

POLICY 00-04

To: Select Board

Cc: Staff, Town Attorney, Auditors

From: John P. Cushing, Town Clerk & Treasurer

Re: Policy 00-04 - Procedures for Adopting Ordinances or Amendments to Ordinances or Administrative Code

EFFECTIVE DATE – Immediately

Purpose: The Town Clerk is the custodian of public records for the Town of Milton and may from time to time be responsible to furnish certified copies of any instrument on record in his/her office. This policy is to standardize the procedures followed when adopting or amending an ordinance or the Administrative Code.

Procedure:

Any amendments to the Administrative Code must be submitted to the Town Clerk's Office in the following format:

1. It shall be typewritten in Times New Roman – 12, it shall be titled and have a statement of purpose identifying the sections to be amended.
2. It shall have strike through on that portion being deleted and underline on the portions being added. The deleted portion(s) shall be first and the new portion(s) shall follow.
3. The clerk shall receive a copy prior to it being submitted to the Board for review.
4. The amendment shall be adopted by Resolution of the Board. The Resolution, the typed text and the minutes of the Board meeting shall be forwarded forthwith to the Clerk's Office for recording.
5. The Clerk shall date stamp the document, numerically number the addendum and record the document in the Administrative Code Book in numeric order.
6. It shall be at the discretion of the Town Clerk when amendments and addenda are to be integrated into the text of the Administrative Code.
7. The existing code and all amendments shall remain on file in the Town Clerk's Office as a permanent record.

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Any new, repealed or amended ordinance must be submitted to the Town Clerk's Office in the following format:

1. It shall be typewritten in Times New Roman – 12, it shall be titled and have a statement of purpose identifying the ordinance and/or the section(s) of the ordinance to be amended.
2. An amendment to an ordinance shall have strike through on that portion being deleted and underline on the portions being added. The deleted portion(s) shall be first and the new portion(s) shall follow.
3. The clerk shall receive a copy prior to it being submitted to the Board for review.
4. The following documents shall be recorded with the Town Clerk after the official action of the Board:
 - a. The ordinance or amendments to the ordinance.
 - b. The Selectboard minutes entering the ordinance into the official record kept of their proceedings.
 - c. The newspaper publication stating the time and place of the public hearing to consider the ordinance.
 - d. The minutes of the public hearing.
 - e. The Resolution signed by the Board adopting the Ordinance and the effective date of the ordinance.
5. The Clerk shall date stamp the various document(s) and place them in a file of permanent record. A copy of the amendment will be recorded at the back of the text of the existing ordinance. When an ordinance is repealed, the Clerk will write on the face of the existing ordinance the date of the repeal. The Resolution signed by the Board will be placed in the file of permanent record for the ordinance. When it is a new ordinance, the Clerk will follow the same procedure as an amended ordinance with the exception that the new ordinance will be recorded in the Ordinance Book as a new Ordinance.
6. It shall be at the discretion of the Town Clerk when amendments and addenda are to be integrated into the text of an Ordinance.

This Policy is being presented by the Town Clerk and ratified by the Selectboard this 1st day of May, 2000 at their regularly scheduled meeting.

Kenneth A. Nolan
Kenneth A. Nolan, Chair

Michael Cram
Michael Cram

Daniel I. FitzGerald
Daniel I. FitzGerald, Vice-chair

Louis H. Mossey III
Louis Mossey III

Betty B. Thompson
Betty B. Thompson, Clerk

Filed with Town Clerk's Office

May 2, 2000

Attest

Loretta R. Deanna