

ORDINANCE MANUAL



ASSOCIATION OF IDAHO CITIES
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2021

Ordinance Manual

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Association of Idaho Cities

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INTRODUCTION

This manual is designed to assist cities with drafting, adopting, and maintaining ordinances, which are city law just like statutes are state law. Ordinances should be enforceable, not conflict with state or federal laws, be clear and understandable, and should be made with the public interest in mind and with public input.

RESOLUTION VS. ORDINANCE

Some things cities do can be handled by cities in a less formal manner through resolutions. Before drafting an ordinance, officials should ask if the action should be an ordinance or a resolution. Resolutions are generally for matters that are more administrative in nature and have fewer requirements, however; sometimes state statute or a city ordinance requires that certain actions be established by ordinance.

Resolutions: A resolution is a binding decision of the council. Unlike the adoption of an ordinance, there are no reading and notice requirements.

Examples of actions that may be best accomplished by resolution include:

- adoption of council procedures and personnel policies
- authorization for the mayor to sign a contract on behalf of the city
- authorization of a schedules of fees (e.g. building permit fees, sewer rates, ...)
- authorization of the destruction of records (the schedule of which would be set by ordinance)
- authorization of the sale of surplus equipment

Ordinances: Ordinances are formal legislative acts of the council and should be used whenever the council intends to pass a regulatory measure, especially when it provides a penalty for violation. [Idaho Code Title 50, Chapter 9](#) covers ordinances. The procedures for adoption of an ordinance are prescribed by Idaho Code, [Sections 50-901](#), [50-901A](#), and [50-902](#).

The following are examples of when to use an ordinance:

- to regulate people (e.g. disturbing the peace)
- to regulate property (e.g. zoning)
- to grant franchises
- to authorize bond issues
- to adopt the annual appropriation
- to adopt a records retention schedule

ELEMENTS OF AN ORDINANCE

Numbering of Ordinances and Resolutions

There are various numbering devices. However, the straightforward consecutive numbering of ordinances, including amending ordinances and special ordinances, is recommended. An ordinance number should be assigned by the city clerk, after the ordinance has been adopted. A proposed ordinance can be referred to as "council bill number ____." A number should never be used twice. Resolutions should be numbered separately and consecutively.

Title

Descriptive titles make identification and reference easier and are required by statute. Titles should be as short and direct as possible. The purpose of a title is to identify a single general subject that would cover all matters contained in the body of the ordinance. The wording of the title should be carefully selected since it may be used by the courts to help interpret the council's intent.

Examples

ORDINANCE NO. 789

AN ORDINANCE DEFINING NUISANCES: PROVIDING FOR THEIR ABATEMENT: PROVIDING PENALTIES: AND REPEALING ORDINANCES NO. 366, 415, AND 416.

ORDINANCE NO. 456

AN ORDINANCE AMENDING ORDINANCE NO. 175, RELATING TO INITIATIVE AND REFERENDUM.

"Whereas" Clauses

"Whereas" clauses state the purpose or background of the ordinance or resolution. If a city wishes to use whereas clauses, the clauses should be placed immediately after the ordinance title and before the ordaining clause in order that they do not become part of the law. Whereas clauses need not be codified or compiled, but they do provide legislative history.

Example

ORDINANCE NO. 376

AN ORDINANCE RELATING TO THE PRESERVATION AND THE DESTRUCTION OF RECORDS OF THE CITY OF GEM

*Whereas, it is necessary to purge files and set up a records management and retention system; and
Whereas, it is necessary to do this in preparation for microfilming the city's records; and
Whereas, state statutes require formal approval by the governing body of the City of Gem of a Records Retention and Disposal Schedule;*

Ordaining Clause

Ordaining clauses must be inserted ahead of all matters intended to have the force of law. The ordaining clause required by Idaho Code is: "Be it ordained by the mayor and council of the city of ___..."

Short Title

It sometimes is desirable to refer to an ordinance which has a very long title by a shorter name, commonly called the short title. It is a shorthand reference, e.g., the "Zoning Ordinance," the "Offense Ordinance." Note that the short title may not be used to fulfill the requirement of reading the ordinance by title only.

Example

Section 1. Short Title. This ordinance shall be referred to as the 'Zoning Ordinance of Gem City'.

