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**TO:** Hamburg Township Board of Trustees

**FROM:** Deby Henneman, Township Coordinator

**DATE:** August 28, 2024

**AGENDA ITEM TOPIC:** Administrative Policies & Procedures – Addition of Ordinance Procedure – First Reading  
Number of Supporting Documents: **Ordinance Procedure Draft**

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### **Requested Action**

Requesting a first reading of the draft Ordinance Procedure, and that the board provide comment/edits, if any. The intent is that this procedure be added to the Administrative Policies & Procedures under the appropriate section.

### **Background**

As the current Ordinance Coordinator this is the procedure I feel will work the best for staff and in order to keep the code as current and error free as possible. Adoption of this policy will help future staff be aware of the steps needed to keep the records accurate.