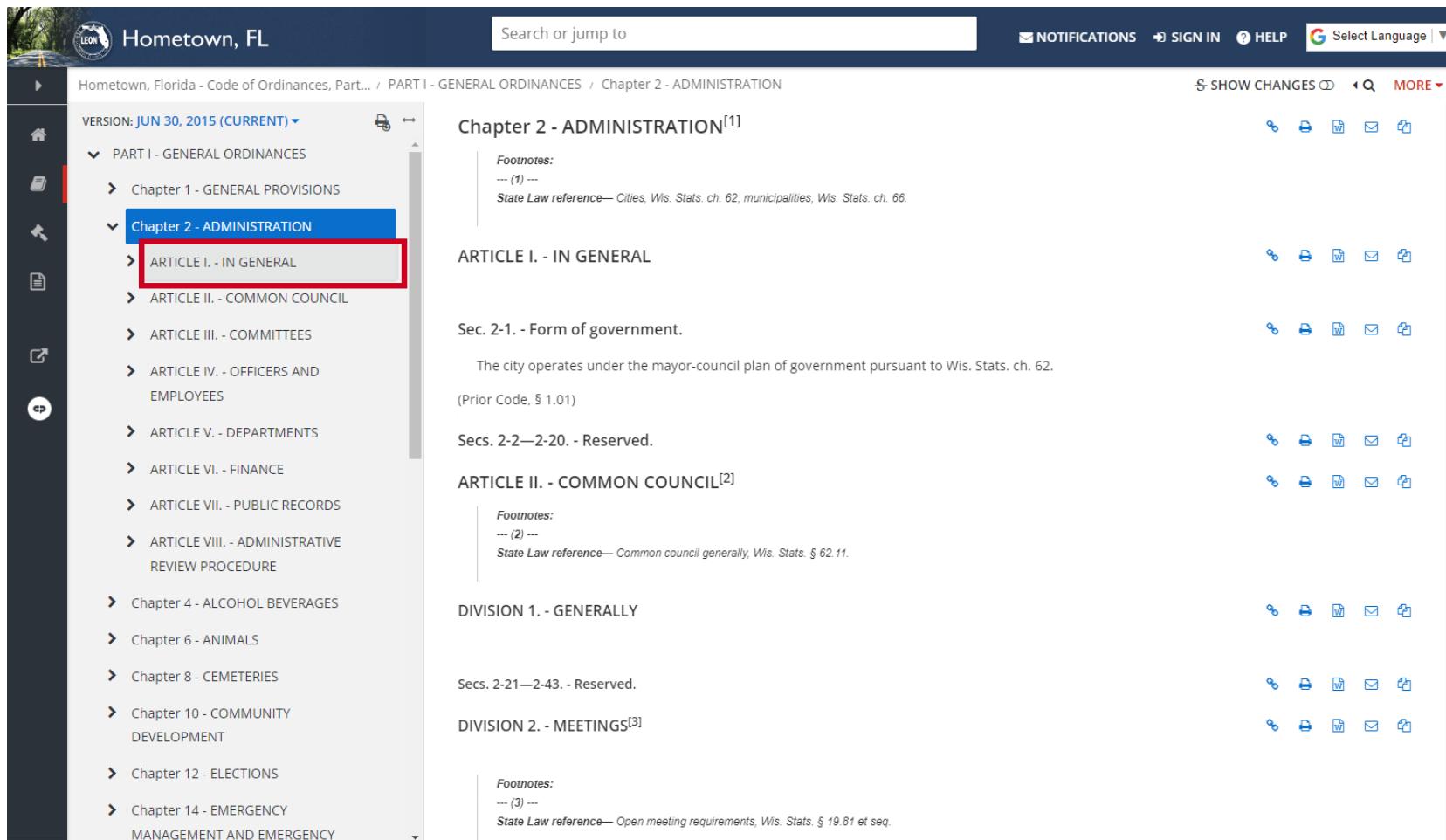




The first step is to navigate to the **portion of code** to be emailed



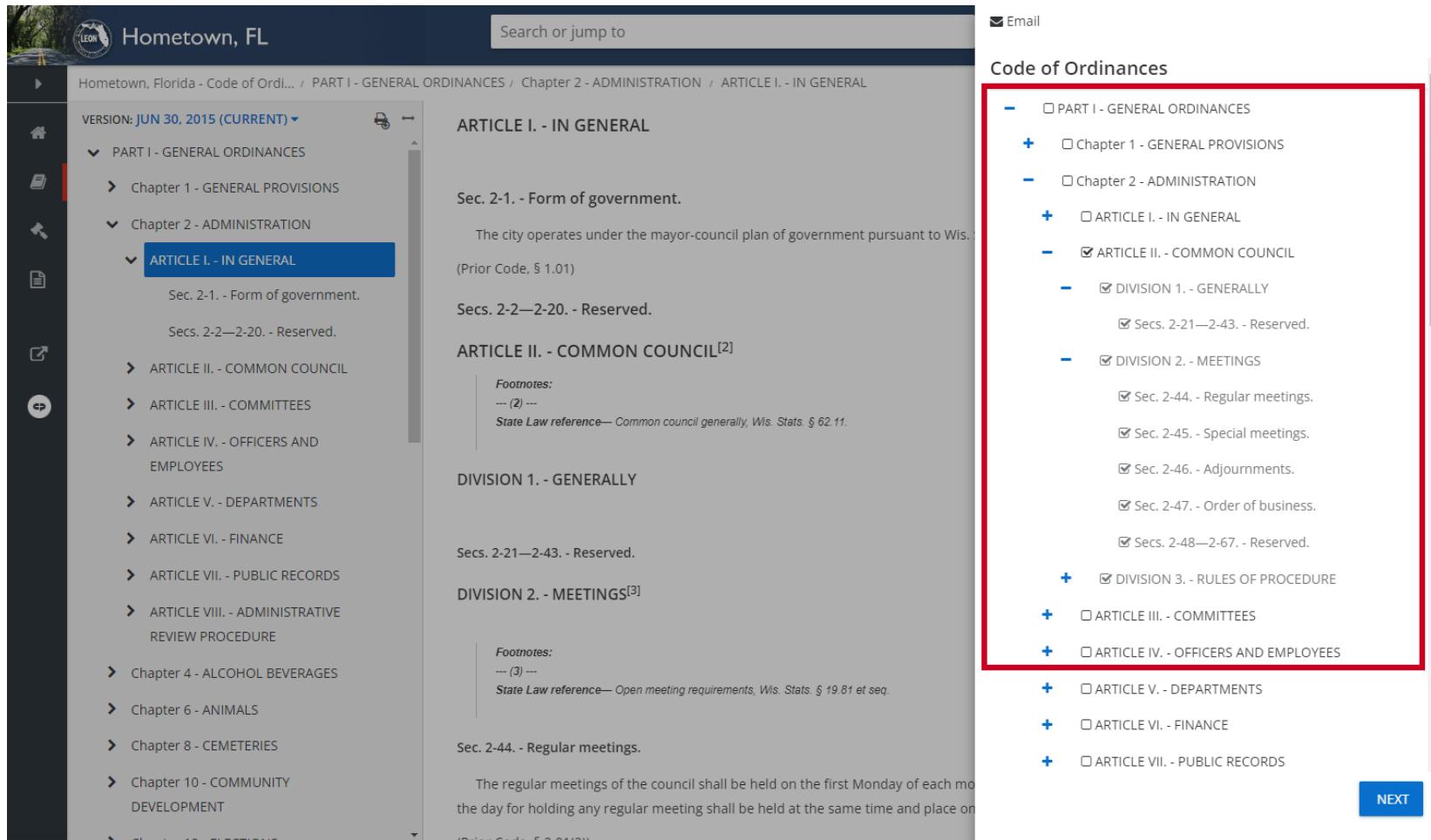
The screenshot shows the Municode software interface for Hometown, FL. The left sidebar shows a navigation tree for the code of ordinances, with 'ARTICLE I. - IN GENERAL' under 'Chapter 2 - ADMINISTRATION' highlighted with a red box. The main content area displays 'Chapter 2 - ADMINISTRATION<sup>[1]</sup>' and 'ARTICLE I. - IN GENERAL'. The text 'Sec. 2-1. - Form of government.' is present, followed by a note about the mayor-council plan of government. Below this is 'Secs. 2-2—2-20. - Reserved.' The 'ARTICLE II. - COMMON COUNCIL<sup>[2]</sup>' section is also visible. The top of the screen includes a search bar, notification and sign-in links, and a language selection dropdown.