Definitions

The definition section is generally the first section in the body of the ordinance, but commonly. Definitions should be used sparingly. Common words should not be defined unless the common meaning is altered but creating artificial meanings for commonly understood words should be avoided. Words should be listed alphabetically without numbers or letters, thus making amendments to the definition section easy to perform by inserting new definitions alphabetically.

Example

Section 1. Definitions. For purposes of this ordinance, the following mean:

Animal. Dog, an exotic, wild or dangerous animal, or livestock.

Animal at large. An animal not confined to the premises of its owner unless...

Dog facility. A site, as identified by a mailing address, where more than three dogs...

Euthanasia. Putting an animal to death in a humane manner.

Section Numbers and Titles

For easy reference and readability, each section should be assigned a number and title, and each subsection or paragraph should be assigned a number or letter. Numbers should be consecutive except when leaving space for addition of new material (see example below). Cities commonly reserve numbers for expansion in the general offenses, nuisance, and other ordinances that frequently are amended by the addition of new material. Long sections should be avoided. If a section is longer than one-half page, it probably contains more than one subject and could be divided into separate sections or subsections. An ordinance is easier to read, and the content of each section is more readily identified, when section titles are used.

Example

Section 2. Assault ...

Section 3. Menacing...

Section 4. Needlessly Endangering Another Person...

Section 5. Disorderly Conduct...

(Sections 6 to 10 reserved for expansion.)

Section 11. ...

The use of “articles” and “chapters” should be avoided except in very long ordinances, such as a zoning ordinance. Article and chapter numbers make indexing more difficult and unnecessarily lengthen written and spoken reference.

Language

Simple sentences and ordinary English will make an ordinance understandable. Legal jargon or technical language should be avoided. Some ordinances (sewer regulations), need technical material, but most ordinances the public should be able to read and understand. The Appendix contains a list of words and phrases commonly found in ordinances that should be avoided and provides substitutes for them. A discussion of a few of the most common language problems encountered in ordinance drafting follows:

“May” vs. “Shall.” “May” is permissive and “shall” is mandatory. Too often, an ordinance drafter uses only “shall” in the belief that it sounds more legal. Before using “shall,” decide if the action must be taken or if it is discretionary.

Duplication. Do not use pairs of words that have the same meaning, such as “null and void” and “full and complete.” Determine what is meant and say it in one word.

Verb Tense. Draft ordinances in the present tense. The law acts now and continues to act until replaced.

Legal Subject. “It” and “there” are not proper legal subjects. Instead of writing “It shall be unlawful to fail to obey a traffic control device,” write, “No person shall fail to obey a traffic control device.”

“Such” and “Said.” These are words that have been greatly over worked in legal drafting. Ordinances are littered with “said building,” “said owner,” “such application,” and “such street.” They have been used as a shorthand method to refer to “the building that was just mentioned in the preceding sentence.” If an ordinance section is referring to a dangerous building, write “the building.” The reader will know which building.

“Any,” “Each,” “Every” and “All.” If the intent of the ordinance provision is to encompass everyone who might possibly come within its prohibitions or regulations, all that is necessary is to write “No person shall” or “A person may.” It is quite evident from the use of these phrases that no one is excluded.

Gender Neutral Language. In drafting ordinances, be careful that the use of male and female pronouns

does not produce discriminatory effects. The following common city ordinance provision is drafted in gender neutral terms by directing the prohibitions to “persons.”

Penalties

[Idaho Code 50-302](#), states cities may enforce all ordinances by fine, including an infraction penalty, or incarceration; provided, that the maximum punishment of any offense shall be by fine of not more than one thousand dollars (\$1,000) or by imprisonment not to exceed six (6) months, or by both fine and imprisonment. Any city which is participating in a federally mandated program, wherein penalties or enforcement remedies are required by the terms of participation in the program, may enforce such requirements by ordinance, to include a criminal or civil monetary penalty not to exceed one thousand dollars (\$1,000), or imprisonment for criminal offenses not to exceed six (6) months, or to include both a fine and imprisonment for criminal offenses.

Example: Infraction

6-9-1: TRESPASSING IN PUBLIC FOUNTAINS PROHIBITED: No person shall trespass in any public fountain of the City of Gem, provided the fountain has a sign in or near the fountain indicating trespassing in the fountain is prohibited.

6-9-2: PENALTY: A violation of this title shall be an infraction as defined in Idaho Code 18-111, punishable by a penalty not to exceed \$1000 and for which no period of incarceration may be imposed.

