

## REQUESTS TO CHANGE A FEDERAL LAW

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### SUMMARY

This procedure explains how to make a request to change a federal law.

### PROCEDURE

1. Office of Intergovernmental Affairs circulates a memo to all departments requesting proposals for changes to federal law.
2. Prepare requests for change as directed by memo.
3. Requests are reviewed by Office of Intergovernmental Affairs, the County Attorney's Office, Office of Management and Budget, and Deputy Mayors who make recommendations to the Mayor.
4. Office of Intergovernmental Affairs develops Legislative Package.
5. Mayor reviews Legislative Package and provides any additional input.
6. Office of Intergovernmental Affairs presents Legislative Package to the Board of County Commissioners for approval.

### CONTACT(S):

#### Department/Division

Board of County Commissioners/Office of Intergovernmental Affairs