

## **RULEMAKING 101:**

### How Your Organization Can Help Shape Federal Rules and Regulations

#### **WHAT IS RULEMAKING?**

Federal agencies use rulemaking to issue new rules (also called “regulations”) or change old ones. Government agencies and recipients of federal funds are required to follow these rules.

#### **WHAT IS THE PROCESS FOR RULEMAKING?**

Agencies typically give the public notice of a proposed rule before the agency makes a final decision. Then, the proposed rule is published in the Federal Register. Next, the agency invites the public to submit comments before a specified date. The comment period usually lasts between 30 and 180 days. The agency is legally required to consider each comment. After analyzing all comments, the agency publishes the final version of the rule.

##### **The Rulemaking Process**



###### **Public Notice**

Agency notifies the public of a new rule



###### **Proposed Rule**

New rule is published in the Federal Register



###### **Comment Period**

30-180 days



###### **Finalization**

Agency reviews comments and publishes the final rule

#### **WHY SHOULD OUR ORGANIZATION SUBMIT COMMENTS?**

Public input is critical because it gives federal officials information about the potential impact of a proposed regulation. Participating in the rulemaking process allows your organization to shape federal programs and the rules that govern them.

Rulemaking gives your organization the opportunity to ensure that agencies are aware of what you, your organization, and your community need. Your organization’s comments can highlight the lived experiences of the communities you serve and your experiences participating in or administering programs and services. They may also note how the rule will either help or harm your community and organization.

It is important to note that submitting comments is not considered lobbying under the federal tax code.

#### **HOW CAN OUR ORGANIZATION MAKE OUR COMMENTS MOST EFFECTIVE?**

Comments can be brief or detailed. Begin by explaining your organization’s mission. Make clear why your organization is an expert on issues relevant to the proposed rule. As you draft your comment, note the experiences of Latino families, relevant data, and your analysis of the proposed rule’s potential impact. Feel free to suggest ways to improve the rule. If you have time, consider asking other organizations if they’ve already prepared materials you can use in your own comments.

Organizations and individuals can submit comments in English or Spanish.

UnidosUS is a nonprofit, nonpartisan organization that serves as the nation’s largest Hispanic civil rights and advocacy organization. Since 1968, we have challenged the social, economic, and political barriers that affect Latinos through our unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico. We believe in an America where economic, political, and social progress is a reality for all Latinos, and we collaborate across communities to achieve it.

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