**Standard Ordinance Template, LMC Model Ordinance**

*League staff thoughtfully develops models for your city’s consideration. Models should be customized as appropriate for an individual city’s circumstances in consultation with the city’s attorney. Helpful background information on this model and on the requirements for providing notice of a proposed ordinance may be found in the Handbook Chapter on* [Meetings, Motions, Resolutions, and Ordinances](https://www.lmc.org/resources/handbook-for-minnesota-cities-chapter-7-meetings-motions-resolutions-and-ordinances/)*.*

**This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

**ORDINANCE NO.** **\_\_\_\_\_**

**AN ORDINANCE \_\_\_\_\_**

*Describe the subject matter of the ordinance.*

**Findings and Purpose:**

*An ordinance should provide an explanation or findings of fact stating the reasons and authority for adopting the ordinance and describing its purpose.*

**The City Council of \_\_\_\_\_, Minnesota ordains:**

**Section 1.**

*If words or phrases used in the ordinance need defining, it should be done in this section*.

**Section 2**.

*Each general provision should be stated in separate sections, and, if necessary, subsections according to a logical order.*

Section \_\_\_\_\_. **Repeal.** (It is customary to repeal any prior inconsistent ordinance by referring to its number, title, and adoption date.)

Section \_\_\_\_\_. **Penalty.** (Where a penalty is appropriate, it is customary to state it in either of the following ways.)

Alternate 1. Any person violating any provision of this ordinance shall, upon conviction, be punished by a fine not exceeding $1,000 or by imprisonment for a period not exceeding 90 days, or both, plus, in either case, the costs of prosecution. (This is the standard penalty clause and provides for the maximum penalty authorized by law for a misdemeanor violation of a city ordinance.)

Alternate 2. Any person who violates any provision of this ordinance shall, upon conviction, be punished by a fine of not more than $300. (This is the maximum penalty for a petty misdemeanor.)

Section \_\_\_\_\_. **Effective date.** The effective date is usually stated in the following manner: “This ordinance becomes effective from and after its passage and publication”; or “This ordinance becomes effective on \_\_\_\_\_.” (Pick any date after passage and publication of the ordinance.)

Passed by the City Council of \_\_\_\_\_\_\_, Minnesota this \_\_\_\_\_ day of Month, Year.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor

Attested:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk