

## **ADM-7.01 - Drafting Manual for Ordinances, Resolutions & Reports**

### **DRAFTING MANUAL FOR ORDINANCES, RESOLUTIONS & REPORTS**

*Administrative Rule Adopted by the City Auditor Pursuant to Rule-Making Authority*  
ARB-ADM-7.01

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The [text of the entire manual](#) including appendices is available online in PDF format (748 kb). What follows is an excerpt from the Introduction to the manual:

#### **Introduction**

This manual has been prepared by the Council/Contracts Division of the City Auditor's Office to help in the preparation of ordinances, resolutions and reports for submission to the City Council. It is based primarily on Charter and Code provisions, but also includes procedures based on City Hall custom and Council preferences. It is general in nature and does not attempt to cover all the exceptions, unusual circumstances and variations that occur. If you have any questions, please contact the Council Clerk at 503-823-4086.

Please note that the Council Agendas from January, 1997 to the present are available on the Internet at <http://www.portlandoregon.gov/auditor/councilclerk>.

The City Code and Charter are on the Internet at <http://www.portlandoregon.gov/auditor/code>.

[Drafting Manual for Ordinances, Resolutions & Reports](#) (PDF document, 748 kb)

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#### **HISTORY**

Revised manual filed for inclusion in PPD May 8, 2006.  
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