

Administrative Changes or Corrections Policy

The Jacksonville City Council has enacted legislation (Ordinance 2003-0994-E) to allow the Chief of the Legislative Affairs Division, Office of General Counsel, to correct minor errors in legislation in accordance with the Administrative Changes or Corrections Policy (the "Policy") set forth herein with the prior written consent of the Council Secretary and the Council Auditor. The Chief of the Legislative Affairs Division, Office of General Counsel shall exercise the editorial prerogatives with self-restraint and strictly within the framework of legislative intent. The following changes or corrections may be made without specific legislative action and only when the corrections do not alter the sense, meaning or substance of the legislation.

1. **Capitalization.** Improper capitalization may be corrected.
2. **Cross-references.** Cross-references in legislation or exhibits may be changed to agree with new, amended, reenacted, renumbered, relettered, reallocated or corrected statutory units or exhibits.
3. **Dates.** Obsolete temporal references may be removed and the appropriate calendar date or time may be substituted.
4. **Errors.** Obvious clerical, typographical or grammatical errors may be corrected.
5. **Format.** Corrections to formatting errors to comply with the City Council Rules on formatting; correct pagination; indentation or spacing.
6. **Gender.** Gender-specific terms that occur in a statutory unit being corrected may be changed to gender-neutral terms and necessary grammatical changes to properly use the gender-neutral terms may be made.
7. **Headnotes.** Descriptive headings of titles, chapters, sections or subsections may be edited or added to briefly and clearly indicate the subject matter of the title, chapter, section or subsection, including correction to Council Member Districts by number or name.
8. **Misspellings.** Misspelled words may be corrected.
9. **Proper Nouns.** Corrections to correct or update references to proper nouns, including but not limited to, names of Boards, Commissions, Departments, Committees, Cities, Counties or names of individuals.
10. **Punctuation.** Punctuation, including hyphenation, may be corrected.

11. Renumbering; relettering. The numbering or lettering of statutory units, including duplicative numbering or lettering created by conflicting enactments, may be corrected or properly arranged.

12. Revision clauses. Grammatical changes necessary for the proper implementation of changes in nomenclature or terminology may be made.

Any changes made pursuant to this policy, shall not change the substantive meaning of the legislation. Any error or inadvertent substantive change made must be construed as a clerical error and given no effect. If any doubt exists whether a specific change is authorized by the Policy, the change shall not be made, but rather referred to City Council Auditors for recommendation of an appropriate amendment.