



CITY OF HOUSTON

Executive Order

Subject: **Executive Orders & Administrative Procedures**

E.O. No.

1-1 Revised

Effective Date:

Upon Approval

1. AUTHORITY

1.1 Article VI, Section 7a, of the City Charter of the City of Houston.

2. PURPOSE

2.1 Efficient management of the City of Houston requires written procedures and policies that provide guidance for the uniform administration and coordination of its various functions.

3. OBJECTIVES

- 3.1 To outline a format for the preparation of executive orders and administrative procedures.
- 3.2 To describe a process for the preparation, approval, issuance and revision of executive orders and administrative procedures.

4. DEFINITIONS

- 4.1 Executive Order - A directive made by the Mayor defining binding policy.
- 4.2 Administrative Procedures - Procedures affecting two or more Departments.
- 4.3 Department Director Operating Procedures - Procedures affecting only one Department or Division.
- 4.4 Division – Business unit within a Department.

5. SCOPE

5.1 This directive applies to all City of Houston Departments and Divisions.

6. RESPONSIBILITIES

6.1 Pursuant to Article VI of the City Charter, the Mayor is responsible for determining the need for executive orders and administrative procedures, assigning the responsibility for preparation of procedures, reviewing proposed procedures and approving and issuing procedures.

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- 6.2 The Departments are responsible for indicating the need for an administrative procedure and making a recommendation to the Mayor.
- 6.3 The Director of Administrative and Regulatory Affairs (ARA) is responsible for monitoring, indexing, reviewing, formatting, publication and distribution of executive orders, administrative procedures and change notices.
- 6.4 Should a department choose to maintain an Administrative Policies and Executive Orders manual, they are responsible for keeping it up-to-date by inserting change notices and approved revisions.

7. PROCESS

7.1 Executive Order

7.1.1 Preparation

- 7.1.1.1 The Mayor will indicate the need for an executive order and assigns the responsibility for drafting the order.
- 7.1.1.2 Those responsible for drafting the executive order shall submit the written draft of the executive order to the Director of the ARA Department.
- 7.1.1.3 ARA reviews the draft executive order for such factors as consistency, clarity and format.
- 7.1.1.4 ARA prepares the final draft of the procedure in the prescribed format and assigns an index number.
- 7.1.1.5 Prior to submitting to the Mayor for signature, ARA shall ensure that Legal has the opportunity to review and provide assistance as appropriate.
- 7.1.1.6 The ARA Director shall present the final version of the order to the Mayor for signature, prior to its publication.

7.1.2 Issuance

- 7.1.2.1 ARA issues approved executive orders signed by the Mayor to all department directors.
- 7.1.2.2 Approved executive orders are posted on the City's website at <http://www.houstontx.gov/execorders.html>.
- 7.1.2.3 Notice of and/or distribution of executive orders within an individual department is the responsibility of the department director.
- 7.1.2.4 Executive orders remain in full force and effect until officially revised, superseded, or canceled in writing by the Mayor.
- 7.1.2.5 Original executive order documents shall be maintained by the Office of the Director, Administration & Regulatory Affairs Department.

7.1.2.6 At least one (1) copy of all executive orders issued hereunder shall be available for public inspection in the Office of the Director, Administration & Regulatory Affairs Department.

7.1.3 Revisions

7.1.3.1 Revisions to executive orders will be prepared and issued in accordance with the above procedures.

7.1.3.2 The ARA Department will issue an executive order change notice of all approved revisions to department directors.

7.2 Administrative Procedure

7.2.1 Preparation

7.2.1.1 The Mayor or a department director may indicate the need for an administrative procedure.

7.2.1.2 The Mayor determines whether the procedure is required and assigns the responsibility for drafting the procedure to a department and/or a group of departments.

7.2.1.3 The responsible department(s) submits the written draft procedure to the Director of the ARA Department.

7.2.1.4 ARA reviews the draft procedure for such factors as consistency, clarity and format and ensures coordination with those departments that would be involved in implementing the procedure.

7.2.1.5 Upon final approval of all relevant parties, ARA prepares the final draft of the procedure in the prescribed format and assigns an index number.

7.2.1.6 ARA shall ensure that legal is given the opportunity to review the final draft procedure and offer assistance as appropriate prior to submitting to the Mayor for signature.

7.2.1.7 The ARA Director shall present the final version of the procedure to the Mayor for signature, prior to its publication.

7.2.2 Issuance

7.2.2.1 ARA issues approved administrative procedures signed by the Mayor to all department directors.

7.2.2.2 Approved administrative procedures are posted on the City's website at www.houstontx.gov/adminpolicies.html.

7.2.2.3 Notice of and/or distribution of administrative procedures within an individual department is the responsibility of the director.

7.2.2.4 Administrative procedures remain in full force and effect until officially revised, superseded, or canceled in writing by the Mayor.

7.2.2.5 Original administrative procedure documents shall be maintained by the Office of the Director, Administration & Regulatory Affairs Department.

7.2.2.6 At least one (1) copy of all administrative procedures issued hereunder shall be available for public inspection in the Office of the Director, Administration & Regulatory Affairs Department.

7.2.3 Revisions

7.2.3.1 Revisions to administrative procedures will be prepared and issued in accordance with the above procedures.

7.2.3.2 The ARA Department will issue an administrative procedure change notice of all approved revisions to department directors.

8. FORMAT

8.1 The following sections, when required, shall be included in each executive order and administrative procedure:

8.1.1 PURPOSE - Defines the intent addressed by the executive order or administrative procedure. This includes any general policy statement that provides the basis for the procedure.

8.1.2 OBJECTIVE - Outlines in detail what is to be accomplished by the order or procedure.

8.1.3 DEFINITIONS - Defines any of the terms for clarity and scope of purpose.

8.1.4 SCOPE – Designates which Departments are covered and limits of coverage when other than citywide.

8.1.5 RESPONSIBILITIES - Defines responsibilities of individuals and/or Departments in implementing the order or procedure.

8.1.6 PROCEDURE - Outlines processes to be undertaken to achieve the objectives and how the processes are to be accomplished.

8.1.7 APPENDIX:

8.1.7.1 Legal Reference – Provides a listing of pertinent laws, ordinances, and/or regulations related to the order or procedure. An authority section may be included in the above format for short ordinances or legal references.

8.1.7.2 Forms - A summary or sample of forms used in the procedure.