Municode Website - User's Guide

Listed below are examples of the improved features within the Municode website as well as how-to instructions on using them. Click on a link below to navigate to that specific feature. Or, scroll down through to read the entire document.

Navigation

Search

Print

Saving

Sending codes by e-mail

Linking to the code

Navigation

Two ways to navigate through the Table of Contents (TOC):

- Linking through the levels is the first way. Click the title of a folder from the TOC to view the information contained within. Then, click on the link for the next level, and so on. Until you reach the last level in the hierarchy, the Section level.
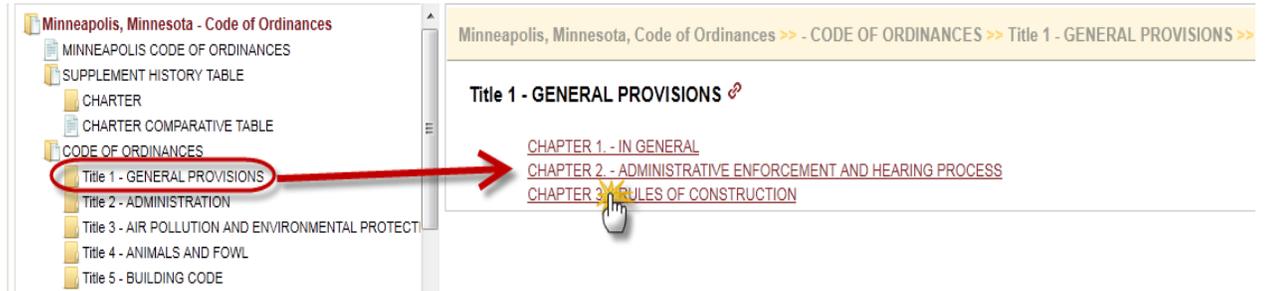
- Expanding the levels within the TOC is the second. Clicking the folder icon will expand the folder to show its contents within the left side Table of Contents (TOC). You can continue expanding until you reach the last level, the Section level. Clicking on any item will open it in the right side content frame.
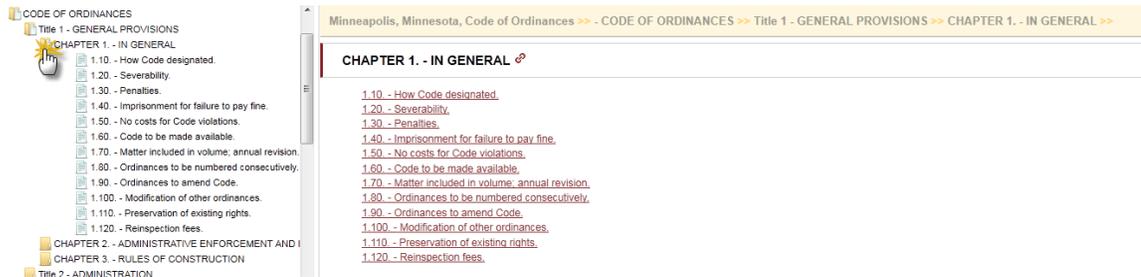
TIPS:

- You can navigate back to a previous point by using the "**Bread Crumb Trail**" located at the top of the content pane on the right side.
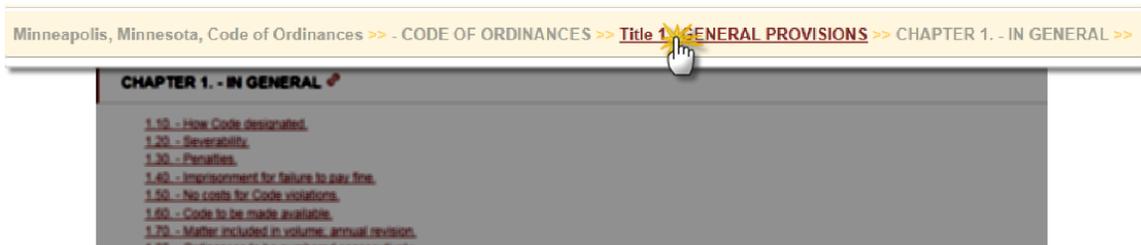
- The **Hide TOC** button allows you to temporarily remove the left-side Table Of Contents frame as well as expand the right-side content frame.

