

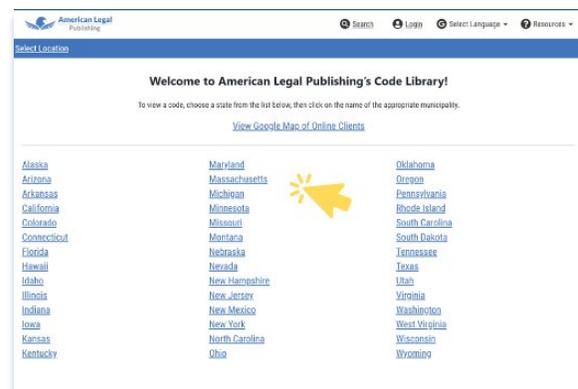


The Code Library

American Legal Publishing provides free access to view and search more than 2000 municipal codes nationwide.

Getting Started

Access the Code Library from American Legal Publishing’s home page (top right on the toolbar). On the main page of the Code Library you’ll find codes arranged by state. Select a state to see the municipalities within each state. Select the municipality from the listing to view the code.



Finding Content

Online code content is accessed through each municipality’s overview page. Here you see how current the code is, the Municipality’s contact address and a link to their website.

Code Overview Page

CITY of BOSTON Search Login Select Language Resources

2023 S-22 (current) MA > Boston > Overview ^ Translate

Boston, Massachusetts

Contains local legislation current through Ord. 2022, c. 13, passed 12-14-22 <- Current through date

GET HELP

Website
<http://www.cityofboston.gov/>

Address <- Contact information

Boston City Hall
One City Hall Square
Boston, Massachusetts 02201

Disclaimer: This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality. American Legal Publishing provides these documents for informational purposes only. These documents should not be relied upon as the definitive authority for local legislation. Additionally, the formatting and pagination of the posted documents varies from the formatting and pagination of the official copy. The official printed copy of a Code of Ordinances should be consulted prior to any action being taken.

For further information regarding the official version of any of this Code of Ordinances or other documents posted on this site, please contact the Municipality directly or contact American Legal Publishing toll-free at 800-445-5588.

Hosted by: American Legal Publishing

^ Table of Contents

Back to Code Library Previous Doc Next Doc

You can also:

- View the table of contents for the code.
- Select the language you desire (powered by Google Translate).
- See any other information available for this municipality (such as meeting minutes or previous versions of code available online).

Standard View

Each code follows a standard view. The standard view is made up of two main frames on the screen where different information is displayed. You can view the code, its table of contents, and even your search results without switching between multiple windows.

Navigation Frame

This frame displays the table of contents for the Code of Ordinances. The Table of Contents has an expandable view that you can move through by clicking the arrows in the table. You can expand from the Main divisions to the individual chapters and sections within the divisions. Clicking on the heading text allows you to move directly to that chapter or section within the code.

The screenshot shows the City of Boston website interface. At the top left is the "CITY of BOSTON" logo. To the right are links for "Search", "Login", "Select Language", and "Resources". Below the logo is a breadcrumb trail: "2023 S-22 (current)" > "MA > Boston > City of Boston Muni..." > "CHAPTER I GENERAL PROVISIONS".

The left sidebar, labeled "Navigation Frame", contains a tree view of the code structure. The "CHAPTER I GENERAL PROVISIONS" section is expanded, showing sub-sections like "1-1 DEFINITIONS AND RULES OF CONSTRUCTION", "1-2 CITY SEAL AND CITY FLAG", "1-3 DISPLAY OF UNITED STATES FLAG", "PROPERTY", "1-4 CITY AUTOMOBILES", "1-5 CONTROL OF ROOMS IN CITY HALL", "1-6 PROHIBITING ADVERTISING OF NAME OF ELECTED OFFICIAL ON CITY PUBLICATIONS", "1-7 PROHIBITING USE OF WORD MAYOR IN TITLES OF PERSONS NOT SO DESIGNATED BY STATUTE", and "CHAPTER II FORM OF GOVERNMENT".

The main content area, labeled "Document Frame", displays the text for "CHAPTER I GENERAL PROVISIONS" and "1-1 DEFINITIONS AND RULES OF CONSTRUCTION". The text includes a list of rules for construction, such as: "The repeal of an ordinance shall not revive an ordinance in force before, or at the time when, the ordinance repealed took effect." and "The word 'street' shall mean and include all public ways, alleys, lanes, courts, and sidewalks, and those parts of public squares and places which form travelled parts of highways."

At the bottom of the page, there are navigation links: "Back to Code Library", "Previous Doc", and "Next Doc".

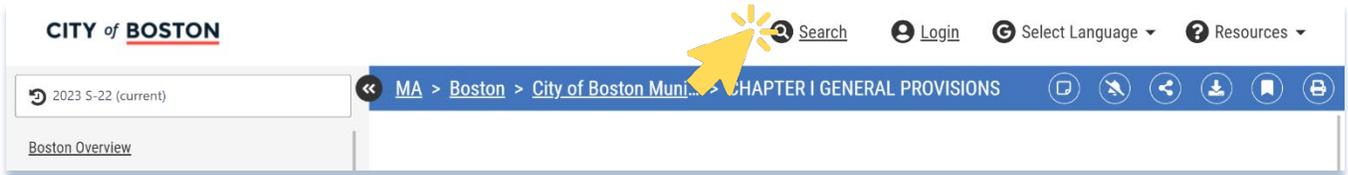
Document Frame

This is the frame that displays the text of the Code of Ordinances. In general, the document frame will display one entire code chapter at a time. You can scroll through the sections of the chapter or click on any hyperlinks to navigate through the code.

