



ARA 7.01 DRAFTING MANUAL FOR ORDINANCES, RESOLUTIONS & REPORTS

A. Authority

The Portland City Council is responsible for making administrative, legislative, and quasi-judicial decisions under the City of Portland's commission form of government. Chapter 3.02 of the Portland City Code sets forth requirements regarding Council organization and procedures. The Council/Contracts Division of the Auditor's Office serves as the Clerk of the Council, produces and distributes Council meeting agendas, maintains a record of the Council's actions, and maintains the City Charter and Code.

Section 2-506 of the Portland City Charter authorizes the City Auditor to adopt, amend, and repeal administrative rules to carry out the Auditor's Office's duties. In addition, City Code Section 3.02.050 authorizes the City Auditor to adopt rules, procedures, and forms to implement the provisions of Code Chapter 3.02.

B. Drafting Manual for Ordinances, Resolutions & Reports

1. The Council Clerk / Contracts Division of the City Auditor's Office prepares a [Drafting Manual for Ordinances, Resolutions & Reports](https://www.portlandoregon.gov/citycode/article/227438) (*Drafting Manual*), available at <https://www.portlandoregon.gov/citycode/article/227438>, to help in the preparation of ordinances, resolutions, and reports for submission to the City Council.
2. The *Drafting Manual* is based primarily on Charter and Code provisions, but also includes procedures based on City Hall custom and Council preferences.
3. The City Auditor authorizes the Supervisor of the Council Clerk / Contracts Division to approve amendments to the *Drafting Manual*.

Auditor's Office Administrative Rule Information and History

Questions about this administrative rule may be directed to the [Auditor's Office's Management Services Division](#) or the [Council Clerk](#).

Revised *Drafting Manual* filed for inclusion in PPD May 8, 2006 as ARB-ADM-7.01.

Amended by the City Auditor October 3, 2007.

Amended by the City Auditor March 25, 2008.

Amended by the City Auditor April 11, 2008.

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Amended by the City Auditor March 5, 2009.

Amended by the City Auditor November 16, 2009.

Amended by the City Auditor October 14, 2010.

Amended by the City Auditor July 22, 2011.

Amended by the City Auditor May 13, 2013.

Amended by the City Auditor February 11, 2014.

Amended by the City Auditor February 20, 2015.

Amended by the City Auditor April 12, 2017.

Amended by the Supervisor of the Council/Contracts Division December 21, 2018.

Revised ARA 7.01 was adopted by the City Auditor August 19, 2019.