Example: Misdemeanor

6-1-4: DISCHARGING FIREARMS, FLIPPERS OR SIMILAR DEVICES: Any person, not a police officer, discharging any firearm, air gun, sparrow gun, flipper, bow and arrow, or other similar contrivance in the City shall be deemed guilty of a misdemeanor and shall be punished by fine not to exceed \$300, or by imprisonment not to exceed six months, or by both such fine and imprisonment.

Saving and Severability Clauses

When an ordinance is adopted to replace and repeal a previous ordinance that contained a penalty provision, the new ordinance should have a clause that “saves” the effect of the old ordinance until the effective date of the new one. This allows prosecution for a violation of the old ordinance to continue even after the new one takes effect.

Example

Section 5. Saving Clause. Ordinance No. 123 repealed by this ordinance, shall remain in force to authorize the arrest, prosecution, conviction and punishment of a person who violates Ordinance No. 123 prior to the effective date of this ordinance.

A severability clause states specifically that the provisions of an ordinance are severable and that an invalid section or subsection does not invalidate the entire ordinance.

Example

Section 6. Severability. The sections of this ordinance are severable. The invalidity of a section shall not affect the validity of the remaining sections.

Ordinance Repeal

When an ordinance is to be repealed, it should be repealed specifically by ordinance number or code section. If only a section is to be repealed, the ordinance should be amended.

Example

Section 48. Repeal. Ordinance No. 1386, proscribing general offenses, enacted November 7, 1990, as amended by Ordinance No. 2247, enacted October 4, 2022, is repealed.

Ordinances should not be repealed by using phrases in an amending ordinance such as “all in conflict” or “all ordinances, insofar as they conflict with.” Many provisions of a prior ordinance may not

be in conflict with the new ordinance. Other conflicts may be so subtle that they require judicial interpretation. Specific repeal of a prior ordinance will prevent these kinds of problems. An old ordinance should not be replaced by a new ordinance that amends that ordinance “in entirety.” If this is done, the old ordinance remains in effect, and the new ordinance is merely an amendment. If elimination of the entire ordinance is intended, it should be repealed. A portion of the old ordinance that needs to be kept should be included in the new ordinance.

In some cases, more than one ordinance may be amended by an amending ordinance. If one of the amended ordinances subsequently is repealed, the specific section of the amending ordinance that affected the repealed ordinance should also be repealed. This will avoid confusion and remove doubt as to whether any part of the original ordinance still is active.

Example

Section 43. Repeal. Ordinance No. 471, Traffic Regulations, enacted June 4, 1977, as amended by sections 7 and 8 of Ordinance No. 503, enacted July 17, 1920, is repealed.

Amendments

Amendments are to change, add or repeal material in an ordinance. Section 50-902 provides for specific ways to show these changes:

- To add words, underline all new words in the ordinance.
- To delete words, strikethrough all words to be deleted.
- If repealing a section, it is not necessary to print an entire section with strikethrough marks.

Amendments to the appropriation ordinance (within columns of numbers) should also follow these rules for underlining and strikethroughs. Amendments should be drafted to conform to the titles and numbering system of the ordinance being amended. The definitions contained in the ordinance should also be followed.

Example

Section 1: That the Gem City Code, Section 4-5-7 (a portion of Ordinance 204), be amended as follows and described by the following: HOOK-UP CHARGE: The owner, tenant or occupant of each lot or parcel of land or building or trailer house (if trailer house is not situated in a trailer court), trailer court, hotel, motel or other unit shall pay to the City of Gem, the ~~sum of Two Hundred Fifty Dollars (\$250.00)~~ amount established by resolution by the city council. Each building, trailer house or other unit that has a sewer connection with the City sewer line shall pay to the City the hookup charge whether more than one building be situated on one Lot or Parcel of real estate located in the City of Gem.

It is not necessary to repeal an ordinance section provision in order to change it. The particular provision need only be amended to read as desired. If an ordinance section previously has been amended, it is not necessary to repeal the prior amending ordinance. Again, it is only necessary to amend the original section.

In adding new material, the entire section should be written out, including the new material, to show how the amended section will read in full. If this is not done, confusion may arise as to where the new material fits into the context of the whole section and whether old material is superseded.

