

**ARTICLE 113**  
**Ordinances and Resolutions**

**113.02 Style and format**

**113.03 Reading**

**113.04 Effective Date**

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**113.06 Electronic Maintenance of Ordinances**

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**CROSS REFERENCES**

To make powers effective - see W. Va. Code 8-11-1

Delegating discretion - see W. Va. Code 8-11-2

Action required to be by ordinance - see W. Va. Code 8-11-3, 8-5-12

Procedures - see W. Va. Code 8-11-4

Penalty limitations - see W. Va. Code 8-12-5(57); 8-11-1

**113.02 STYLE AND FORMAT**

(a) All ordinances introduced in Council shall be typewritten on one side only of plain white paper. (Ord. 1, Passed 4/14/1959)

(b) Format will include the following features:

(1) Paper size – Letter (8 ½ x 11 inches)

(2) Margins – Top = .7

Left = 1.0

Right = .5

Bottom = .5

(3) Font – 12 pt Times New Roman

(4) Body will be single spaced

(5) Article Headings will be in bold typeface

(c) Page numbering is not permitted (Ordinance 2016-9, Passed 7/19/2016)

**113.03 READING**

When an ordinance is offered the Recorder shall present and read the same in full. (Ord. 1, Passed 4/14/1959)

**113.04 EFFECTIVE DATE**

All ordinances passed by Council, except when otherwise specifically provided, shall take effect and be in force from the time of their passage. (Ord. 1, Passed 4/14/1959)

**113.05 ORDINANCE BOOK HARD COPIES**

Hard copies of the Ordinance Book will be provided to the following:

(1) Mayor

(2) Recorder

(3) Council Members (5)

(4) Clerk

(5) Police Department (Ordinance 2015-14, Passed 9/22/2015)

### **113.06 ELECTRONIC MAINTENANCE OF ORDINANCES**

The electronic or digital version of the Town's Ordinance Book will be kept and maintained on the Clerk's Town furnished computer. Such computer will be password protected by the Clerk.

Updates to the electronic ordinance database may only be made by the Clerk. To insure integrity of the ordinances, the Recorder, and Chair of the Ordinance Committee shall be present when any change is made to the database. (Ordinance 2015-14, Passed 9/22/2015)

### **113.07 PUBLIC ACCESS**

Ordinances may be viewed by the public in the Clerk's Office during regular business hours. Copies of Ordinances will be provided at the cost of .25¢ per page. (Ordinance 2015-14, Passed 9/22/2015)

### **113.08 RESPONSIBILITY**

- (a) The Town Attorney shall review all proposed ordinances.
- (b) The Ordinance Committee shall prepare all ordinances for submission to the Town Attorney.
- (c) The Clerk
  - (1) shall maintain the electronic ordinance database
  - (2) shall provide public access to ordinances upon request
  - (3) shall provide copies to the public upon request and collect the required fee
  - (4) shall provide updated hard copies to all ordinance book holders when any change is made to the electronic database (Ordinance 2015-14, Passed 9/22/2015)