- To bring the TOC back, click **Show TOC** button:

<Back to the top>
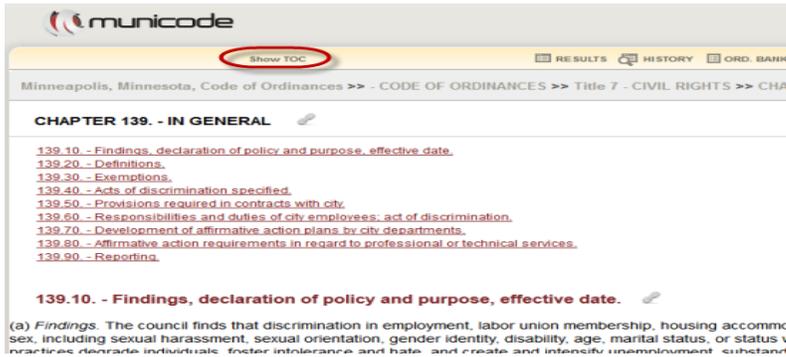
Search

How to enter search criteria to find an ordinance(s):

- Enter a word, phrase, or section number in the search box at the top of the page (see illustration) and click **GO**.

- The search results list will display in the body of the content frame on the right.
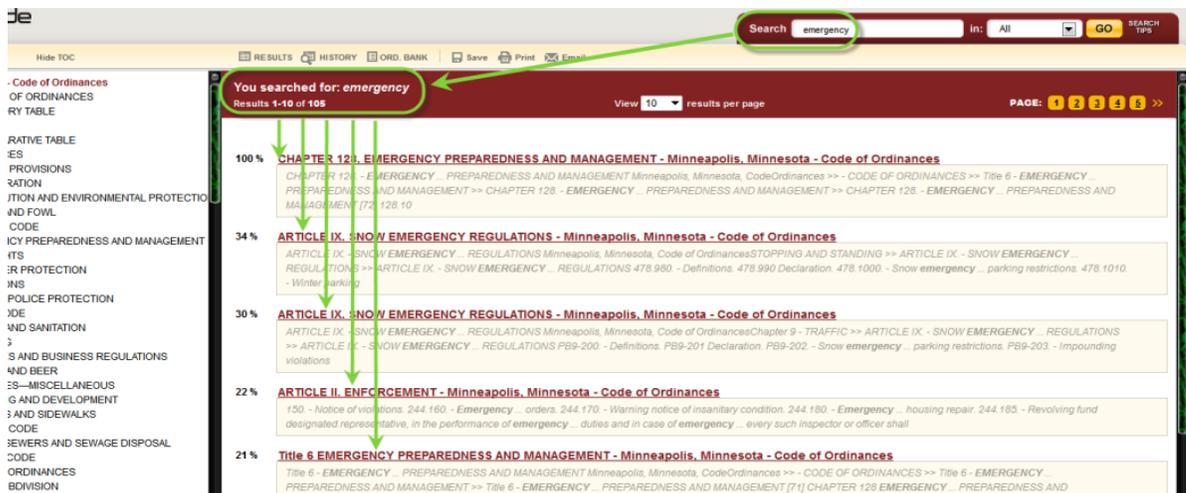
Narrowing your search range:

- Choose '**Selected**' in the drop down menu next to the **Go** button.

- Select the specific heading(s) you'd like to search within by placing a check mark to the left of your choice(s).

- Click **Go for search results related only to the areas you selected**.

<Back to the top>

The Results button:

- The Results button will take you back to the list of results from your most recent search. (note: this is a session-based feature; your results will be lost after exiting a city's online municipal code).

The History button:

- The History button lets you pull up the search result list from a previous search by selecting it from a list. The History also gives you some information regarding your past searches for the current browsing session (as shown below). Once you exit the website, the history is cleared.

<Back to the top>

Internet Explorer: To disable the pop-up blocker while on the site, open the Tools menu, select the Pop-up Blocker option, and select the Turn Off Pop-up Blocker option (as shown below):

Printing

Printing a portion of the online Code:

- Navigate to the part of the code you wish to print and click on the **Print** icon from the menu at the top, middle of each page. (see graphic below).

