

ARTICLE VIII

CITY CLERK

107. *Appointment.* The city clerk shall be appointed by the council and serve at the pleasure of the council.

108. *Qualifications.* The city clerk may be the same person who is Treasurer of the City.

109. *Duties.* The city clerk shall attend every meeting of the council and keep a full, accurate, and indexed account of the proceedings of the council. He shall keep such other records and perform such other duties as may be ordered by the council or by this charter.

ARTICLE IX

DEPARTMENT OF LAW

110. *City Solicitor.* There shall be a department of law headed by the city solicitor. The city solicitor shall be appointed by the mayor with the advice and consent of the council. He shall serve at the pleasure of the mayor. His compensation shall be determined by the council.

111. *Qualifications.* The city solicitor shall be a member of the bar of the Circuit Court for Wicomico County who has resided and practiced law in the City of Salisbury for not less than one year preceding his appointment.

112. *Duties.* (a) The city solicitor shall be the legal adviser of the City of Salisbury and shall have general supervision and direction of all legal business of the city.

(b) The city solicitor shall have charge of the preparation and trial of all suits, actions, and proceedings of every kind to which the city shall be a party in any court, state or federal, or before any justice of the peace, and of all actions brought to enforce the ordinances of the council or to punish violations thereof.

(c) Upon the request of the council, any member thereof, or any officer of the city, he shall give written advice on all questions of law which may be referred to him.

(d) He shall prepare ordinances for introduction into the council.

(e) He shall prepare, examine, and approve as to form all the contracts, specifications, deeds, and other legal papers of the city.