ADMINISTRATIVE ORDERS / IMPLEMENTING ORDERS
GUIDELINES FOR PREPARATION AND SUBMITTAL

Administrative Orders (A.O.) and Implementing Orders (I.O.) serve as vehicles to establish legislation regarding Miami-Dade County policies and procedures.

Administrative Orders establish procedures governing the operation of County administrative departments and are approved by the Mayor. On January 23, 2007, Section 5.02 of the Home Rule Charter was amended to state: "The Mayor shall have the power to issue and place into effect administrative orders, rules, and regulations. The organization and operating procedure of administrative departments shall be set forth in regulations, which the Mayor shall develop, place into effect by administrative orders, and submit to the Board."

Implementing Orders set forth specific policies as directed by ordinances passed by the Board of County Commissioners (BCC). Implementing Orders generally fall into two categories: fee schedules that departments charge the public, or policies under the BCC's authority that provide high level guidance to operating departments and are of a permanent nature. The BCC may direct the Office of the Mayor to draft regulations by preparing Implementing Orders to effectuate these policies, and require these regulations be submitted to them to be established or amended.

Administrative Orders in effect prior to the creation of Implementing Orders that accomplished these dual purposes, remain in effect until amended by the Mayor or the BCC, as appropriate for the subject matter.

County departments are responsible for all Administrative Orders and Implementing Orders under their respective jurisdiction. During the preparation phase of a new or amended A.O. or I.O., departments should consult with other affected departments or agencies, and the OMB budget analyst if there is a fee schedule or fiscal impact.

The Office of Management and Budget (OMB) is responsible for reviewing all Administrative Orders and Implementing Orders. When finalized, Administrative Orders are submitted to the Mayor for approval and Implementing Orders are placed on the appropriate BCC agenda. Administrative Orders and Implementing Orders are also assigned a number based on their topic/category. **Departments should allow a minimum of two weeks for the review process, depending on the item's length and content**.

The following are procedures for the preparation and processing of Administrative Orders and Implementing Orders:

ADMINISTRATIVE ORDERS

County departments are responsible for preparing new A.O.s as required, and review/update all A.O.s as necessary to ensure consistency with County administrative procedures. Below is the procedure for preparing and processing an Administrative Order:

- Department prepares the A.O. package and submits it to OMB for review. Revisions to existing A.O.s must be indicated through Microsoft Word's "track changes," using underlining for additions and ~~strikethrough~~ for deletions.
- OMB assigns new A.O.s a number and reviews revisions with the department.
- OMB returns final A.O. package to the department to obtain County Attorney approval.
- The department then returns the CAO approved package for OMB Director review/approval.
- OMB will submit final package to the appropriate Deputy Mayor for forwarding to the Mayor.
- OMB will upload the final Mayor's approved A.O. to the County's website.

The A.O. Package

The package consisting of the following two items should be sent electronically to OMB:

1. The A.O. itself (and a strike through version if it is a revision to an existing A.O.) with a County Attorney approval line and Mayor's approval line.
2. The transmittal memorandum.

IMPLEMENTING ORDERS

Departments are responsible for preparing new Implementing Orders as directed by the Board of County Commissioners, and to review/update all Implementing Orders as necessary to ensure consistency with newly adopted legislation and/or policies. Below is the procedure for preparing and processing an Implementing Order:

- Department prepares the I.O. package and submits it to OMB for review. Revisions to existing I.O.s must be indicated through Microsoft Word's "track changes," using underlining for additions and ~~strikethrough~~ for deletions.
- OMB assigns new I.O.s a number and reviews revisions with the department.
- OMB will return the final I.O. package to the department. The department is then responsible for preparing an Agenda Review Form and forwarding the package to the County Attorney's Office (CAO) for review and determination of BCC requirements.
- The department then returns the CAO approved package for OMB Director review/approval.
- OMB will submit the final package to the appropriate Deputy Mayor for placement on the BCC and committee agendas. However, **please note the respective department is listed as the Requester of the item listed on the BCC and committee agendas—*not* OMB.**
- OMB will upload the final BCC approved I.O. to the County's website.

Note: If the I.O. replaces an existing Administrative Order then the Mayor's recommendation memorandum and resolution should include language "rescinding Administrative Order No. ___ and adopting Implementing Order No. ___". If the subject matter contains significant procedural references, than a corresponding Administrative Order should be prepared to address those items and be processed accordingly.

In rare circumstances, departments may feel it is necessary to place the item on the agenda of a certain meeting even though the agenda deadline has passed. In these cases, it is the responsibility of the department to contact its Deputy Mayor for approval.

The I.O. Package

The package consisting of the following three items should be sent electronically to OMB:

1. The I.O. itself (and a strike through version if it is a revision to an existing I.O.) with a County Attorney approval line.
2. The accompanying resolution.
3. The Mayor's recommendation memorandum.

Departments continue to "own" their A.O.s and I.O.s regardless of the review and submittal process. Departments should always maintain electronic and hard copies of all A.O.s and I.O.s under their jurisdiction.