

Section 110 - Legislative Procedure

110.01. Ordinances: enactment. Ordinances shall be enacted in accordance with the procedure set forth in the city charter. Ordinances shall be integrated into this code in accordance with this section.

110.03. Form of amendments and new ordinances. An ordinance amending this code shall specify the section, subsection, subdivision, or clause, as the case may be, to be amended. Language to be added shall be underlined; language to be repealed shall be stricken. An ordinance repealing an entire chapter, section, subsection, subdivision or clause need refer only to that chapter, section, subsection, subdivision or clause, and the text need not be reproduced. An ordinance adding only new provisions to this code need not be underlined.

110.05. Headnotes, Titles. 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.

110.07. Integration of ordinances into code. Subdivision 1. Duties of officers. The manager, clerk and city attorney shall recommend to the council a system for integrating new ordinances into this code in the most expeditious manner. 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.

Subd. 2. Matters omitted. When an ordinance is integrated into this code, the following matters may be omitted:

- a) title;
- b) enacting clause;
- c) section numbers;
- d) definition of terms identical to those contained in this code;
- e) validation and repealing clauses;
- f) validating signatures and dates;
- g) punctuation and other matters not an integral part of the text of the ordinance; and
- h) penalty provisions.

Subd. 3. Errors. When integrating ordinances into this code, the clerk and 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.

Subd. 4. Source notes. When an ordinance is integrated into this code, a source note shall be added at the end of each new chapter, section, subsection, subdivision or clause indicating the ordinance number and section from which the same was derived.

110.09. Ordinance records; special ordinances. The clerk 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 shall maintain an up-to-date, indexed record of all special ordinances. The council may direct that special ordinances and other ordinances, resolutions and documents be included in appropriate appendices to this code.

110.11. Effective date of ordinances. Ordinances are effective on the dates specified in the city charter.