
STUDENT BAR ASSOCIATION
OF THE
WILLIAM S. RICHARDSON SCHOOL OF LAW

EXECUTIVE ORDER
NO. 2016-1

By the authority vested in me as President of the Student Bar Association (SBA) by the SBA Constitution, in order to create and improve the structure of the Law School Government, **I hereby order the promulgation of the attached Administrative Rules, effective immediately.**

/s/ Brandon Marc Higa
President
March 14, 2016

Cite as: RAR § [Chapter].[Section] ([month day, year]).

Chapter 1. Richardson Administrative Rules; Organization.

§ 1.1 Richardson Administrative Rules

These shall be the Administrative Rules of the Law School Government of the William S. Richardson School of Law.

§ 1.2 Organization into unified system

- (a) All Rules must be organized into the system prescribed by this section.
- (b) The Rules shall be divided into chapters. Chapters shall be divided into sections.
- (c) There shall be the following chapters.
 - (1) Chapter 1. Richardson Administrative Rules; Organization.
 - (2) Chapter 2. Rulemaking.
 - (3) Chapter 3. Executive Orders.
 - (4) Chapter 4. Executive Agents.
- (d) Additional chapters may be added as necessary.
- (e) Other subdivisions may be added as necessary.

§ 1.3 General definitions

As used in the Richardson Administrative Rules, unless otherwise indicated:

“Administrative Rule(s)” or “Rule(s)” means the Richardson Administrative Rules.

“Day” means calendar day.

“Executive Order(s)” or “Order(s)” means executive orders under Section 4.2 of the SBA Constitution.

“Executive Board” or “Executive” means the Executive Board under Article IV of the SBA Constitution.

“Member of the SBA” means a person with full membership in the SBA under Section 2.2.

Chapter 2. Rulemaking.

§ 2.1 Notice of proposed rulemaking

The Executive must present to the members of the SBA for comment any proposed rule or any proposed amendment to an existing rule. The comment period must be at least 7 days.

§ 2.2 Approval or rejection by Executive Board

After the end of the comment period, at an Executive Board meeting, the Executive may approve or reject the proposed rule or proposed amendment by a majority vote of all Executive Board members. If any changes are made to the proposed rule or proposed amendment at the Executive Board meeting, such changes need not be subject to comment under Section 2.1.

§ 2.3 Promulgation by Executive Order

No later than 24 hours after approval by the Executive Board under Section 2.2, the President must promulgate the new rule or amendment by Executive Order. Such Order shall include the new rule or amendment. The new rule or amendment shall come into effect immediately upon the issuance of the Executive Order, or later, if the Order so states.

§ 2.4 Updating after promulgation

- (a) After promulgation under Section 2.3, the Executive must update the Rules to include the new rule or amendment.
- (b) After updating, the Executive must change the date of the entire updated Rules to the date of the most recent Order which affected the updated Rules. The date must include the month, day, and year.
- (c) No later than 10 days after promulgation under Section 2.3, the Executive must complete both Subsections (a) and (b).

§ 2.5 Transmission to Judiciary

No later than 10 days after promulgation under Section 2.3, the Executive must transmit the Rules, as updated under Section 2.4, directly to the Judiciary in portable document format (PDF) form.

Chapter 3. Executive Orders.

§ 3.1 Issuance

- (a) The President may issue Executive Orders.
- (b) All Orders must be presented to the members of the SBA upon issuance.
- (c) All Orders must be transmitted directly to the Judiciary upon issuance.
- (d) All Orders must be numbered as follows: [year of issuance]-[chronological number of Order]. The chronological number resets to 1 at the beginning of each calendar year. Example: Executive Order 2016-1.
- (e) All Orders must include the month, day, and year of issuance.
- (f) The President's signature on an Order is sufficient if given in the following form:
/s/ [name].

Chapter 4. Executive Agents.

§ 4.1 Definition

As used in this chapter, "Agent" means the position of Executive Agent prescribed by this chapter.

§ 4.2 Selection

- (a) The Executive Board, by majority vote at an Executive meeting, may select a member of the SBA to serve as an Executive Agent.
- (b) There shall be no more than 3 Agents at one time.

§ 4.3 Powers and Duties; Term

No later than 24 hours after selection of an Agent under Section 4.2, the President must issue an Executive Order containing

- (a) The name of the Agent;
- (b) The powers and duties of the Agent, as determined by the Executive; and
- (c) The date on which the Agent's term of office ends, provided that the Agent's term of office shall automatically end when the President who issued the Order under this section leaves office.