- Select the item(s) you wish to print by placing a check mark in the box to the left of the title.

  Hint: Unchecking the box at the top of the list will remove ALL of the checks, allowing you to select individual items more quickly.

- Click on the **second Print** button located just above the check box menu (see graphic below).

Select the documents you wish to print.
Your current document has been pre-selected for you.

Print

Check the box next to the item you want to print. Then, click the SECOND Print button

CHAPTER 141. – ADMINISTRATION AND ENFORCEMENT

141.10. - Commission on civil rights established.

☑ 141.20. - Commission membership.

141.30. - Organizational and administrative powers and duties of commission

☑ 141.40. - Substantive and procedural powers and duties of commission.

- A new tab, or window will open with a 'print preview' page showing what you are about to print. Click on the **third** and final **Print** button (see graphic below).
  Now you can complete the request using your computer's printing options.

Print

Click the THIRD Print button from the preview page to initiate your systems printing options.

20. - Commiss

a) *Composition and qualifications*. The commission shall consist of twenty-one (21) members all of whom shall be persons known to favor the principles of e
he mayor and confirmed by the city council. A minimum of six (6) and a maximum of eight (8) shall be lawyers. All members shall be residents of the city.

(b) *Appointment, terms*. On and after August 31, 1976, the mayor shall appoint members as follows: For those terms which terminate on August 3'
(3) members shall be appointed for a term to terminate August 31, 1978; for those terms which terminate on August 31, 1977, three (3) membe
appointed for a term to terminate August 31, 1980. On or after August 31, 1978, one member shall be appointed for a term to terminate Augus
one member shall be appointed for a term to terminate August 31, 1981. Thereafter all members shall be appointed for three-year terms which
Commencing in 1982, the city council and the mayor shall divide the appointment of members as provided hereafter. The city council shall app
The city council shall appoint three (3) of the members whose terms terminate on August 31, 1983; the mayor four (4). The mayor shall appoin
subsequent reappointments by the same appointing authorities shall be for three-year terms which shall terminate on August thirty-first of the t
city council confirmation; all city council appointments are subject to mayoral consent or veto as provided in the Minneapolis City Charter, Chap

(c) *Removal and vacancies; compensation; quorum*. Any member may be removed by the appointing authority for incompetence, neglect of duty, r
filled for the balance of the unexpired term in the same manner as provided for original appointment. Members of the commission shall be com
provided in section 141.50(k)(2) and (3). Nine (9) members of the commission shall constitute a quorum.

Any member who has four (4) absences from regular meetings in a calendar year shall automatically cease to be a member of the commission
any scheduled committee or task force meeting in a calendar year shall automatically cease to be a member of the commission. Any member of a hea
by the chairperson of the commission without providing a substitute in any calendar year shall automatically cease to be a member of the commission

<Back to the top>

Saving

To save a portion of the online Code:

- Navigate to the part of the code you wish to save and click on the **Save** icon from the menu at the top, middle of each page. (see graphic below).

RESULTS   HISTORY   ORD. BANK   Save   Print   Email

- Select the items you wish to save by placing a check in the box before the title.

  Hint: Unchecking the box at the top of the list will remove ALL of the checks, allowing you to select individual items more quickly.

- After making your selection, click on the **second** **Save** button located just above the check boxes (see graphic below).

Select the documents you wish to save. Your current document has been pre-selected for you. Documents will be saved as an .rtf file

Save ← Check the box next to the item you want to print. Then, click the SECOND Print button

CHAPTER 141. - ADMINISTRATION AND ENFORCEMENT

☑ 141.10. - Commission on civil rights established.

☑ 141.20. - Commission membership.

☑ 141.30. - Organizational and administrative powers and duties of commission.

☐ 141.40. - Substantive and procedural powers and duties of commission.

☐ 141.50. - Procedure for complaints; investigations, conciliations, mediations, and hearings before commission.

- Save documents to your computer by clicking the **Save** option and then selecting the location when prompted. Also, you're able to select **Open**, to view it immediately. (see graphic below)

File Download

Do you want to open or save this file?

