Plain Language about
the Constitution,
Executive Orders,
Memos and
Proclamations





## WHAT ARE THE PRESIDENT'S POWERS?

The President of the United States uses three main tools to help run the country and share important information. Each tool is used in a different way, depending on how serious or powerful it needs to be. These tools help the President lead the government and explain important decisions to the American people.

## EXECUTIVE ORDERS

- Executive orders from the President work like laws.
- Intended to make big changes or deal with emergencies.
   For example, the President might use one to tell government agencies what to do or to respond to a serious problem.
- They must be written down in a special government record called the Federal Register.
- They must say what law gives the President the power. This helps people understand why it's legal.

## **MEMORANDA**

- Memoranda are less formal than executive orders.
- Used for everyday tasks, like giving instructions to federal agencies or handling smaller issues.
- Don't have to be published in a special government record called the Federal Register, and don't have to explain the legal authority for the actions they direct.
- More flexible but less transparent to the public than executive orders.
- Still important for running the government smoothly.

## **PROCLAMATIONS**

- Proclamations are official messages from the President to announce special events, awareness days, or important issues.
- They are intended to make big changes or deal with emergencies.
- If a proclamation has a legal effect, it must be printed in a special government record called the Federal Register.