

**CHAPTER 1****GENERAL PROVISIONS****110. LEGISLATIVE PROCEDURE**

**Section 110.01. Form of Amendments and New Ordinances.** An ordinance amending this Code shall specify the subsection and subdivision to be amended. Language to be added shall be underlined; language to be repealed shall be enclosed in brackets, or indicated by strike-outs. An ordinance repealing an entire chapter, section, subsection or subdivision need refer only to that chapter, section, subsection or subdivision, and the text need not be reproduced. An ordinance adding only new provisions to the Code need not be underlined.

**Section 110.03. Headnotes, etc.** Chapter, section, subsection and subdivision headnotes, titles and cross references are not substantive parts of this Code, but merely matters to expedite and simplify its use.

**Section 110.05. Integration of Ordinances into Code.** The Clerk-Treasurer and City Attorney shall recommend to the Council a system for integrating ordinances into the Code in the most expeditious manner possible. They shall recommend to the Council rules consistent with this Section for the preparation, editing and format of ordinances to be presented to the Council.

**Section 110.07. Matters Omitted.** When an ordinance is integrated into this Code, the following matters may be omitted:

**Subd. 1.** Title.

**Subd. 2.** Enacting Clause.

**Subd. 3.** Sections Numbers.

**Subd. 4.** Definition of terms identical to those contained in this Code.

**Subd. 5.** Validation and repealing clauses.

**Subd. 6.** Validating signatures and dates.

**Subd. 7.** Punctuation and other matters not an integral part of the text of the ordinance.

**Subd. 8.** Penalty provisions.

**Section 110.09. Errors.** When integrating ordinances into the Code, the Clerk-Treasurer and City Attorney may correct manifest grammatical, punctuation, and spelling errors; change reference numbers to conform with sections, subsections, chapters and ordinances; substitute figures for written words and vice versa; substitute dates for the words "the effective date of this ordinance"; and perform like actions to insure a uniform code of ordinances without, however, altering the meaning of the ordinances enacted.

**Section 110.11. Source Notes.** When an ordinance is integrated into the Code, a source note shall be added at the end of each new chapter, section, subsection or subdivision indicating the ordinance number from which the same was derived.

**Section 110.13. Ordinance Records; Special Ordinances.** The City Clerk-Treasurer is responsible for the safe and orderly keeping of all ordinances in a manner directed by the Council. Any ordinance not included in this Code by Council direction is a special ordinance. The Clerk-Treasurer shall maintain an up-to-date, indexed record of all special ordinances. The Council may direct that special ordinances and others be included in appendices to this Code.

**Section 110.15. Effective Date of Ordinances.** Except as otherwise provided by law, ordinances are effective upon their adoption by the City Council and publication in the Official Newspaper.