Example

Section 1. Section 2 of Ordinance No. 1091 is amended to read: Section 2. Disorderly Conduct. No person shall disturb the peace by:

- (1) Participating in or abetting violent, tumultuous or threatening conduct.*
- (2) Inciting another person to commit a breach of the peace.*
- (3) Committing any obscene, indecent, or immoral act in a public place.*

New material should not merely be added. The amending ordinance should state exactly where the new material is to be placed by section or subsection number.

Example

Section 1. Ordinance No. 149 is amended by adding a new section 76, to read:

Section 76. License Required: No person shall do business in the city as a pawnbroker without first obtaining a license from the city and paying the license fee established by resolution by the city council.

When amending, it is not necessary to reaffirm the original ordinance or code section. An amendment does not imply that the original ordinance was invalid.

The renumbering of new sections should be avoided in cases when a new section is added to an ordinance or code section and there is no room for expansion of the numbering system. Instead, the new section should be placed where most appropriate by giving it an "A" designation, e.g., "Section 4A" or code section "1.020A."

Ordinances can be amended only by other ordinances, not by resolutions, unless the ordinance itself authorizes the use of a resolution to alter some of its features.

ADOPTION OF ORDINANCES

Cities must follow the laws set forth in [Idaho Code Section 50-901](#) for passing and adopting ordinances. Failure to follow the requirements may result in the ordinance or resolution being voided by a court.

Process to Adopt an Ordinance

Three steps must be completed for an ordinance to be in effect

1. Conduct the proper readings
2. Pass the ordinance by a roll call vote of the council and record it in the minutes
3. Publish the ordinance in the official newspaper (or mail it) within one month of the adoption of the ordinance by the council.

Upon completion of these requirements, the ordinance takes effect. However, the statute does provide for an emergency effective date which allows an ordinance to become effective before the normal effective date. [Section 50-901](#) provides: "...That in cases of riot, infections or contagious disease, or other impending danger, requiring its immediate enforcement, such ordinances shall take effect upon the proclamation of the mayor or president of the council, posted in at least five (5) public places of the city."

Reading of the Ordinance

[Idaho Code 50-902](#) states that ordinances must be read on three different days. Two readings may be by title only. One reading must be in full. However, the council may dispense with the reading rule by a vote of one half plus one of the members of the full council.

Example

On March 7 the title of a proposed ordinance is read.

On March 14, the title of the same proposed ordinance is read.

On March 21, the entire proposed ordinance is read. The mayor may now entertain a motion to adopt it.

Example 1 - Dispensing with the Full Reading

On March 7 the title of a proposed ordinance is read. On March 14, the title of the same proposed ordinance is read. On March 21, the council votes to suspend reading the proposed ordinance in full and has the proposed ordinance read by title only.

Example 2 - Dispensing with Reading on Three Different Days

On March 7 the council votes to suspend reading the proposed ordinance on three different days and has the

proposed ordinance read in its entirety only once. The mayor may now entertain a motion to adopt it. (It is recommended that a city only uses this when the proposed ordinance was listed on the posted agenda prior to the council meeting so public is aware of its consideration at the meeting.)

Example 3 - Dispensing with Reading on Three Different Days & Once in Full

On March 7 the council votes to suspend reading the proposed ordinance on three different days and has the title of proposed ordinance read once. The mayor may now entertain a motion to adopt it.

Adoption by the Council

The passage and adoption of every ordinance or resolution shall be by roll call vote of the council and recorded in the council minutes. A majority of the council is required for such action.

The mayor has three choices of action upon the passage of the ordinance by the council.

1. The mayor may sign and date the original ordinance, in which case the city clerk should attest to the signature of the mayor by signing and dating the original ordinance too.
2. The mayor may choose to veto the ordinance. If the mayor vetoes the ordinance, the council may override the veto by a vote of one-half plus one of the members of the full council.
3. The mayor may choose to return the unsigned ordinance to the council, stating his or her objections in writing at the next regular meeting of the council. In this case, the ordinance becomes law without the mayor's signature.

A copy of an ordinance is proved to be an official copy by a certificate of the city clerk under the seal of the city and may be received in evidence in any court.

Publication and Notice Requirements

An ordinance must be published in full, or by summary, in at least one issue of the official city newspaper within thirty days following adoption of the ordinance by the council. See [Idaho Code 50-329](#) for special requirements for adopting franchise ordinances.

