

#### 1.4 *Absence of the President.*

In the absence of the President of the County Council, the Vice-President shall preside. In the absence of both President and Vice-President, the Council members present shall elect a President Pro Tempore. The Vice-President or President Pro Tempore, while acting as President, shall have the authority and voting rights thereof.

#### 1.5 *Secretary and Other Employees.*

There shall be a Secretary of the Council, and such other employees as may be required. The duty of the Secretary shall be to keep minutes of Council meetings, maintain its journal, and provide other administrative services required to assist the legislative process, including but not limited to those outlined in these rules of procedure. Wherever the words "Clerk," "Clerk to the County Council," "Council Clerk," or similar words appear in this Code, or amendments thereto, the words are hereby amended to read "Secretary," "Secretary of the Council," or "Council Secretary," as may be applicable.

#### 1.6 *Supervision.*

The Secretary and employees of the Council shall act under direction from the Council received at Council meetings, provided, however, as necessary and in absence of Council instructions, the President or, in his absence, the Vice-President shall be responsible for overall coordination, direction and supervision of the said Secretary and employees of the Council.

#### 1.7 *Journal and Minutes.*

The Secretary shall keep a written journal of all legislative sessions of the Council and written minutes of all non-legislative Council meetings. The journal and minutes shall include motions and all votes by roll call or otherwise. In addition to the title of a bill or the subject matter of a resolution, only amendments of the bill or resolution which are adopted shall have the full text entered in the journal or minutes, except that amendments offered but not adopted shall be entered if a vote on roll call by yeas and nays was had thereon. After correction, the journal or minutes shall be approved by motion, duly seconded and passed.

#### 1.8 *Publication of Legislation—Summaries, Full Text and Council Proceedings.*

a. Promptly after a bill has become law and prior to the effective date stated in such law, the Secretary shall cause to be published in one newspaper of general circulation in the County a summary of such law. For emergency legislation, the Secretary shall cause to be published in the same manner a summary of such legislation promptly after enactment.

b. The Secretary shall also cause to be published as required by Section 3, Article XI-A of the Constitution of Maryland, the full text of all legislation enacted by the Council which becomes law. Publication shall be once a week for three successive weeks in at least one newspaper published in the County, so that the taxpayers and citizens may have notice thereof. If the publication requirements of the Maryland Constitution are changed, the Secretary shall comply with any amended requirements but shall not be bound to publish if not required, except as may be prescribed otherwise herein.

c. The Secretary shall provide for publication of the proceedings of the Council by making available promptly after approval by the Council copies of the written minutes of all public sessions and copies of the written