Search and Navigation

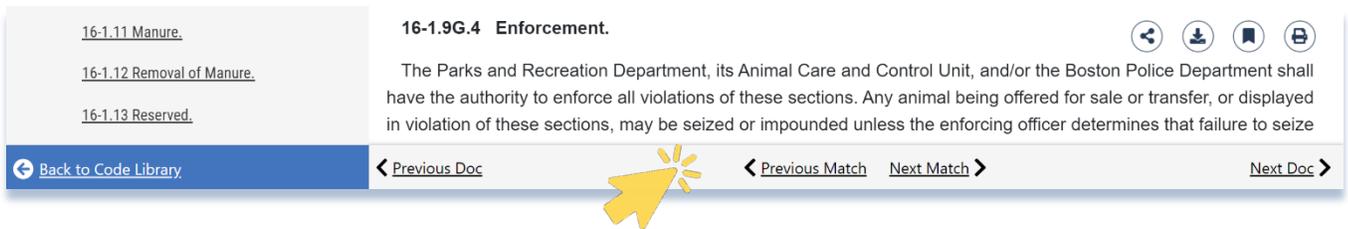
Search

You'll find the search option along the top edge of the screen.



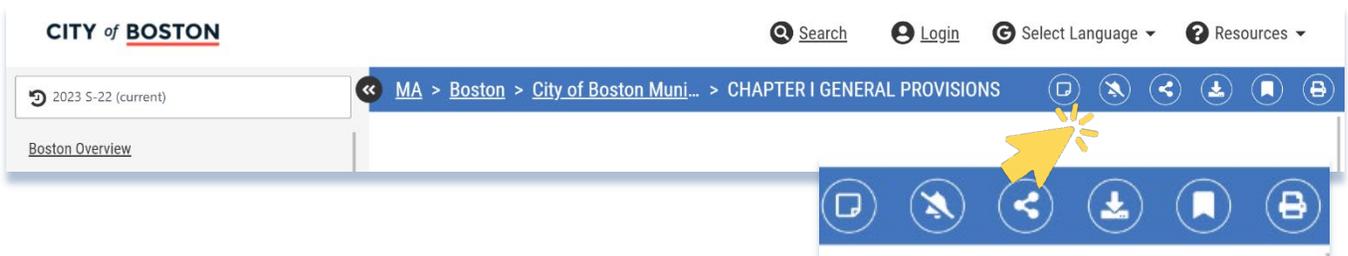
Navigation

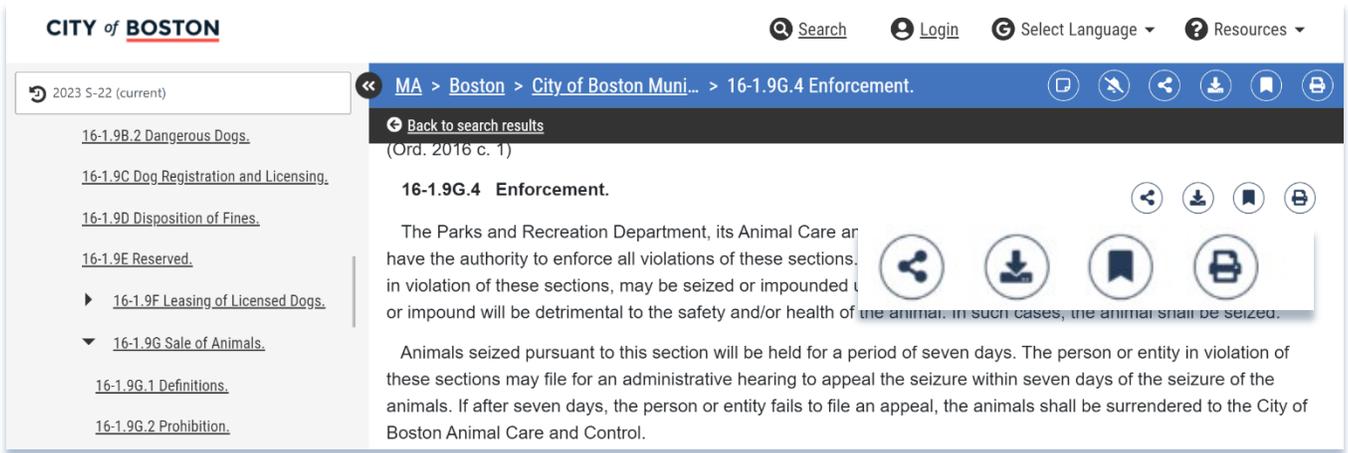
At the bottom of the screen use the "Prev Doc" and "Next Doc" and "Prev Match" and "Next Match" arrows to browse the code.