Publishing Ordinances by Summary

[Section 50-901A](#) allows for publication of ordinances by a summary of their contents, rather than their entirety, providing certain criteria is followed. The full text of any ordinance must be promptly provided to any citizen upon request. The summary must include:

- (a) The name of the city;
- (b) The formal identification or citation number of the ordinance;
- (c) A descriptive title;
- (d) A summary of the provisions of the ordinance, including penalties provided and the effective date;
- (e) Any other information necessary to provide an accurate summary; and
- (f) A statement that the full intent is available at the city hall.

Before submitting a summary to a newspaper for publication, the city attorney must sign a statement, to be filed with the ordinance, that the summary is true and complete and provides adequate notice to the public.

Example

SUMMARY OF GEM CITY STREET CLOSURE/PARADE ORDINANCE ORDINANCE NO. 963

The City of Gem, Idaho hereby gives notice of the adoption of Gem Ordinance No. 963, the Gem Street Closure/Parade Ordinance, an ordinance regulating the closure and use of streets for public activities and funeral processions, repealing Chapter 10.28 of the Gem Municipal Code, enacting a new Chapter 10.28 regulating parades, street closures and funeral processions within the corporate limits of the city, requiring permits therefor, establishing conditions and fees associated with such permits, providing for appeals and administrative procedures, setting forth requirements for funeral processions, repealing conflicting ordinances, providing for severability, and providing that the ordinance will be effective upon publication of this summary.

The full text of the Gem Street Closure/Parade Ordinance is available at Gem City Hall, 123 Main Street, Gem, Idaho 83000 in the office of the City Clerk.

In addition, any ordinance with legal descriptions or provisions regarding taxation or penalties concerning real property must have those sections published in full and not just summarized. Legal descriptions of real property must also include the street address. Maps may be substituted for written legal descriptions.

Example

SUMMARY OF POST FALLS ORDINANCE NO. 973 ANNEXING LANDS LOCATED EAST OF GREENSFERRY ROAD ON BOTH SIDES OF MULLAN AVENUE BETWEEN I-90 AND 12TH AVENUE

The City of Post Falls, Idaho hereby gives notice of the adoption of Post Falls Ordinance No. 973, the Viking Construction Annexation Ordinance, annexing and zoning lands located East Of Greensferry Road On Both Sides Of Mullan Avenue Between I90 And 12th Avenue. Such lands are more particularly described as follows:

All of tracts 56, 57 and 58 and all of tract 55, except the north 120.00 feet of the east 120.00 feet thereof, Post Falls Irrigated Tracts as Recorded in Book C, page 80 Kootenai County Records located in the Southwest quarter of Section 36, T51N, R5W, B.M., Kootenai County, Idaho including the full width of all adjacent right-of-ways that are not within the existing City of Post Falls boundary; and all of government lots 3 and 4 except the west 880.00 feet thereof lying north of Interstate 90 in the Northwest quarter of Section 1, T50N, R5W, B.M. Kootenai County, Idaho, including the full width of all adjacent right-of-ways that are not within the existing City of Post Falls boundary.

The lands annexed by this ordinance lying north of Mullan Avenue shall be zoned as Single-Family Residential (R-1). The land annexed by this ordinance lying south of Mullan Avenue shall be zoned as Light Industrial (LI). The ordinance further provides that the official zoning map of the City shall be changed to depict the zoning authorized hereby and provides that the annexation and zoning shall be effective upon publication of this summary. The full text of the summarized Ordinance #973 is available at Post Falls City Hall, 408 Spokane Street, Post Falls, Idaho 83854 in the office of the City Clerk.

Example

ORDINANCE NO. 963 SUMMARY CERTIFICATION The undersigned City of Gem legal advisor, having reviewed Ordinance No. 963 and the summary for Ordinance No. 963, believes the summary of Ordinance No. 963 is true and complete and that it provides adequate notice to the public of the identity and principal provisions of the ordinance.

Providing Notice by Mail

[Section 60-109A](#) provides that an ordinance may be considered published by mailing the ordinance by first class mail to all residents of the city, provided that the cost of the mailing, including preparation, materials and postage, is less than the cost of publication in the official city newspaper. Proof of mailing shall be by sworn affidavit of the officers of the council publishing the notice.

