

PROCEDURE FOR DRAFTING ORDINANCES

New ordinances often amend, repeal or add new sections to the code.

It is important when drafting these ordinances to mention, within the ordinance, the affected code section and ordinance. The underlying ordinance of the section being changed can be determined from the ordinance history in parentheses at the end of each section.

Effect of Title.

The title of an ordinance and any introductory language appearing before the ordaining clause has no legal effect. If the title states that it repeals (or amends or adds) certain provisions, but the language after the ordaining clause does not so state, the intended repeal, amendment or addition has not taken place.

Procedure When Amending Existing Code Section.

Amend the code section specifically. The underlying ordinance section may also be included.

Examples: §3.04.020 of the _____ Municipal Code is amended to read as follows:
§3 of Ord. 319 and §3.04.020 of the _____ Municipal Code are amended to read as follows:

Procedure When Repealing Existing Code Section

Repeal the code section specifically, plus the underlying ordinance section if you wish. We consider both to be repealed whether you mention the underlying ordinance or not.

Examples: §3.04.020 of the _____ Municipal Code is hereby repealed.
§3 of Ord. 319 and §3.04.020 of the _____ Municipal Code are hereby repealed.

Procedure When Adding New Material to Code

If new provisions are to be added to the code, you should determine where such material would best fit within the existing section, chapter or title. If there is no existing section, chapter or title, you should assign a new title, chapter or section number. In any case, our expandable decimal numbering system is designed to allow for the incorporation of new material without disturbing the numbering system of existing material.

The following language is sufficient to locate the new ordinance in the code:

There is hereby added to the Municipal Code of _____ §5.10.033, which is to read as follows:

Subsection D is hereby added to §5.10.040 of the _____ Municipal Code as follows:

If you have any questions as to the proper placement of a new provision, please contact us.

Two copies of all ordinances passed should be forwarded to Book Publishing Company - 201 Westlake Avenue North - Seattle, Washington 98109.

Our editorial staff is always willing to provide assistance should there be any difficulty in amending the code.