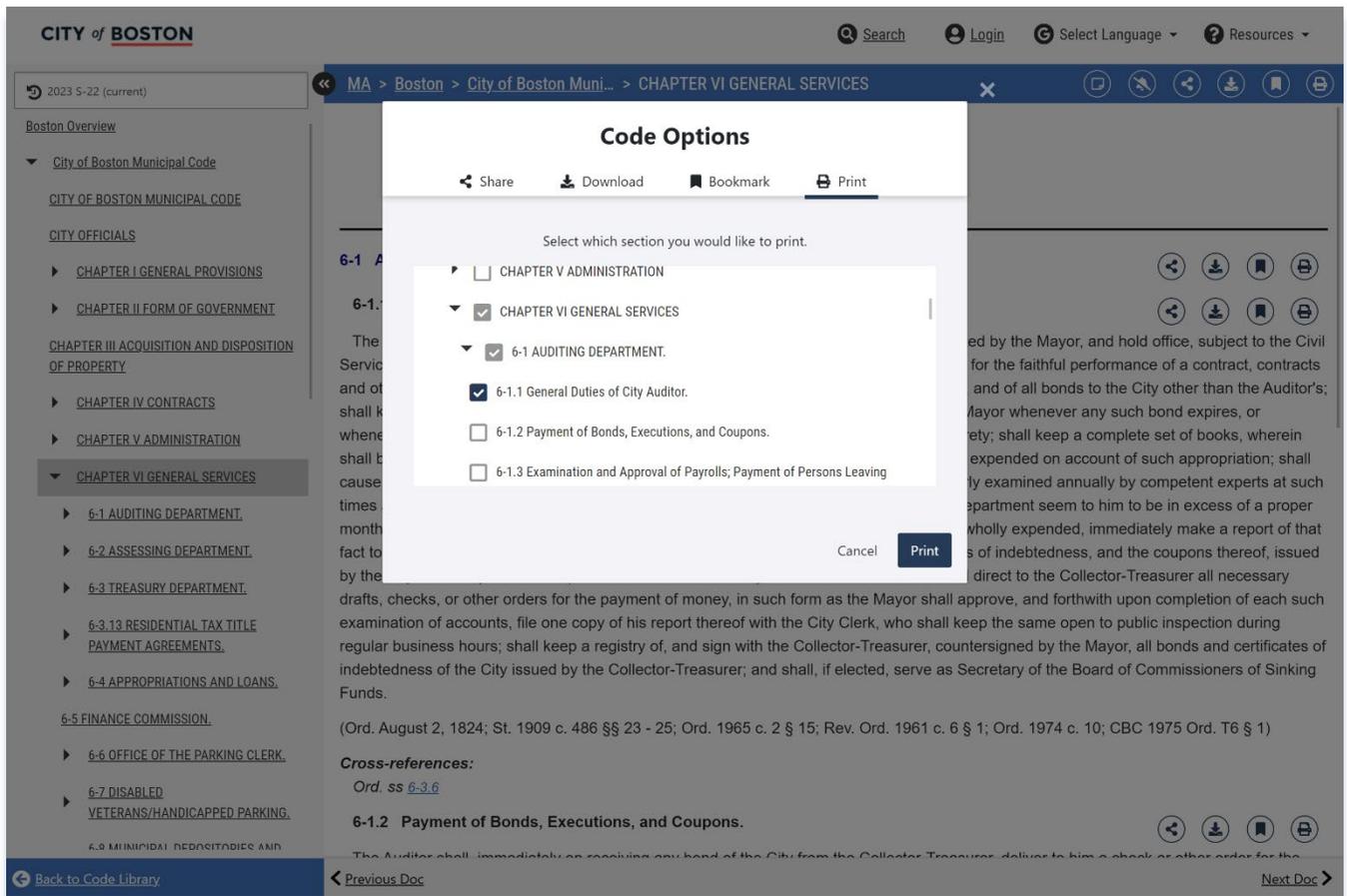
Options

Annotate, Notifications, Share, Download, Bookmark, and Print options are alongside the top navigation bar.





Share, Download, Bookmark, and Print options are also available on the far right of each section of code.

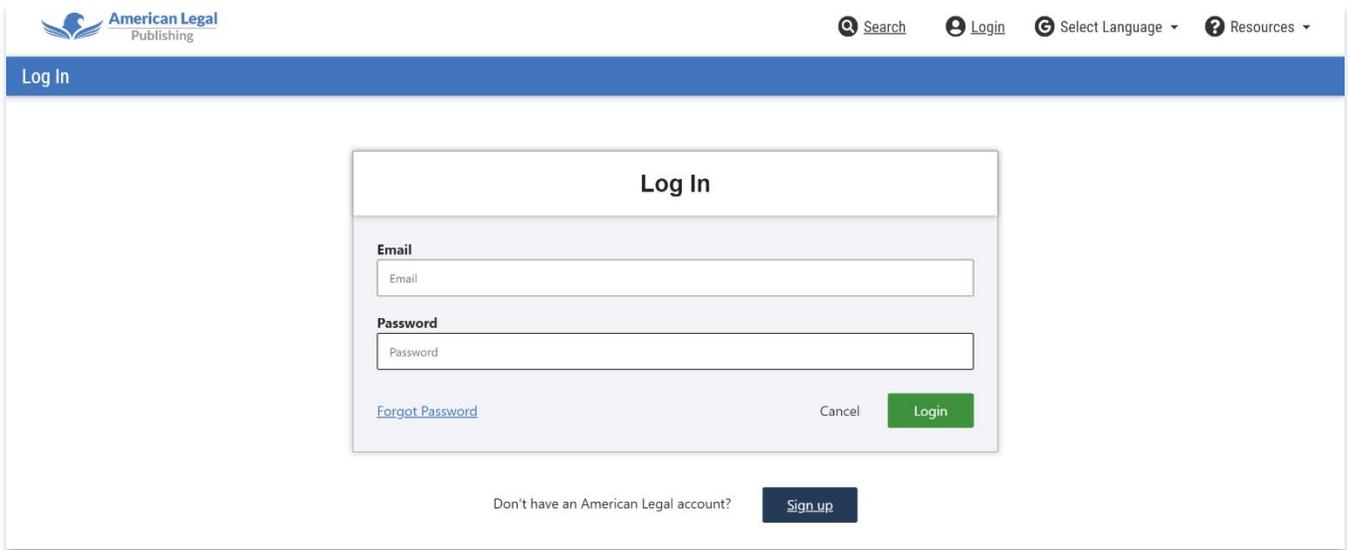


- Use the top navigation bar to select text from the entire chapter.
- Use the icon alongside individual sections of text to only select specific passages of text.
- You can share, download, bookmark, or print your selections.

