



## Public Comment Policy

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The Administrative Conference of the United States (ACUS) frequently seeks public comments on its draft and proposed recommendations and on other agency matters. ACUS encourages members of the public to share their thoughts on matters on which ACUS seeks public comments. The following policies apply to public comments received:

### **How to Submit Comments on a Draft or Proposed Recommendation**

ACUS is charged by statute with studying the efficiency, adequacy, and fairness of the administrative procedure used by federal agencies in carrying out federal administrative programs and making appropriate recommendations to federal agencies, the President, Congress, and the Judicial Conference of the United States. Recommendations are drafted by one or more of ACUS's standing committees or a special committee formed to consider a particular subject. Subject to the approval of ACUS's Council, recommendations proposed by these committees are submitted to the ACUS Assembly for consideration and approval.

ACUS encourages members of the public to submit comments while a committee is drafting a recommendation, following the instructions on the webpage associated with the project. ACUS also encourages members to submit comments on a proposed recommendation before the Assembly considers it. ACUS will publish notice of the proposed recommendation in the *Federal Register*. The notice will include instructions for submitting comments and the deadline for submitting comments.

### **How to Submit Comments on Other Agency Matters**

For agency matters other than recommendations on which ACUS seeks public comment, ACUS will provide instructions for submitting public comments on its website, usually on the webpage associated with the project.

### **When ACUS Will Consider Comments**

ACUS will consider all comments that it receives during an open comment period and before any deadline for submitting comments.

### **How ACUS Will Post Comments on Its Website**

When ACUS solicits public comments on a draft or proposed recommendation or another agency matter, it ordinarily will post all timely received comments on the webpage associated with the



project as soon as reasonably practicable. ACUS will ordinarily post comments as they are received. Comments should not include information, such as personal information or confidential business information, that they do not wish to appear on the ACUS website. Comments received in paper form will be scanned and posted electronically. Comments posted to the ACUS website will include the submitter's name if provided.

ACUS ordinarily will not post comments that are not timely received and will not post comments that are obscene, libelous, threatening, unrelated to the subject as to which comments were solicited, or otherwise evidently inappropriate for posting.

### **Anonymous or Pseudonymous Comments**

The Conference requests that it receive comments signed with the real name and address of the commenter. However, the Conference permits comments that are anonymous or submitted under an internet handle or other alias and will post such comments, subject to the exceptions noted above.

### **How to Submit Effective Comments**

The following tips should help members of the public to submit effective comments:

- ACUS will typically call for comments on a specific document or documents, such as a draft report or recommendation. Be sure to read the document(s) before submitting comments.
- Clearly identify the issues on which you are commenting. Stick to the topic on which comments are requested and avoid unrelated matters.
- The comment process is not a vote. ACUS attempts to formulate the best policy, which is not necessarily the most popular policy. Therefore, when making a comment, it is important that you explain your reasons for your position.
- Provide relevant data and examples in support of your position. Examples may include personal experiences. Include citations or links to relevant studies, articles, reports, or legal authorities.
- If you identify a problem with the proposal on which you are commenting, consider suggesting a better alternative.



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- Consider the pros and cons of your position and explain them. Consider the views and suggestions of others, and respond to them with facts and reasons.
- If you comment on the comments of others, identify such comments before you respond to them.
- Be civil and courteous. It's fine to disagree with ACUS or with another commenter, but avoid personal attacks or overheated rhetoric.
- If you have credentials or experience that give you expertise in the topic on which you are commenting, explain what they are. If you are commenting on behalf of an organization, explain the nature of your organization.
- There is no minimum or maximum length for an effective comment, but comments that make their points plainly and succinctly and that avoid unnecessary repetition are usually most effective.
- If you're organizing comments on behalf of multiple people, we welcome you to submit a single set of comments with the signatures of all commenters rather than separate identical or substantively identical comments from each commenter.
- Don't include any information in your comment that you do not want to appear on the ACUS website. ACUS will ordinarily post the comments it receives without change, including any personal information or confidential business information provided.