Adopting Nationally Recognized Codes or Idaho State Statutes

Nationally recognized codes, and statutes of the state of Idaho, may be adopted by ordinance by simply including a particular reference to the code or statute in a regularly adopted and published ordinance. Then, a copy of the supplemental code must be filed in the office of the city clerk. Examples of codes are those establishing rules and regulations for the construction, alteration or repair of buildings, the installation of plumbing, the installation of electric wiring, fire prevention, gas piping installations, sanitary regulations, and health measures. Examples of statutes of the state of Idaho are: those relating to the operation of motor vehicle laws, liquor and beer laws, housing, construction, health and sanitation.

MAINTENANCE

Location

An original ordinance should always be in the city clerk's office. All originals should be kept in one place in consecutive order. Copies should be made available for public inspection and for use by the council, city attorney and pertinent city departments.

Code Book

The city code book is a compilation of active ordinances divided into chapters of related subject matter, such as:

Administration
Commissions and Boards
Departments
Building Regulations
Business Regulations
Fire Regulations
Health and Sanitation
Public Ways and Property
Traffic
Zoning

A code, adopted as a single document by a city, may be useful when the number of city ordinances becomes too large, and the material is too bulky to fit easily into a single volume. A code deletes ordinance numbers and titles, as well as whereas, ordaining, emergency, saving, severability, repealing and attestation clauses. However, these clauses still must be included in amending ordinances, when appropriate. Saving and severability clauses usually are contained in a general chapter at the beginning of the code.

Repealed Ordinances

Repealed ordinances should be removed immediately from the code or removed from the file containing active ordinances and placed in a special file of repealed ordinances. The original of the repealed ordinance still must be retained and should be marked as repealed with the date. Example: "Repealed by Ordinance No. ____, dated _____, 20__."

Amending Ordinances

An ordinance amending a general ordinance is itself a general ordinance and should be kept with the amended ordinance. Cities should avoid amending multiple ordinances with one amending ordinance. If this does occur, copies of the amending ordinance should be made and attached to each amended ordinance. If possible, the amended ordinance should be printed as amended and distributed to those having copies of the ordinance. If this is not possible, the clerk and council members should mark their ordinance copies to show amendments. By the section amended, Mark "A by No. _____," or "Section 8A added by No. _____." This will enable the city to keep track of each ordinance as amended.

Ordinance Inventory

An ordinance inventory is a detailed chronological listing of each ordinance, including its number, subject, date of enactment and disposition; what it amends or repeals; and by what it is amended or repealed. The ordinance inventory is designed to offer a convenient access to ordinance history in chronological order. If it is maintained, the current status of an ordinance easily can be ascertained at any time.

APPENDIX

Substitutes for Commonly Used Ordinance Words and Phrases

AVOID

The applicant shall be accorded the opportunity to speak

The council shall afford the opportunity

The aforesaid vehicle OR the above mentioned vehicle OR the said vehicle

Fine and/or imprisonment

At such time as

At the place where

Attains the age of sixteen

The recorder be, and he hereby is, directed to

When the council shall be of the opinion that

Due to the fact that notice was not received

During such time as the position remains vacant

Each and every councilor may

If the applicant shall fail, refuse or neglect to file

Shall make a full and complete report to

The recorder shall give consideration to the report

If any person shall violate the provisions of

In the event that the meeting falls on a holiday

When the council may constitute and appoint a board

The city manager is authorized and directed to

When the municipal judge shall order, adjudge and decree

As allowed by the provisions of state law

Unless and until the council determines

It shall be the fire marshal's duty to

The fire marshal is ordered and directed to

It shall be lawful to

It shall be unlawful to

The council may constitute and appoint a board

SUBSTITUTE

The applicant may be heard

The council shall allow

The vehicle

Fine or imprisonment or both

When

Where

Becomes sixteen years of age

The recorder shall

When the council determines

Because the notice was not received

While the position is vacant

A councilor may

If the applicant does not file

Shall report to

The recorder shall consider the report

A violation of the provisions of

If the meeting falls on a holiday

The council may appoint a board

The city manager may (or shall)

When the municipal judge orders

As provided by state law

Until (or unless, depending on the intent) the council determines

The fire marshal shall

The fire marshal shall

A person may

No person shall

The council may appoint a board

The following words, for which there are no substitutes, should not be used:

forthwith

henceforth

hereby

herein

hereinabove

hereinbelow

heretofore

thenceforth

thereupon

therewith

to wit

whatsoever

whensoever

wheresoever

whichsoever