User Accounts

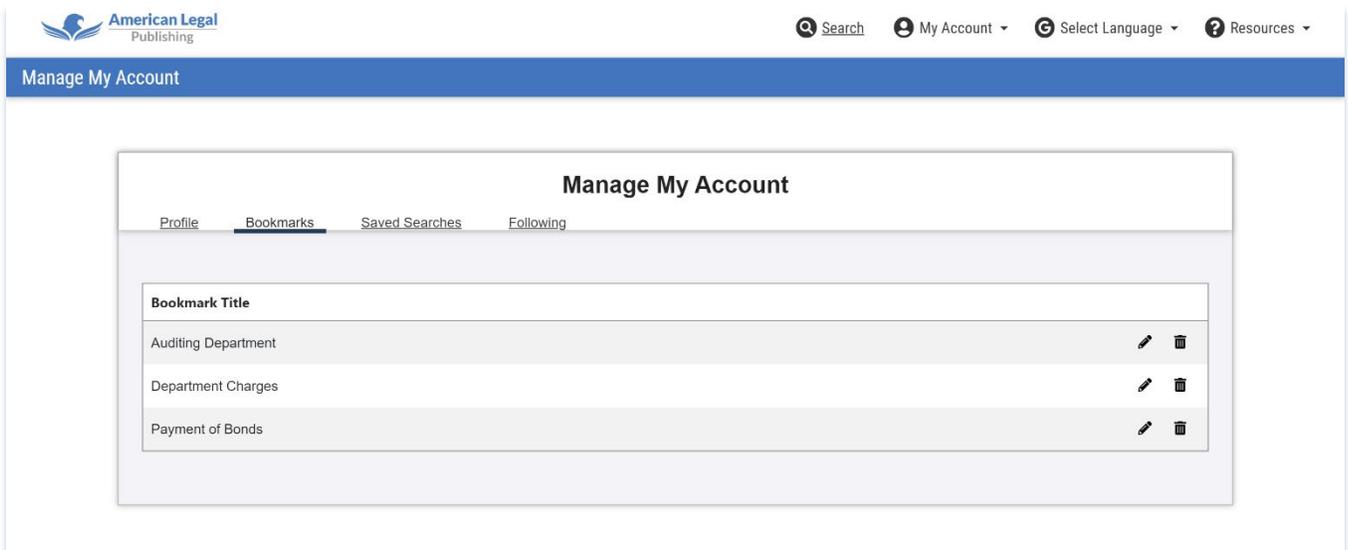
User Accounts are FREE and give registered users the ability to save search results and queries, save and manage bookmarks, request email notifications, and create annotations throughout codes.

Simply click the Log-In at the top of the screen to create an account and sign in. Note the blue sign-up button below the log-in box.



The screenshot shows the American Legal Publishing website's login interface. At the top left is the logo. The top right navigation bar includes 'Search', 'Login', 'Select Language', and 'Resources'. A blue header bar contains the text 'Log In'. The main content area features a central 'Log In' form with two input fields: 'Email' and 'Password'. Below the password field is a link for 'Forgot Password'. To the right of the form are 'Cancel' and 'Login' buttons. At the bottom of the form area, there is a link 'Don't have an American Legal account?' and a blue 'Sign up' button.

View of User Account Window



The screenshot displays the 'Manage My Account' page on the American Legal Publishing website. The top navigation bar includes 'Search', 'My Account', 'Select Language', and 'Resources'. A blue header bar reads 'Manage My Account'. The main content area has a title 'Manage My Account' and four tabs: 'Profile', 'Bookmarks', 'Saved Searches', and 'Following'. The 'Bookmarks' tab is active, showing a table of saved bookmarks. Each bookmark entry includes a title, the text of the bookmark, and edit/delete icons.

Bookmark Title	
Auditing Department	 
Department Charges	 
Payment of Bonds	 

The User Account Window shows tabs for editing your profile information, editing bookmarks, your saved

searches, and notifications you are following.

E-mail notifications

User accounts let you select codes to “follow” and set up email notifications to be alerted when material is updated online. You can see a list of accounts you are following in your account management box. You can quickly access your saved searches and bookmarks.

The screenshot shows the 'Manage My Account' interface. At the top, there is a navigation bar with the American Legal Publishing logo and links for Search, My Account, Select Language, and Resources. Below this is a blue header for 'Manage My Account'. The main content area has a sub-header 'Manage My Account' and four tabs: Profile, Bookmarks, Saved Searches, and Following. The 'Following' tab is active, displaying a list of followed items:

Following	Unfollow
Honolulu - CHAPTER 5: SALARIES, EMPLOYMENT, AND BONDING REQUIREMENTS OF ELECTED OFFICIALS AND NON-CIVIL-SERVICE OFFICERS	Unfollow
Sebastian County - CHAPTER 91: FAIR HOUSING	Unfollow
Sebastian County - ORDINANCE NO. 2004-22	Unfollow
Sebastian County - TABLE I: CONTRACTS; INTERLOCAL AGREEMENTS	Unfollow
Winter Park	Unfollow

Annotations

With an account, users can create annotations unique to each code. The ability to toggle on and off only appears to logged-in users.

The screenshot shows the City of Boston website. The header includes the City of Boston logo and navigation links for Search, My Account, Select Language, and Resources. The breadcrumb trail reads: MA > Boston > City of Boston Muni... > CHAPTER IV CONTRACTS. The main content area is titled 'CHAPTER IV CONTRACTS' and contains the following text:

4-1 DESIGNER SELECTION BOARD.

4-1.1 Definitions.

The words defined in this ordinance shall have the meanings set forth below whenever they appear in this section, unless the context in which they are used clearly requires a different meaning, or a different definition is prescribed for a particular paragraph or provision.

