

# Association of State Floodplain Managers

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## PROCEDURE FOR ASFPM TECHNICAL LETTERS, EDITORIALS, COMMENTS, ETC.

1. Process begins when Executive Office, board or other member gets word of an article, editorial, draft report, press release or other matter ASFPM may desire to comment, respond or provide input (lengthy testimony and in-depth reviews would not necessarily fall under this process).
2. **Chair or Vice Chair and Executive Office** (Executive Director/Deputy Executive Director) in consultation with any pertinent board members, committee chairs, pod facilitators or others, determine whether to take action and who should draft ASFPM input (this person(s) becomes the **Author(s)**). Those parties, in consultation with Author(s), define audience and designate target length, remembering that a short message is almost always more effective in getting the point across to the proper parties.
3. **Author(s)** draft the ASFPM input, bringing in **Editor** if needed.
4. **Author(s)** circulate the draft input to members who have expertise to check its content, technical substance and tone. These people become **Reviewers**. **Author(s)** set deadline for reviewers' response. Comments must be received by date to be considered.
5. **Reviewers** comment on draft in track change mode. They confine themselves to comments on the content of the draft and only bring up truly objectionable content, inaccuracies or lost opportunities. Reviewers do not wordsmith except in areas in which content errors must be corrected.
6. **Reviewers** return comments to **Author(s)** with cc to **Editor**, but not to all other Reviewers unless Author has requested "reply to all."
7. **Author(s)** evaluate comments and make final decisions and approval of content and word selection for the final draft.
8. **Author(s)** turn over final draft to **Editor** for copyediting and clarity of message.
9. **Editor** turns over to **Executive Office** (with cc to **Author(s)**) for formatting, final approval by chair and/or executive director/deputy executive director and transmittal.

At Executive Office, staff will ensure that transmittal gets done with proper letterhead, signature box, etc.

<b>ASFPM Technical Letters, Editorials, Comments, etc.</b>	
<b>Roles in Production (listed in order of appearance)</b>	
Chair or Vice-Chair, Executive Office (Executive Director, Deputy Executive Director), Pod Facilitators	<ul style="list-style-type: none"> <li>▫ Determine whether ASFPM should respond/comment/write on a given issue.</li> <li>▫ Recruit person or persons to act as “Author(s)” and consult with Author(s) on next two steps</li> <li>▫ Define audience for document. Specify length of document (shorter is better).</li> <li>▫ Set deadline for final transmittal.</li> <li>▫ Name Reviewers.</li> </ul>
Author(s) with input from Executive Office and/or Pod Facilitator(s), and/or Committee Chairs, and/or others	<ul style="list-style-type: none"> <li>▫ Drafts document with help from Editor when needed.</li> <li>▫ Circulates draft to Reviewers with cc to Editor, setting deadline for comments to be returned to Author.</li> <li>▫ Evaluates review comments and makes final determination on content and word choice.</li> </ul>
Reviewer(s)	<ul style="list-style-type: none"> <li>▫ Reads draft for technical content and tone. Points out objectionable content or tone, inaccuracies, or lost opportunities. Does not wordsmith.</li> <li>▫ Returns comments in track change mode to Author and others, as requested, by deadline.</li> </ul>
Editor (when needed)	<ul style="list-style-type: none"> <li>▫ Helps Author with first draft if needed.</li> <li>▫ Helps Author evaluate comments if needed.</li> <li>▫ Wordsmiths final version, keeps length in check, copyedits.</li> </ul>
Chair and/or Executive Director/Deputy Executive Director	Approves final version for Chair/Executive Director signature.
Executive Office (staff)	Finalizes format, letterhead, signature block; transmits to proper destination.