

be due said City from any source whatever, and he shall attend at the City Council Chamber at such times and between such hours and shall receive such compensation as the Mayor and City Council shall by ordinance prescribe.

Section 307. The Mayor by and with the advice and consent of the City Council shall annually on or before the first Monday in June appoint a resident and legal voter of the City of Havre de Grace not less than twenty-five years of age to be City Clerk. Before entering upon the discharge of his duties the said Clerk shall take and subscribe before some Justice of the Peace of Harford County the oath prescribed in Section 6 of Article 1, of the Constitution of this State.

In case the person appointed City Clerk shall fail to take the oath required by this Section within twenty days after his appointment, or in the event of the Clerk's removal from the City, death, resignation or removal from office, the Mayor shall at once proceed to fill the vacancy thereby occasioned by new appointment.

The Clerk shall be *ex-officio* clerk to the Mayor and City Council, and shall perform all the duties that are required of said Clerk under the Charter and Ordinances of said City, including the duties of Officers of Registration as hereinbefore provided. He shall attend all meetings of the City Council and preserve accurate minutes of the proceedings thereof in a permanent record. He shall keep an accurate itemized account of all receipts and disbursements of the funds of the City and an inventory of all the property belonging to the City. He shall as often as he is called upon to do so, make a statement to the Mayor and City Council of the financial condition of the City.

He shall make all transfers and abatements on the assessment books of said City when authorized to do so by the Mayor and City Council. He shall annually assess all new property or assessable property not before assessed, and charge the same on the assessment books to the respective owners.

It shall be the duty of the Clerk to keep correct minutes of the proceedings of the City Council, and he shall make publication, by advertisement in two newspapers in the city, if so many be published therein, or by hand-bills, of all ordinances passed for the police regulation of said City, and such other ordinances as the Mayor and City Council may direct to be published; he shall enter into a book kept for that purpose all ordinances passed by the Council, and said book shall