Applicant shall mean any person or entity applying to perform design services, the principal personnel responsible for the provision of such services for the project, and the persons who will be the principal staff for the project.

A yellow mouse cursor is pointing at a document icon in the top right corner of the page, indicating the location of the annotation tool.

CITY of BOSTON

2023 5-22 (current)

MA > Boston > City of Boston Muni... > CHAPTER IV CONTRACTS

Search My Account Select Language Resources

Boston Overview

- City of Boston Municipal Code
 - CITY OF BOSTON MUNICIPAL CODE
 - CITY OFFICIALS
 - CHAPTER I GENERAL PROVISIONS
 - CHAPTER II FORM OF GOVERNMENT
 - CHAPTER III ACQUISITION AND DISPOSITION OF PROPERTY
 - CHAPTER IV CONTRACTS

CHAPTER IV CONTRACTS

4-1 DESIGNER SELECTION BOARD.

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Click on the Annotation icon to activate annotations in a code. Annotation markers will then populate throughout the code. Click a marker to bring up the notation screen to add your notes.

CITY of BOSTON

2023 5-22 (current)

MA > Boston > City of Boston Muni... > CHAPTER IV CONTRACTS

Search My Account Select Language Resources

Boston Overview

- City of Boston Municipal Code
 - CITY OF BOSTON MUNICIPAL CODE
 - CITY OFFICIALS
 - CHAPTER I GENERAL PROVISIONS
 - CHAPTER II FORM OF GOVERNMENT
 - CHAPTER III ACQUISITION AND DISPOSITION OF PROPERTY
 - CHAPTER IV CONTRACTS
 - 4-1 DESIGNER SELECTION BOARD.
 - 4-1.1 Definitions.
 - 4-1.2 Membership Regulations and

CHAPTER IV CONTRACTS

4-1 DESIGNER SELECTION BOARD.

4-1.1 Definitions.

Create notes. Save notes. Bookmark code sections to easily find notes.

Cancel Save

The words defined in this ordinance shall have the meanings set forth below whenever they appear in this section, unless the context in which they are used clearly requires a different meaning, or a different definition is prescribed for a particular paragraph or provision.

ity applying to perform design services, the principal personnel responsible for the provision of persons who will be the principal staff for the project.

Board shall mean the Designer Selection Board.

Continued services shall mean authorization for a designer who has been appointed for one stage of a project to act as the designer for a succeeding stage or stages of the same project.

Notifications

Use the Notification icon  to “follow” a code and receive email notifications on any changes to code.

You can review the codes you are following or unfollow a code in the account management window.

The screenshot shows the 'Manage My Account' interface. At the top, there is a navigation bar with the American Legal Publishing logo and links for Search, My Account, Select Language, and Resources. Below this is a blue header for 'Manage My Account'. The main content area has a sub-header 'Manage My Account' and a navigation menu with 'Profile', 'Bookmarks', 'Saved Searches', and 'Following'. The 'Following' section is active and displays a list of followed codes, each with an 'Unfollow' button:

Following	
Honolulu - CHAPTER 5: SALARIES, EMPLOYMENT, AND BONDING REQUIREMENTS OF ELECTED OFFICIALS AND NON-CIVIL-SERVICE OFFICERS	Unfollow
Sebastian County - CHAPTER 91: FAIR HOUSING	Unfollow
Sebastian County - ORDINANCE NO. 2004-22	Unfollow
Sebastian County - TABLE I: CONTRACTS; INTERLOCAL AGREEMENTS	Unfollow
Winter Park	Unfollow

Searching the Code Library

Basic Search Guidelines

You'll find your search option along the top edge of your screen. This will take you to the search page. The search page will open to a Keyword Search option.

The screenshot shows the search page. At the top, there is a navigation bar with the American Legal Publishing logo and links for Search, My Account, Select Language, and Resources. Below this is a blue header for 'Search'. The main content area has a sub-header 'Keyword Search' and a search input field. To the right of the search input field is a '+ Save Search' button. Below the search input field is a '+ Advanced Filters' button. To the left of the search input field are 'Clear Search' and 'Show Document Excerpts' (checked) options. To the right of the search input field is an 'Advanced Filters' button with a caret icon. At the bottom right of the search input field is a 'Search' button.

You have the option of using a Keyword Search or choosing the Advanced Filters below.

- Keyword Searches are usually quick and simple searches using a keyword or phrase or number. If searching for a hyphenated word or section numbering surround the search term in quotations, (example: "5.1-1")
- You have the option of checking a box to show text excerpts with your search results for additional information surrounding the term or subject.

Showing 1-2 of 2 results

Save Search

Search "5.1-1" Advanced Filters

Clear Search

Advanced Filters

Show Document Excerpts

Search



1. **5-1.1 ADMINISTRATIVE SERVICES BOARD: APPOINTMENT AND TERM OF MEMBERS.**

Boston, MA City of Boston Municipal Code

5.1.1 Administrative Services Board; Appointment and Term of Members. There shall be in the City a Department, known as the Administrative Services Department, which shall be under the charge of a Board, known as the Administrative Services Board, consisting of an officer, known as the Director of Administrative Services, who shall be Chairman of the Board, an officer known as the Deputy Director of Administrative Services for Fiscal Affairs, an officer known as the Supervisor of Budgets, an officer known as the Supervisor of Labor Relations, an officer known as the Supervisor of Personnel, an officer known as the Purchasing Agent, and the Commissioner of Assessing, the City Auditor and the Collector-Treasurer, ex officio.