Name: CHAPTER_3._RULES_OF_CONSTRUCTION.doc
Type: Microsoft Office Word 97 - 2003 Document, 23.7...
From: library.municode.com

Open   Save   Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

<Back to the top>
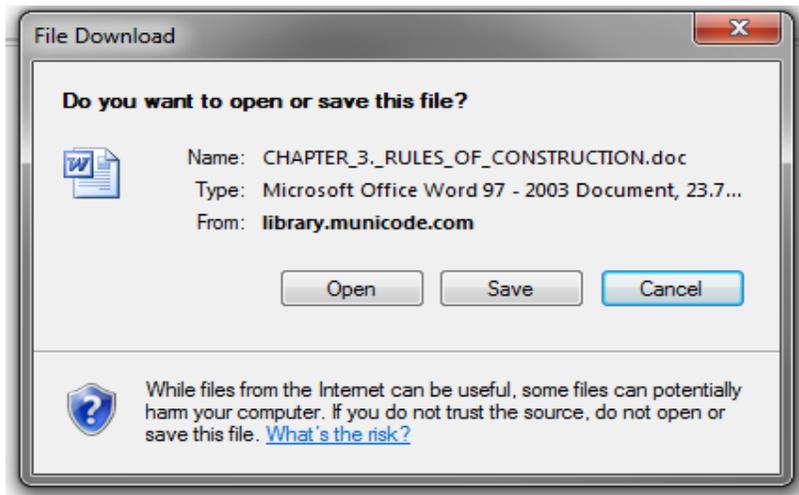
E-mail From the Online Code

To e-mail a portion of the online Code:

- Navigate to the part of the code you wish to e-mail, then click on the email icon from the options at the top of each code page.

RESULTS   HISTORY   ORD. BANK | Save   Print   Email
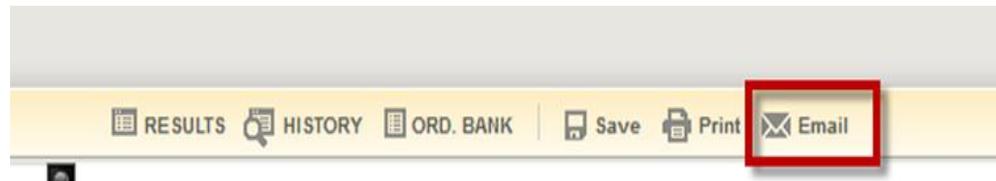
- Place a check mark in the boxes next to the document(s) you wish to e-mail. Then click the **second** **Email** button.

Select the documents you wish to email. Your current document has been pre-selected for you. Documents will be attached to your email as an .rtf file

Email ← Check the box next to the item you want to print. Then, click the SECOND Email button

CHAPTER 141. - ADMINISTRATION AND ENFORCEMENT

☐ 141.10. - Commission on civil rights established.

☐ 141.20. - Commission membership.

☑ 141.30. - Organizational and administrative powers and duties of commission.

☑ 141.40. - Substantive and procedural powers and duties of commission.

☐ 141.50. - Procedure for complaints; investigations, conciliations, mediations, and hearings before commission.

☐ 141.60. - Civil action, judicial review and enforcement

- Fill out the required **To** field with the destination email address – subject and message body are optional.

- Click **Send**.

Email Document

To* _____

Tip: Separate multiple email addresses with semicolons.

Subject _____

Note: Your selected document will be attached to this email as an RTF file.

Message
[   ]

[✉ Send] [Cancel]

The only required filed is the To field where you input the email address of where you wish to send it. You can leave the other fields blank if you prefer.

*Required fields

<Back to the top>

Linking

You can create a static URL link to any heading within the online Code:

- Navigate to the desired Title, Chapter, Division, Article, or Section you wish to create a static web link to. Click on the linking icon 🔗 located at the end of each heading title (see below).

- A box will pop out presenting you with the URL/link ID, already highlighted, for that specific part of the online code (see below).

- To **Copy** it to your computer's clipboard, right click then select **Copy**. Pressing the **Ctrl** and **C** keys at the same time will also copy the text.

- Now you are ready to paste the link wherever you want. To create the link to that part of the code, you can right-click and select **Paste**. Pressing your **Ctrl** and **V** keys simultaneously will also paste the link (note: the link will be pasted exactly where you place your cursor in the destination document).

- To remove the perma-link display, click the **Close** button in the upper right corner of the box.

  <Back to the top>