

INSTRUCTIONS ON AMENDING THIS CODE BOOK

Amendments to this Code consist of the following:

- Adoptions of new ordinances
- Repeals of existing ordinances
- Replacements of repealed ordinances

Amendments to this Code, upon approval by the Board of Trustees, signature and seal by the Town Clerk, and public posting in accordance with the process outlined within this Code, shall be placed into this Code Book in a uniform manner so as to maintain an accurate record of the Code and the history of amendments to it.

Instructions are provided for each amendment, identified by amendment number, date and inclusive section numbers. The Instructions for the removal and replacement of pages must be followed and accomplished in sequence, with the most recent amendment last.

When an amendment is completed and the removal and replacement of all pages are accomplished, the Instructions should be placed under the Amendments tab, behind this Instruction page, with the *most recent* Instruction sheet on top. Previous Instructions should not be removed, so that the user may refer to this tab section to verify whether the code book is fully updated with all amendments included.

EXAMPLES:

Example Addition to the Code:

The Williamsburg Municipal Code is amended by the addition thereto of a new Section 2-121, which is to read as follows:

[Fill in section number, title and contents]

Example Repeal of Code:

The Williamsburg Municipal Code is amended by the repeal of the following ordinance in its entirety:

[Fill in section title and contents]

Example Replacement of Code:

[Fill in section number and title] of the Williamsburg Municipal Code is repealed in its entirety and readopted to read as follows:

[Fill in section number, title and entire contents of the readopted code section]

CODE AMENDMENTS TABLE

(to be retained as a permanent part of this Code)

Ordinance # (File behind this table in order with most recent on top.)	Section # (if applicable)	Title	Date Posted (Ord 5 of 2010)	Effective Date (30 days after posted)	Signature (person making this entry per Secs 1-47 thru 1-52 of this Code)
5 of 2010	n/a	Adopts 3 official posting sites for new ordinances			
2 of 2019	n/a	Concerning oil and gas exploration in Town			
6 of 2024	n/a	All fines, fees to be est'd by ordinance of Board			
3 of 2025	n/a	Adopts 2025 Code Revisions; repeals previously adopted Code	06/17/2025	07/17/2025	

Sheet ____