

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

The screenshot shows the CivicPlus web interface for 'Hometown, FL'. The top navigation bar includes a search box, 'NOTIFICATIONS', 'SIGN IN', 'HELP', and a language selector. The breadcrumb trail indicates the current location: 'Hometown, Florida - Code of Ordinances, Part... / PART I - GENERAL ORDINANCES / Chapter 2 - ADMINISTRATION'. The left sidebar menu shows a tree structure under 'PART I - GENERAL ORDINANCES', with 'Chapter 2 - ADMINISTRATION' selected and highlighted in a red box. Below it, 'ARTICLE I. - IN GENERAL' is also highlighted. The main content area displays the text for 'Chapter 2 - ADMINISTRATION', including 'ARTICLE I. - IN GENERAL' and 'Sec. 2-1. - Form of government.' with a description of the city's government structure. The right side of the page features a 'SHOW CHANGES' button and a 'MORE' dropdown menu with icons for various actions like print, email, and share.



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

The screenshot displays the CivicPlus interface for Hometown, FL. The top navigation bar includes a search field, 'NOTIFICATIONS', 'SIGN IN', 'HELP', and a language selector. The breadcrumb trail reads: 'Hometown, Florida - Code of Ord... / PART I - GENERAL ORDINANCES / Chapter 2 - ADMINISTRATION / ARTICLE I. - IN GENERAL'. The left sidebar shows a tree view of the code of ordinances, with 'ARTICLE I. - IN GENERAL' selected and highlighted in blue. The main content area shows 'ARTICLE I. - IN GENERAL' and 'ARTICLE II. - COMMON COUNCIL<sup>[2]</sup>'. The 'ARTICLE II. - COMMON COUNCIL' section is expanded, showing 'DIVISION 1. - GENERALLY' and 'DIVISION 2. - MEETINGS<sup>[3]</sup>'. The 'Email' button, represented by a blue and white envelope icon, is highlighted with a red square above the 'ARTICLE II. - COMMON COUNCIL' section. Other icons for linking, printing, and sharing are visible above each section.

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 displays the CivicPlus interface for configuring a Code of Ordinances for Hometown, FL. The interface is divided into three main sections:

- Sidebar (Left):** A tree view showing the hierarchy of the Code of Ordinances. The current selection is 'ARTICLE I. - IN GENERAL' under 'Chapter 2 - ADMINISTRATION'. Other visible items include 'PART I - GENERAL ORDINANCES', 'Chapter 1 - GENERAL PROVISIONS', 'ARTICLE II. - COMMON COUNCIL', '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', 'Chapter 10 - COMMUNITY DEVELOPMENT', and 'Chapter 12 - ELECTIONS'.
- Main Content Area (Center):** Displays the details for the selected 'ARTICLE I. - IN GENERAL'. It includes the section title, a description ('The city operates under the mayor-council plan of government pursuant to Wis. (Prior Code, § 1.01)'), and reserved sections ('Secs. 2-2—2-20. - Reserved.'). It also shows 'ARTICLE II. - COMMON COUNCIL' with footnotes and a state law reference, and 'DIVISION 1. - GENERALLY' with reserved sections. 'DIVISION 2. - MEETINGS' is also shown with footnotes and a state law reference, followed by 'Sec. 2-44. - Regular meetings.' and its description.
- Code of Ordinances Panel (Right):** A panel titled 'Code of Ordinances' with a red border. It contains a list of items with checkboxes and expand/collapse buttons (+/-). The items are:
  - 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



Click Next

Hometown, FL

Search or jump to

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

VERSION: JUN 30, 2015 (CURRENT)

- PART I - GENERAL ORDINANCES
  - Chapter 1 - GENERAL PROVISIONS
  - Chapter 2 - ADMINISTRATION
    - ARTICLE I. - IN GENERAL**
      - Sec. 2-1. - Form of government.
      - Secs. 2-2—2-20. - Reserved.
    - ARTICLE II. - COMMON COUNCIL
    - 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
  - Chapter 10 - COMMUNITY DEVELOPMENT
  - Chapter 12 - ELECTIONS

**ARTICLE I. - IN GENERAL**

**Sec. 2-1. - Form of government.**

The city operates under the mayor-council plan of government pursuant to Wis. Stat. § 19.01.

(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 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.
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- 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

The screenshot displays the CivicPlus interface for Hometown, FL. The main content area shows the 'ARTICLE I. - IN GENERAL' section, including 'Sec. 2-1. - Form of government.' and 'ARTICLE II. - COMMON COUNCIL'. A sidebar on the left contains a navigation menu with 'ARTICLE I. - IN GENERAL' selected. An 'Email' composition window is overlaid on the right side, containing the following fields:

- 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

At the bottom of the email window are 'BACK' and 'SEND' buttons. A red box highlights the email composition area.



## Click Send

The screenshot displays the CivicPlus interface for Hometown, FL. The main content area shows the 'ARTICLE I. - IN GENERAL' section, including 'Sec. 2-1. - Form of government.' and 'Secs. 2-2—2-20. - Reserved.' Below this, 'ARTICLE II. - COMMON COUNCIL<sup>[2]</sup>' is visible, with a footnote: 'Footnotes: --- (2) --- State Law reference— Common council generally, Wis. Stats. § 62.11.' Further down, 'DIVISION 1. - GENERALLY' and 'DIVISION 2. - MEETINGS<sup>[3]</sup>' are shown, with another footnote: 'Footnotes: --- (3) --- State Law reference— Open meeting requirements, Wis. Stats. § 19.81 et seq.' The left sidebar contains a navigation menu with 'ARTICLE I. - IN GENERAL' selected. An 'Email' composition window is open on the right, with a 'SEND' button highlighted in a red box. The email body contains the text: 'Here is a link from Hometown, FL Code of Ordinances in the Municode Library.' and a link 'ARTICLE II. - COMMON COUNCIL' is shown in the 'Links being sent:' field.



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

The screenshot shows a web application interface for Hometown, FL. The top navigation bar includes the site name, a search bar, and links for notifications, sign in, help, and language selection. The main content area is titled 'Chapter 2 - ADMINISTRATION' and is highlighted with a red border. It contains several sections, each with a set of icons for linking, printing, and sharing. The sections include:

- 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.



Scan to go to the interactive player