

Member Comment Period & Public Comment Period Protocol

I. Initial Member Comment Versions:

- A. Cover Memorandum. Prior to releasing member comment versions of a publication, the drafting team leaders should prepare a cover memorandum, approved and edited by the steering committee liaisons, which will be included with the publication. The goal of the memo will be to spark interest and encourage members to review and comment on the publications during the critical member comment period. The memorandum should include the following:
- Summary of whether the publication proposes any changes to existing laws or procedures, and whether the publication requires increased activity or involvement from a judge;
 - Brief description of the importance and purpose of the publication;
 - Outline of any tipping point issues and proposed solutions;
 - Identification of other Sedona publications that were either cited in this version and/or reviewed for potential overlap or potential inconsistencies. If any overlap or inconsistencies were found, explain how this was resolved; and
 - A list of questions for the membership to focus on tailored to gain feedback on specific issues. This might help to minimize non-substantive feedback and mere wordsmithing.
- B. Meeting. Each initial member comment version should be presented at a WG1 midyear or annual meeting.
- C. Eblasts. In addition to sharing the member comment version at the WG1 midyear or annual meeting, an initial eblast will announce the publication and will provide a link to the WG1 webpage where the draft can be downloaded. This eblast will be followed up with at least one additional reminder eblast.
- D. 30 Days. The member comment period shall be limited to 30 days but can be extended where holidays fall within that time period.

II. Subsequent Member Comment Versions:

- A. Significant Substantive Changes. There may be times when a member comment version should be presented to the membership a second time (prior to going out for public comment), particularly where the publication or portions of the publication have undergone such substantive changes that they are virtually unrecognizable from the original version.
- B. Cover Memorandum. Prior to releasing subsequent member comment versions, the drafting team leaders should again prepare a cover memorandum, approved and edited by the steering committee liaisons, that:
- describes the procedural history of the paper;
 - describes the significant substantive changes from the earlier version; and
 - includes a list of questions for the membership tailored to gain feedback on specific issues.
- C. Meeting. If the subsequent versions do not coincide with presentation at the midyear or annual meeting, an optional online meeting may be considered, but should be planned prior to release of that version.
- D. Eblasts. An initial eblast will announce the publication and will be followed up with at least one additional reminder eblast.
- E. No more than 30 days. The subsequent member comment periods shall be limited to 30 days but may be less, depending on the changes.

III. Public Comment Drafts:

- A. Cover Memorandum. Prior to releasing public comment versions of a publication, the drafting team leaders should again prepare a cover memorandum, approved and edited by the steering committee liaisons, that:
- describes the importance and purpose of the publication;
 - describes the procedural history of the paper;
 - outlines tipping point issues and proposed solutions; and
 - requests feedback regarding typos, technical issues, oversights, new or missed case authority—either supporting or contradicting, or points that may be confusing and need to be clarified.

- B. Eblasts. An initial eblast will announce the public comment draft and will provide a link to the publications' page where the draft can be downloaded. This eblast will be followed up with reminder eblasts—likely at 30 days and then 1 week prior to the public comment deadline.
- C. 60 Days. The public comment period shall be limited to 60 days but can be extended where holidays fall within that time period.
- D. Social Media/Blogs/Articles. Drafting Team members are expected to increase awareness of the new draft and encourage feedback.
- E. Webinar. A webinar should be planned for each public comment draft. Planning should be done prior to the draft being released. The webinar should take place early enough in the public comment period to permit time for webinar attendees to submit comments afterwards.