, background information necessary to understand the comments, and the committee's process for the Board.
8. You (and members of the committee) may be asked to attend a Board meeting when the recommended comments are to be taken up for Board consideration. Headquarters will work with you on scheduling.
9. Headquarters or your Board Liaison may also work with you to process any changes or edits suggested by the Board. Generally, headquarters will take care of any final submission of the comments.
10. Adherence to a schedule is very important, as deadlines are set to target when the Board is scheduled to meet (to give the Board adequate time to review the submission), and to ensure a timely submission. The most significant deadlines are as follows:
 - Deadline to submit draft to headquarters: _____
 - Date of Board Consideration: _____
 - Final Filing Deadline: _____

If you have any questions, please reach out to headquarters and/or your Board Liaison for additional assistance and guidance.