

Ordinance Review Guidance

Updated on December 1, 2020

Non-substantive Changes (Red-Line Changes)

1. Gender Neutrality
 - a. References to She/He, Her/Him, Hers/His can be changed to reflect neutrality such as “their”, “they”. In case of Chairman, the name can be changed to Chair.
2. Capitalization of Positions, “City” or “City of Newburyport”
 - a. We need to confirm with our publisher, Municode, to make sure that they do not remove capitalization if something is not obvious as a proper noun. For example, “City” in the “city of Newburyport” or positions such as the Director of Public Services, Mayor, City Marshal will need to be confirmed if capitalization or not.
3. Department/Position References
 - a. Update any outdated references to positions; i.e. supervisor of public works is now referred to as the director of public services or references to selectmen, alderman when referencing our city should be changed to city council.
4. Verify Internal cross references
 - a. Confirm that chapter and sub-sections referenced are the correct ones. Double checking the cross references internally within the same Chapter should be done easily.
5. Editorial Updates
 - a. Typos, grammatical errors, sentence structures; simple is better without changing the meaning of the law. Removal of extraneous words is okay. Reorganization of listed items within a section is acceptable.
6. References to other sources i.e. General Laws
 - a. Use M.G.L which should replace M.G.L.A. and G.L.
 - b. Solicitor Reich will review all statutory references for follow up. Feel free to note any in highlight if embedded into the code language.

Substantive Changes (Highlight in Yellow with Comment)

1. Outdated/Antiquated References – Removal of items that may be deemed as irrelevant or outdated should be highlighted in Yellow with a comment if necessary. These items can be discussed with the larger committee for update/change.
2. Reorganization
 - a. Moving items to another Chapter/Section is something that can be suggested. For example, Dog licenses are under Parks, Recreation but should be under Chapter 3 for Animals.
3. Updates or Recent Changes – These items will also need to be discussed by the group on a case by case basis. Collectively, the committee can make changes and incorporate them into the entire code for adoption by the City Council.