2. **APPENDIX A CODE COMPARATIVE TABLE**

Boston, MA City of Boston Municipal Code

5.1.7 ...T5 C1 S 1 5.1.7 S 9 1-2.8 2 5-1.2 S 10 1-3 3 5-1.3 S 11 1-4 4 5-1.4 S 12 1-5 5 5-1.5 Ord. T2 C1 2-1 6 5-1.6 Ord. T2 C3 2-2 7 5-1.8 Ord. T2 C5 S 200 2-3.1 8 5-1.9 201 2-3.2 9 5-1.10 202 2-4.1 10 5-2.1 203 2-4.2 11 5-3.1 204 2-5.1 Ord. T5 C3 100 5-5.1 Ord T2 C7 350 2-7.1 S 101 5-5.2 351 2-7.2 102 5-5.6 352 2-7.3 103 5-5.8 353 2-7.4 104 5-5.9 354 2-7.5 105 5-5.10 355 2-7.6 106 5-5.12 356 2-7.7 107 5-5.13 357 2-7.8 108 5-5.14 358 2-7.9 109 5-5.15 359 2-7.10 110 5-5.16 360 2-7.11 111 5-5.17 361 2-7.12 112 5-5.18 362 2-7.13 113 5-5.21 Ord.

Advanced Filters

Use the Advanced Filters option to easily search for exact phrases, synonyms, word stems and more. You can also use these filters to search the entire code or narrow your search to specific portions of the code by using the checkboxes that appear in the drop-down box. You can even refine searches to within a municipality to compare with other municipalities.

The Advanced Filters let you:

- Easily search for exact phrases, word combinations, synonyms and more.
- Narrow your search to specific portions of the code by using the checkboxes that appear in the drop-down search menu.

You can select to search to ALL the codes in any state, even ALL the codes in the code library. This can help you find similar provisions in other municipalities or find model provisions. To use this feature, type in your search terms and then use Advanced Filters to choose how to apply your search.

The screenshot shows the search interface for American Legal Publishing. At the top, there are navigation links for Search, My Account, Select Language, and Resources. Below the search bar, there are options to Clear Search and Show Document Excerpts. The Advanced Filters section is expanded, showing a dropdown for Saved searches, a Manage Saved Searches button, and a Location filters applied dropdown. A search field for location filters is open, showing a list of municipalities in Arkansas: Columbia County, Jackson County, Sebastian County, and Tontitown. There are also checkboxes for Find alternate word forms (stemming) and Find synonyms (thesaurus). On the right, there are search criteria fields for Search heading only, All of these words, None of these words, One or more of these words, This exact phrase, and These words near each other.

The above image shows the search drop-down menu with all municipalities in the state of Arkansas selected.

- You can type in the name of the code you want in the search field for fast access.
- You can choose individual codes within a state.
- You can refine your search to certain passages in each municipality by clicking on the pencil icon. It will take you to that municipality and let you select specific sections to search.
- Use the Clear Search button to start a new search.

This screenshot is similar to the one above, but with a yellow arrow pointing to the Clear Search button. The search criteria fields on the right are also visible.

Saving Searches

The FREE User Account is your best option to save searches. If you search for the same terms frequently you can save them here for easy retrieval.

Sharing Information

There are multiple options for sharing information. You can share a code or code section with a link, download and share a file, or print copies of a code to pass out.

Share



Share lets you copy the URL and save it in your browser. Or share link to your email.

Download



Download gives you the option to save information in a variety of formats: HTML, RTF, Text, Mobi, Epub, and PDF. Choose the material you want to download from the drop-down box, select download, then indicate the format you desire.

Bookmark



You can set a bookmark or obtain a URL for a code. Click the icon and name your bookmark. You can add your bookmark to your user account for easy reference or copy the URL and save it in your browser.

Print



Print a chapter or a section using the Print icon on the screen. A The drop-down box will let you select the sections you wish to print. You can also print a selection of text by highlighting the appropriate text in the document frame and use your computer's print function. After highlighting the text to print, either select "Print" from the "File" menu or press "CTRL+P" to access the Print Dialog Box. Under "Print Range", choose "Selection" and the highlighted text will print.

A pop-up menu at bottom right of screen identifies tasks and lets you clear and remove finished tasks before adding new ones. Click the arrow to expand or collapse the menu. Click the red minus sign to remove an item from the list.

The screenshot shows a document viewer interface. On the left is a table of contents with sections like 'CHAPTER XVII LICENSES AND REGULATIONS AFFECTING CERTAIN TRADES'. The main area displays a document page with text defining terms like 'City', 'Public Works', and 'Gas company'. On the right, a pop-up menu titled '1 item available' lists 'boston-ma-1' with a 'PRINT' button. At the bottom, there are navigation buttons: 'Back to Code Library', 'Previous Doc', and 'Next Doc'.

Additional Information Available

Some municipalities keep prior versions of their code in the library for quick, easy reference. Others may provide access to their meeting minutes online. Others may display other resources, such as links to new legislation. Additional information, if any, is displayed on the overview page for each code.

American Legal Publishing

Search My Account Select Language Resources

2023 S-30 (current) KY > Independence > Overview

Independence, Kentucky

Supplement contains: Local legislation current through Ordinance No. 2023-O-06, passed 3-6-23; and State legislation current through KRS, 2022 Acts

Meeting Minutes current through May 1, 2023

Meeting Minutes GET HELP

Website <http://www.cityofindependence.org/>

The default view is always the current code. When a toggle arrow icon  is present, it lets you know additional code version are available.

American Legal Publishing

Search My Account Select Language Resources

2023 S-19 (current) OH > Mayfield Heights > Overview

Mayfield Heights, Ohio

Local legislation current through January 9, 2023 | State legislation current through June 28, 2022

GET HELP

Website <http://www.mayfieldheights.org/>

Clicking on the down arrow will display a drop-down list of available archived codes to view.

