

Checklist of Important Reminders

When Starting a Government Submission Project	<p>Notify the Staff Counsel when <i>starting</i> a government submission project, not when it is done. Remember that the quality, not quantity, of submissions to the Government is most important. It is not necessary to express a view about every conceivable issue.</p> <p>Let other committees with an interest in the subject matter know what you are doing.</p>
While Working on the Project	<p>Make sure that what you write is courteous, balanced, and intellectually honest. Objectively consider all sides of an issue. Address issues (not the draftsmen) with fair, tightly-reasoned argument, not mere opinion. Don't be only negative; offer alternative solutions. Be practical; think about complexity and compliance.</p> <p>Stay in touch with the Section Staff Counsel. Let her know at least two weeks before a draft of a submission will be ready for COGS review, so that that the review can go smoothly. Give special advance warning if the submission will be unusually lengthy, arcane, or controversial.</p>
When Completing the Project	<p>Include a <i>substantive</i> executive summary with every submission that exceeds five single-spaced pages <i>or</i> is controversial.</p> <p>Include with every government submission a cover page.</p>
At All Times	<p>Keep your Council Director and the Section Staff Counsel updated.</p> <p>If you have a question, contact the Section Staff Counsel or your Council Director.</p>