Select the **Email** button (blue and white envelope icon) above the section to be emailed

The screenshot shows the Hometown, FL Code of Ordinances website. The left sidebar shows a navigation tree for 'PART I - GENERAL ORDINANCES'. The 'ARTICLE I. - IN GENERAL' section is currently selected and highlighted in blue. The main content area displays 'ARTICLE I. - IN GENERAL' with sections for 'Sec. 2-1. - Form of government.' and 'Secs. 2-2—2-20. - Reserved.'. Below this is 'ARTICLE II. - COMMON COUNCIL<sup>[2]</sup>' with a note about 'Footnotes: -- (2) -- State Law reference— Common council generally, Wis. Stats. § 62.11.' The right side of the screen features a toolbar with various icons, including an 'Email' icon which is highlighted with a red box. The 'Email' icon is located in the top row of the toolbar, next to icons for 'Print', 'Copy', 'Print Preview', 'Email', and 'Share'.

- ① Ensure the checkboxes next to the desired **Articles** or **Sections** are checked. Note: Click the blue **+** and **-** buttons to expand or collapse the list of options, and check or uncheck articles and sections of code, as necessary



The screenshot shows the Municode software interface. On the left is a navigation sidebar with icons for Home, Code of Ordinances, Chapter, Article, Division, and Section. The main content area shows the 'Code of Ordinances' for 'Hometown, FL'. The 'PART I - GENERAL ORDINANCES' section is selected. The 'ARTICLE I. - IN GENERAL' section is currently active, displaying the 'Sec. 2-1. - Form of government.' section. The text states: 'The city operates under the mayor-council plan of government pursuant to Wis. Stats. § 62.01(1). (Prior Code, § 1.01)'.

On the right, a modal window titled 'Code of Ordinances' is open, showing a list of sections to email. The 'ARTICLE II. - COMMON COUNCIL' section is selected. The list includes:

- PART I - GENERAL ORDINANCES
- Chapter 1 - GENERAL PROVISIONS
- Chapter 2 - ADMINISTRATION
- ARTICLE I. - IN GENERAL
- ARTICLE II. - COMMON COUNCIL
- DIVISION 1. - GENERALLY
- Secs. 2-21—2-43. - Reserved.
- DIVISION 2. - MEETINGS
- Sec. 2-44. - Regular meetings.
- Sec. 2-45. - Special meetings.
- Sec. 2-46. - Adjournments.
- Sec. 2-47. - Order of business.
- Secs. 2-48—2-67. - Reserved.
- DIVISION 3. - RULES OF PROCEDURE
- ARTICLE III. - COMMITTEES
- ARTICLE IV. - OFFICERS AND EMPLOYEES
- ARTICLE V. - DEPARTMENTS
- ARTICLE VI. - FINANCE
- ARTICLE VII. - PUBLIC RECORDS

A 'NEXT' button is visible at the bottom right of the modal.



Click Next

Hometown, FL

Search or jump to

VERSION: JUN 30, 2015 (CURRENT)

Hometown, Florida - Code of Ordinances / PART I - GENERAL ORDINANCES / Chapter 2 - ADMINISTRATION / ARTICLE I. - IN GENERAL

**ARTICLE I. - IN GENERAL**

Sec. 2-1. - Form of government.

The city operates under the mayor-council plan of government pursuant to Wis. Stats. § 62.11. (Prior Code, § 1.01)

Secs. 2-2—2-20. - Reserved.

**ARTICLE II. - COMMON COUNCIL<sup>[2]</sup>**

*Footnotes:*  
-- (2) --  
*State Law reference—Common council generally, Wis. Stats. § 62.11.*

**DIVISION 1. - GENERALLY**

Secs. 2-21—2-43. - Reserved.

**DIVISION 2. - MEETINGS<sup>[3]</sup>**

*Footnotes:*  
-- (3) --  
*State Law reference—Open meeting requirements, Wis. Stats. § 19.81 et seq.*

Sec. 2-44. - Regular meetings.

The regular meetings of the council shall be held on the first Monday of each month. The day for holding any regular meeting shall be held at the same time and place on (Prior Code, § 2-01(2))

**Email**

- ARTICLE II. - COMMON COUNCIL
- DIVISION 1. - GENERALLY
  - Secs. 2-21—2-43. - Reserved.
- DIVISION 2. - MEETINGS
  - Sec. 2-44. - Regular meetings.
  - Sec. 2-45. - Special meetings.
  - Sec. 2-46. - Adjournments.
  - Sec. 2-47. - Order of business.
  - Secs. 2-48—2-67. - Reserved.
- DIVISION 3. - RULES OF PROCEDURE
- ARTICLE III. - COMMITTEES
- ARTICLE IV. - OFFICERS AND EMPLOYEES
- ARTICLE V. - DEPARTMENTS
- ARTICLE VI. - FINANCE
- ARTICLE VII. - PUBLIC RECORDS
- 
- ARTICLE VIII. - ADMINISTRATIVE REVIEW PROCEDURE
- Chapter 4 - ALCOHOL BEVERAGES
- Chapter 6 - ANIMALS
- Chapter 8 - CEMETERIES

**NEXT**



## Fill in the email fields

Hometown, Florida - Code of Ordinances / PART I - GENERAL ORDINANCES / Chapter 2 - ADMINISTRATION / ARTICLE I. - IN GENERAL

VERSION: JUN 30, 2015 (CURRENT)

ARTICLE I. - IN GENERAL

Sec. 2-1. - Form of government.

