



National Association of Bond Lawyers

PROCEDURES FOR NABL WRITTEN SUBMISSIONS

All formal written submissions sent on behalf of the National Association of Bond Lawyers (NABL) are coordinated by the NABL Governmental Affairs Office to ensure consistency, accuracy and quality of correspondence. Standard procedures for NABL written submissions are listed below.

- The NABL Board of Directors, Chairperson of the appropriate committee, and NABL Director of Governmental Affairs decide to submit formal written correspondence on a proposed project.
- The project is assigned to a project chairperson in consultation with the Board liaison to the appropriate committee.
- The project chairperson forms a task force or comment group, which will be composed of NABL members and may include industry experts or other third parties. Project participants must agree to comply with the NABL Conflicts Policy. (Note: Non-NABL members generally will not be listed on the task force/working group roster when the written submission is made, unless the NABL Board of Directors decides otherwise.)
- The project chairperson and task force or comment group collaborate to produce a draft document. The Chairperson of the appropriate committee, the Board liaison to the appropriate committee, and NABL Director of Governmental Affairs generally should be copied on all task force correspondence.
- For any project with an externally-imposed deadline (for example, comments on proposed IRS regulations), the project chairperson and the Chairperson of the appropriate committee will make best efforts to assure that a substantially final draft of the submission has been completed not later than two weeks before the deadline. For projects not having an externally-imposed deadline, the Chairperson of the appropriate committee will establish a schedule for completion of a substantially final draft, after consulting with the Board liaison to the committee.
- When a substantially final draft of the submission has been completed, the project chairperson submits it to the Chairperson of the appropriate committee, the Board liaison to the appropriate committee and the NABL Governmental Affairs Office.
- NABL Governmental Affairs Office reformats the document on letterhead and edits for clarity and consistency; the Chairperson of the appropriate committee reviews and approves the draft, making any necessary substantive changes.
- NABL Governmental Affairs Office submits the final draft to the NABL Board of Directors for review.
- Once the final draft is approved by the NABL Board of Directors, the NABL Governmental Affairs Office sends the final version electronically to the intended

recipients (or in any other format that may be required). All members of the task force or comment group are copied on the submission.

- NABL Governmental Affairs Office promptly forwards the submission to the NABL Board of Directors.
- NABL Governmental Affairs Office posts the submission on the NABL web site.
- NABL Governmental Affairs Office publishes a NABLNET Alert to members with a link to the online copy.
- NABL Governmental Affairs Office posts a press release on the web site and distributes to public finance industry participants, government officials and members of the press.