

## **Procedure for Ordinance Review and Approval**

Corporation of Harpers Ferry

(Adopted by Town Council 16 April 2013)

1. A proposal for a new ordinance, an ordinance text amendment, or a resolution may be presented for consideration by the Mayor, Recorder, any member of the Town Council, or by any official Commission or Committee of the Corporation.
2. The ordinance may be presented directly to the Ordinance Review Committee; or, it may be introduced to Town Council, who will refer it to the Ordinance Review Committee, if the Committee has not already reviewed the ordinance in question. For the ordinance to come before Town Council, it must be introduced or *sponsored* by the Mayor, Recorder, or a Council member.
3. The Ordinance Review Committee will review the merits of the proposed ordinance for form, legality, integrity, completeness, clarity, and any other necessary considerations. The Committee will also assign the ordinance a codification number, if one has not already been assigned. If further legal review is considered necessary, the Committee may forward the ordinance to the Town Attorney or other qualified person, after consulting with the Mayor.
4. The Ordinance Review Committee may then forward the proposed ordinance to any affected Commission or Committee of the Corporation for its input, if pertinent.
5. The Ordinance Review Committee may amend the proposed ordinance as required. Once the Committee is satisfied with the state and quality of it, the ordinance shall be sent to Council for first reading. (*See requirement to be sponsored, at No. 2.*)
6. Ordinances placed on the Council's agenda for first reading will be available to the Council and to the public for inspection not less than five days prior to the meeting at which they are to be considered.
7. If a public hearing is required, Council will schedule a date for the hearing or remand the ordinance to the proper Commission or Committee to schedule a date for such hearing. (*Note: This step may occur at any phase of the process, as necessary or legally required.*)
8. Ordinances will be introduced for approval in accordance with WV Code 8-11-4 and any other requirements enacted by this State.
9. Every ordinance takes effect immediately upon second and final reading for passage by Council, if approved, unless otherwise stated in the ordinance.
10. The Recorder will incorporate adopted ordinances and amendments thereto into the printed Codified Ordinances within 90 days of passage.
11. The following types of errors may be corrected after adoption, as long as they do not change the meaning or intent of any section of the Codified Ordinances:
  - a. Typographical or spelling errors;
  - b. Capitalization;
  - c. Punctuation;
  - d. Mistakes in grammar;
  - e. Incorrect references to WV Code or to other sections of the Codified Ordinances.
12. Once incorporated, the codified ordinance will be proofread for accuracy by another person.