The city operates under the mayor-council plan of government pursuant to Wis. Stat. § 62.11. (Prior Code, § 1.01)

Secs. 2-2—2-20. - Reserved.

ARTICLE II. - COMMON COUNCIL<sup>[2]</sup>

*Footnotes:*  
-- (2) --  
State Law reference—Common council generally, Wis. Stats. § 62.11.

DIVISION 1. - GENERALLY

Secs. 2-21—2-43. - Reserved.

DIVISION 2. - MEETINGS<sup>[3]</sup>

*Footnotes:*  
-- (3) --  
State Law reference—Open meeting requirements, Wis. Stats. § 19.81 et seq.

Sec. 2-44. - Regular meetings.

The regular meetings of the council shall be held on the first Monday of each month. The day for holding any regular meeting shall be held at the same time and place on (Prior Code, § 2.01(2))

To:  
add a recipient address

CC:  
add a CC address

Subject:  
Here is your 1 link from Hometown, FL Code of Ordinances in the Municode Library.

Links being sent:  
ARTICLE II. - COMMON COUNCIL

BACK SEND



Click Send

Hometown, Florida - Code of Ordinances / PART I - GENERAL ORDINANCES / Chapter 2 - ADMINISTRATION / ARTICLE I. - IN GENERAL

VERSION: JUN 30, 2015 (CURRENT)

ARTICLE I. - IN GENERAL

Sec. 2-1. - Form of government.

The city operates under the mayor-council plan of government pursuant to Wis. Stats. § 62.11. (Prior Code, § 1.01)

Secs. 2-2—2-20. - Reserved.

ARTICLE II. - COMMON COUNCIL<sup>[2]</sup>

*Footnotes:*  
-- (2) --  
State Law reference— Common council generally, Wis. Stats. § 62.11.

DIVISION 1. - GENERALLY

Secs. 2-21—2-43. - Reserved.

DIVISION 2. - MEETINGS<sup>[3]</sup>

*Footnotes:*  
-- (3) --  
State Law reference— Open meeting requirements, Wis. Stats. § 19.81 et seq.

Sec. 2-44. - Regular meetings.

The regular meetings of the council shall be held on the first Monday of each month. The day for holding any regular meeting shall be held at the same time and place on (Prior Code, § 2.01(2))

BACK

EMAIL

To: [REDACTED]  
add a recipient address

CC: [REDACTED]  
add a CC address

Subject: Here is a link from Hometown, FL Code of Ordinances in the Municode Library.

Links being sent:

ARTICLE II. - COMMON COUNCIL

SEND



That's it! You have just completed a practice tutorial, now go try it on your site!

Search or jump to

NOTIFICATIONS SIGN IN HELP Select Language

SHOW CHANGES MORE

VERSION: JUN 30, 2015 (CURRENT)

Hometown, Florida - Code of Ordinances, Part... / PART I - GENERAL ORDINANCES / Chapter 2 - ADMINISTRATION

**Chapter 2 - ADMINISTRATION<sup>[1]</sup>**

*Footnotes:*  
... (1) ...  
*State Law reference*— Cities, Wis. Stats. ch. 62; municipalities, Wis. Stats. ch. 66.

**ARTICLE I. - IN GENERAL**

**Sec. 2-1. - Form of government.**  
The city operates under the mayor-council plan of government pursuant to Wis. Stats. ch. 62.  
(Prior Code, § 1.01)

**Secs. 2-2—2-20. - Reserved.**

**ARTICLE II. - COMMON COUNCIL<sup>[2]</sup>**

*Footnotes:*  
... (2) ...  
*State Law reference*— Common council generally, Wis. Stats. § 62.11.

**DIVISION 1. - GENERALLY**

**Secs. 2-21—2-43. - Reserved.**

**DIVISION 2. - MEETINGS<sup>[3]</sup>**

*Footnotes:*  
... (3) ...  
*State Law reference*— Open meeting requirements, Wis. Stats. § 19.81 et seq.