American Legal Publishing

Search My Account Select Language Resources

2023 S-19 (current) OH > Mayfield Heights > Overview

Mayfield Heights, Ohio

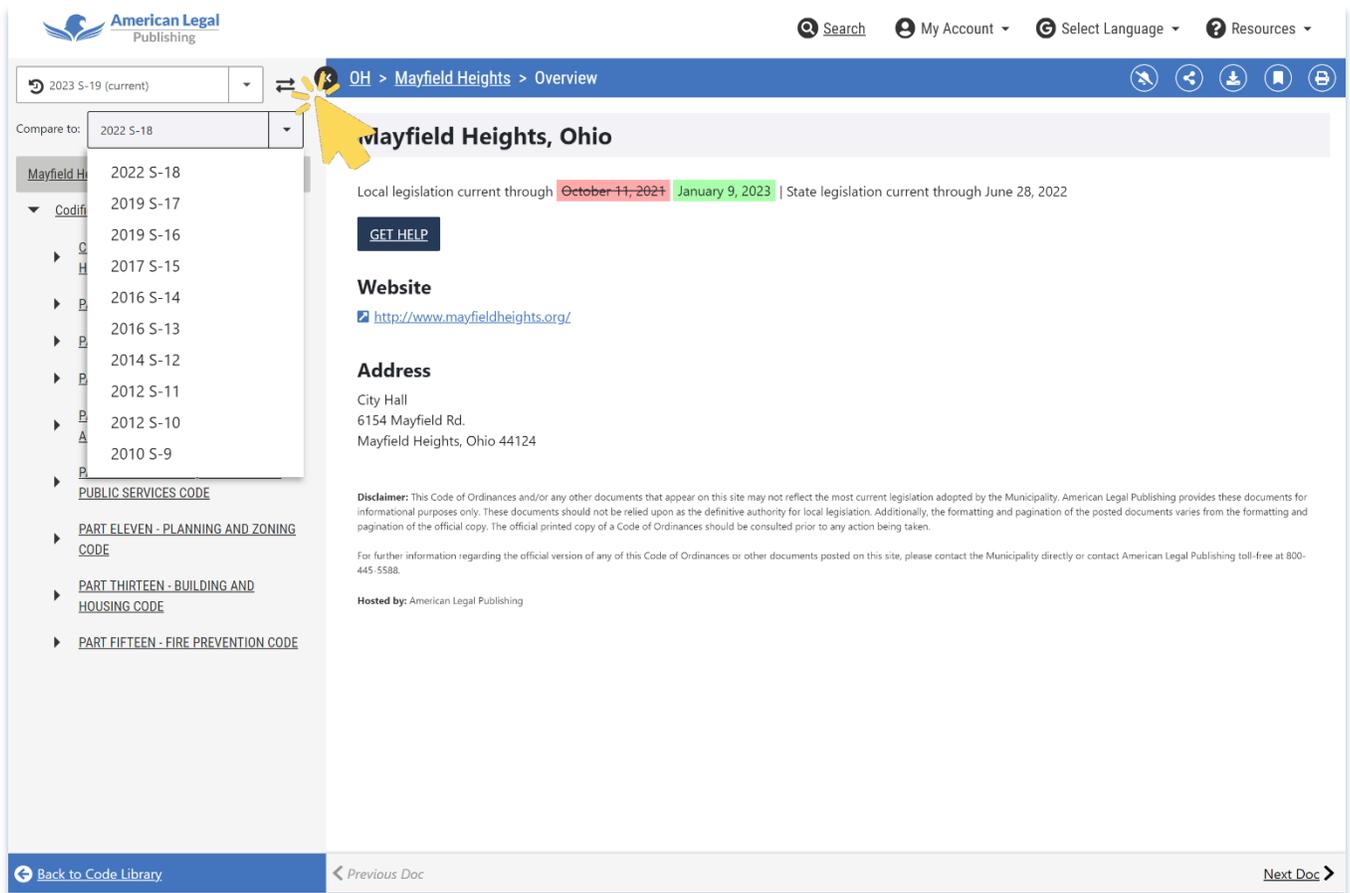
Local legislation current through January 9, 2023 | State legislation current through June 28, 2022

GET HELP

- 2023 S-19 (current)
- 2022 S-18
- 2019 S-17
- 2019 S-16

If a municipality has prior versions of their code available, users can compare code versions to see where/what changes were made by clicking on the toggle arrow icon. After clicking the toggle arrow icon, you will be able to select the archived version of the code to compare. Changes between the two codes will be highlighted in the document frame throughout the code. Deleted information is highlighted in red. Added information is highlighted in green.

