



EXECUTIVE ORDER

Executive Orders, Administrative Policies & Administrative Procedures

	EO No.	EO 1-1
	Effective Date:	Upon Approval

1. AUTHORITY

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

2. SCOPE

This directive applies to all City of Houston Departments.

3. OBJECTIVES

- 3.1. To outline a format for the preparation of Executive Orders, Administrative Policies and Administrative Procedures.
- 3.2. To outline a process for the preparation, approval, issuance and revision of Executive Orders, Administrative Policies and Administrative Procedures.

4. DEFINITIONS

Administrative Policies: A system of established and documented guidelines, rules or principles affecting two or more Departments.

Administrative Procedures: A set of documented steps or actions to accomplish or establish a process affecting two or more Departments.

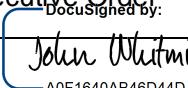
Executive Order: A directive issued by the Mayor.

5. RESPONSIBILITIES

- 5.1. Pursuant to Article VI of the City Charter, the Mayor is responsible for determining the need for Executive Orders and Administrative Policies or Administrative Procedures.
- 5.2. The Departments are responsible for indicating the need for an Administrative Policy or Procedure and making a recommendation to the Mayor.
- 5.3. The Director of Administration & Regulatory Affairs (ARA) is the administrator for monitoring, indexing, reviewing, formatting, publication and distribution of Executive Orders, Administrative Policies, Administrative Procedures and change notices.
- 5.4. Should a Department choose to maintain an Administrative Policies, Administrative Procedures and Executive Orders manual, they are responsible for keeping it up to date by inserting change notices and approved revisions.

6. PROCESS

6.1. Executive Order

Documented by:

 John Whitmire
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Approved:

Date Approved:

12/19/2025

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6.1.1. Preparation

- 6.1.1.1. The Mayor will indicate the need for an Executive Order and assigns the responsibility for drafting the order.
- 6.1.1.2. Department designees responsible for drafting the Executive Order shall submit the written draft of the Executive Order to the Director of ARA.
- 6.1.1.3. ARA will review the draft Executive Order for such factors as consistency, clarity and format.
- 6.1.1.4. ARA will format the final draft of the Executive Order and assign an index number.
- 6.1.1.5. Prior to submitting to the Mayor for signature, ARA shall ensure that the Legal Department reviews, provides assistance and edits as appropriate, and approves.
- 6.1.1.6. The Director of ARA shall submit the final version of the order to the Mayor (or the Mayor's designee) for the Mayor's signature, prior to its publication.

6.1.2. Issuance

- 6.1.2.1. Approved Executive Orders are posted on the City's policy webpage.
- 6.1.2.2. Executive Orders will remain in effect until officially revised, superseded, or rescinded by the Mayor.
- 6.1.2.3. Executive Orders will undergo a five (5) year update and revision review.
- 6.1.2.4. Original Executive Order documents shall be maintained by ARA.
- 6.1.2.5. All Executive Orders issued hereunder shall be available for public inspection in ARA. This may be a digital document.

6.1.3. Revisions

- 6.1.3.1. Revisions to Executive Orders will be prepared and issued in accordance with the above procedures.

6.2. Administrative Policy and Procedures

6.2.1. Preparation

- 6.2.1.1. The Mayor or a department director may indicate the need for an Administrative Policy or Procedure.
- 6.2.1.2. The Mayor will determine whether the policy or procedure is necessary and will assign the responsibility for drafting the policy or procedure to a department and/or a group of departments.
- 6.2.1.3. The sponsoring department(s) responsible will submit the written draft policy or procedure to the Director of ARA.
- 6.2.1.4. ARA will review the draft procedure or policy for consistency, clarity and format and will ensure coordination with those departments that would be responsible for implementing the procedure.

- 6.2.1.5. Upon final approval of all relevant parties, ARA will prepare the final draft policy or procedure and will assign an index number.
- 6.2.1.6. ARA will ensure that the Legal Department reviews the final draft procedure, will offer assistance as appropriate, and approves the final draft prior to submitting it to the Mayor for signature.
- 6.2.1.7. The Director of ARA shall submit the final version of the policy or procedure to the Mayor (or the Mayor's designee for routing to the Mayor) for signature, prior to its publication.

6.2.2. Issuance

- 6.2.2.1. Approved Administrative Policies and Procedures are posted on the City's policy webpage.
- 6.2.2.2. Administrative Policies and Procedures will remain in effect until officially revised, superseded, or rescinded by the Mayor.
- 6.2.2.3. Administrative Policies and Procedures will undergo a five (5) year update and revision review.
- 6.2.2.4. Original Administrative Policies and Procedure documents shall be maintained by ARA.
- 6.2.2.5. All Administrative Policies and Procedures issued hereunder shall be available for public inspection in ARA. This may be a digital document

6.2.3. Revisions

- 6.2.3.1. Revisions to Administrative Policies and Procedures will be prepared and issued in accordance with the above procedures.

7. FORMAT

7.1. The following sections, when required, shall be included in each Executive Order and Administrative Policy and Procedure:

- 7.1.1. PURPOSE - Defines the intent addressed by the Executive Order, Administrative Policy or Administrative Procedure. This includes any general policy statement that provides the basis for the policy or procedure.
- 7.1.2. OBJECTIVE - Outlines what is to be accomplished.
- 7.1.3. DEFINITIONS - Defines any of the terms for clarity.
- 7.1.4. SCOPE – Designates which Departments are impacted.
- 7.1.5. RESPONSIBILITIES - Department(s) and/or individual(s) which carry obligations in implementing the order or procedure.
- 7.1.6. PROCEDURE - A set of documented steps or actions to accomplish or establish a process.
- 7.1.7. COMPLIANCE- Adhering to established outcomes and requirements.

7.1.8. CONFLICT AND REPEAL:

7.1.8.1. A listing of all prior revisions and/or rescissions.

7.1.9. APPENDIX:

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

7.1.9.2. Forms - A summary or sample of forms used in the procedure. Ie: attachments, exhibits, memos, or appendices.