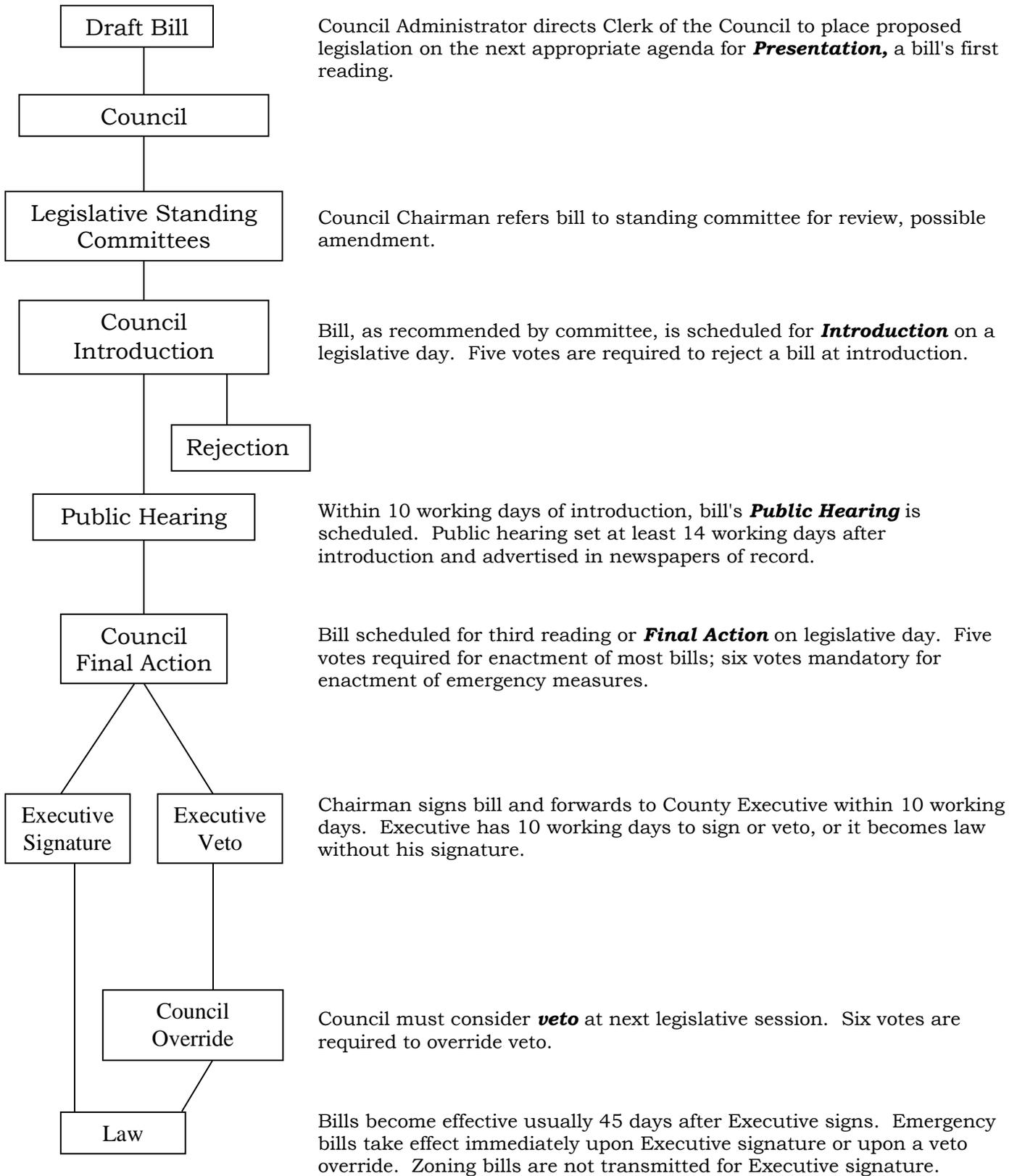


Legislative Process and Responsibilities



Legislative Process and Responsibilities

The Office of the Clerk of the Council plays an integral role in the legislative process. The office is responsible for the following tasks:

- **Agenda preparation.** The Clerk, in conjunction with the County Council Chairman and Council Administrator, prepares and distributes the Council Agenda. Staff compiles and distributes background documents for each agenda item.
- **Journal of Legislation.** The Journal is maintained with copies of all original, amended, and adopted legislation.
- **Legal Advertising.** Legal advertising requirements are met in accordance with local and State law.
- **Legal Bulletin Board.** County Council meetings are posted on the legal bulletin board on the second floor of the County Administration Building, pursuant to State law.
- **Speakers list preparation.** Speakers lists are prepared for all public hearings, appointments, and legislation before the Council.
- **Subscriptions.** Individuals, agencies, and organizations may subscribe to receive email notice of: agendas, introduced bills, enacted bills, adopted resolutions, and bill and resolution status sheets.
- **Voting and Attendance Records.** Voting and attendance records are prepared and maintained by the Deputy Clerk.
- **Minutes of Meetings.** The Clerk and Deputy Clerk prepare minutes of County Council and District Council meetings for Council approval.
- **Adopted Legislation.** Notice of enacted Council legislation is published in the newspapers of record.
- **Transmittal to Executive.** Enacted and adopted legislation requiring signature of the County Executive are transmitted within the legal deadlines.
- **Transmittal to Agencies.** The Clerk's Office distributes copies of signed legislation to affected agencies and other local or state agencies as directed.
- **Appointments.** The Clerk's Office maintains files for Executive appointments that are subject to Council confirmation.
- **Maintenance of Council Rules of Procedure.** The Clerk's office maintains a current and complete record of the Council Rules.
- **Legislative/Zoning Information System (LZIS).** The Clerk's staff supports the LZIS by uploading new and amended legislation, recording actions after each Council meeting, and codifying legislation.