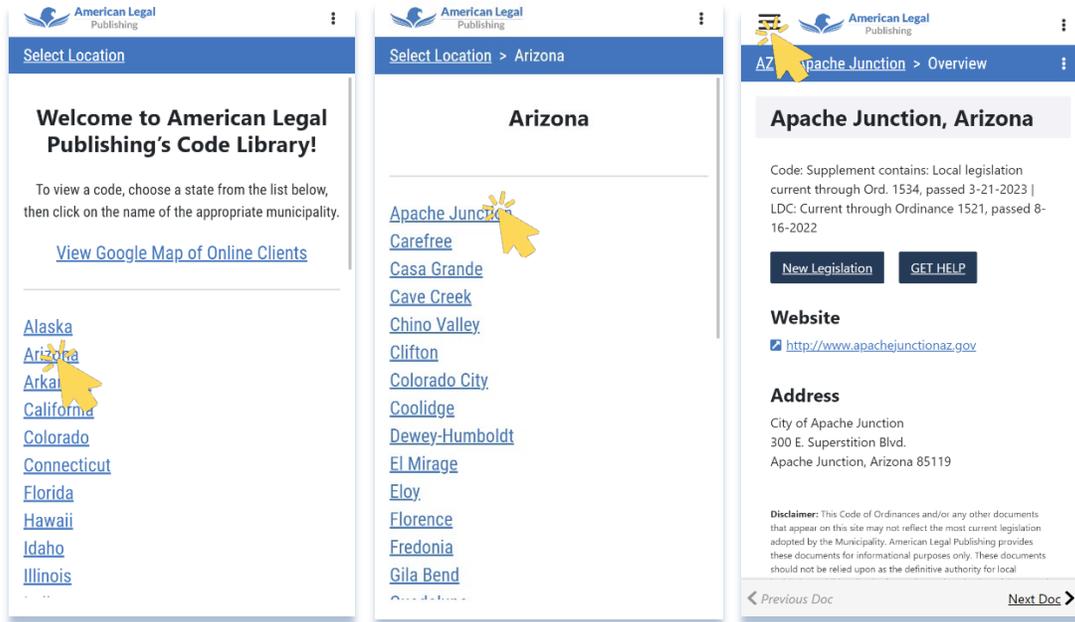
In the image below you can see that in the current code version, the previous date, "October 11, 2021", highlighted in red, has been removed and the new date "January 9, 2023", highlighted in green, has been added. You may see entire sections of code highlighted in green. This indicates they have been added to the code.



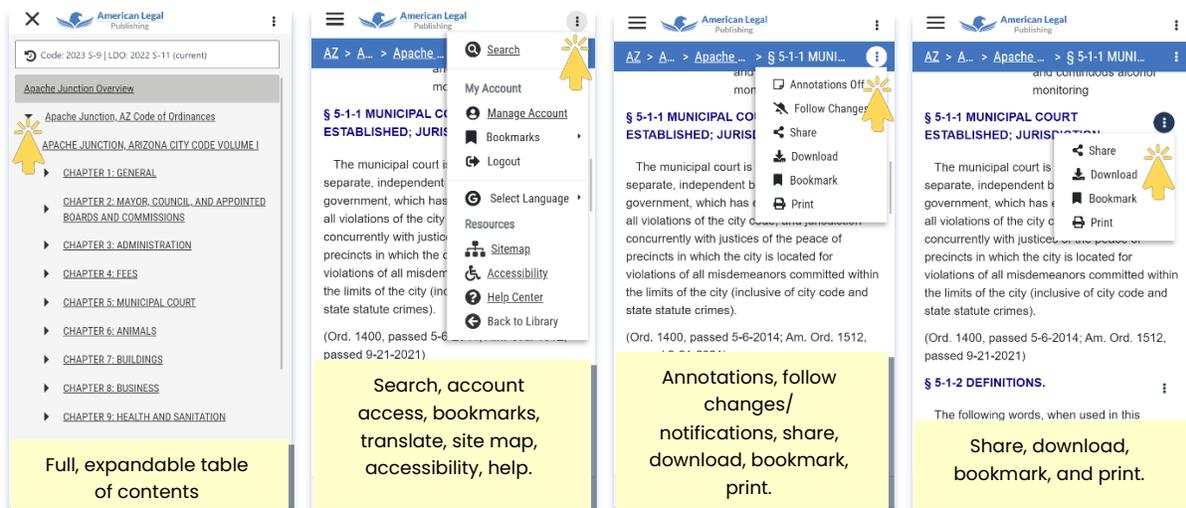
Using the Code Library on Mobile Devices

The Code Library functions the same in mobile views but looks slightly different.

From the home page, you can scroll down to find your state, then scroll through the state municipality list to find your specific code. On the municipal overview page, you will see information about the municipality. “Previous” and “Next” navigation buttons will display on the bottom. The Table of Contents can be accessed from the hamburger menu icon in the upper left corner of the screen.



The Table of Contents may fill the screen depending on your screen resolution size. The Search function and User Account menu is accessed by clicking the three vertical dots in the upper right corner of the screen. This same icon appears to the right of the navigation bar. Annotations and Follow Changes/Notification controls are here. These icons appear again to the upper right of each code section with the options to share, download, bookmark, or print.



Setting a Shortcut to Your Code on Your Mobile Phone

If you'd like to set a shortcut/icon directly to your code on your phone, follow these instructions.

Android

1. Open the Chrome app.
2. Go to the website you want to add to your home screen.
3. Tap the menu icon (three dots in the upper right-hand corner).
4. Select "Add to home screen".
5. You can change the shortcut's name in the pop-up that appears, then tap "Add".

You can find the shortcut among your other apps as an icon. When you tap the shortcut on your home screen, it will take you right to the website in its own window.

iPhone

1. Open Safari and go to the website you want to save to your home screen.
2. Tap the Share icon at the bottom of the page.
3. Scroll down to the list of actions and tap Add to Home Screen.
4. Type in a name for your shortcut and then tap the Add button.

The shortcut will be added to your home screen on the last page. You can then hold down the icon and select edit home screen to enable editing mode.

Support

This brief overview of the Code Library should help you get started viewing and navigating the library. Additional information and help will be available on the TUTORIALS page at AmLegal.com:

<https://www.amlegal.com/tutorials>

You may also visit our YouTube Tutorial playlist for video tutorials at:

<https://www.youtube.com/@americanlegalpublishing/playlists>

Contact

Still need help? Email us or give us a call. Technical support staff can answer questions related to the operation of our code library. If you have questions about a code's content, please contact the appropriate municipality directly for that information.

We are available weekdays, Monday through Friday, 8:30 am to 5:00 am, EST.

techsupport@amlegal.com

(800) 445-5588

Thank you,

