

(E) BEFORE TAKING UP THE CLERK'S OFFICIAL DUTIES, THE CLERK SHALL TAKE AND SUBSCRIBE TO THE FOLLOWING OATH OR AFFIRMATION BEFORE ANY ONE OF THE COUNTY COMMISSIONERS, ANY ONE OF WHOM MAY ADMINISTER THE OATH: "I, (NAME OF CLERK), DO SOLEMNLY SWEAR OR AFFIRM THAT, AS CLERK TO THE BOARD OF COUNTY COMMISSIONERS, I WILL HONESTLY AND FAITHFULLY, TO THE BEST OF MY SKILL AND JUDGMENT, EXECUTE THE DUTIES PERTAINING TO THE OFFICE WHICH I AM ABOUT TO ASSUME, WITHOUT FAVOR, PARTIALITY, OR PREJUDICE, SO HELP ME GOD."

(F) THE CLERK SHALL PERFORM ALL DUTIES REQUIRED OF THE CLERK BY LAW OR WHICH MAY BE REQUIRED BY AN ORDER OF THE BOARD OF COUNTY COMMISSIONERS.

(G) (1) THE CLERK SHALL CAUSE TO BE MADE COMPLETE AND ACCURATE MINUTES OF ALL TRANSACTIONS AND PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS ~~TO BE MADE~~. THE CLERK SHALL CAUSE THE TRANSACTIONS, PROCEEDINGS, AND ORDERS OF THE BOARD OF COUNTY COMMISSIONERS TO BE RECORDED IN SUITABLE BOOKS FOR THAT PURPOSE.

(2) THE CLERK SHALL ENDORSE AND FILE ALL PAPERS PRESENTED TO THE BOARD OF COUNTY COMMISSIONERS AND ACTED ON BY ~~THE~~ THE BOARD OF COUNTY COMMISSIONERS.

(3) THE CLERK SHALL KEEP AND CAREFULLY PRESERVE ALL BOOKS AND PAPERS PERTAINING TO THE BOARD OF COUNTY COMMISSIONERS.

(4) (I) DURING REGULAR OFFICE HOURS EACH WEEKDAY, OTHER THAN LEGAL HOLIDAYS, THE CLERK, AT THE REQUEST OF ANY CITIZEN OR TAXPAYER OF THE COUNTY, SHALL SHOW THE BOOKS IN THE BOARD OF COUNTY COMMISSIONERS' OFFICE TO THAT PERSON AND MAKE AND CERTIFY COPIES OR EXTRACTS FROM THOSE BOOKS ON THE REQUEST OF THAT PERSON.

(II) THE CLERK MAY CHARGE AN APPROPRIATE FEE TO MAKE THE COPIES.

(5) (I) THE CLERK SHALL GIVE BOND IN THE PENALTY OF \$5,000 PROPERLY CONDITIONED ON THE FAITHFUL PERFORMANCE OF THE CLERK'S DUTIES.

(II) THE BOND SHALL BE SECURED BY A BONDING OR SURETY COMPANY.

(III) THE PREMIUM ON THE BOND SHALL BE APPROVED AND PAID BY THE BOARD OF COUNTY COMMISSIONERS.

SECTION 3. AND BE IT FURTHER ENACTED, That Section(s) 2-203 and 2-204, respectively, of Article 20 - Somerset County of the Code of Public Local Laws of Maryland be renumbered to be Section(s) 2-202 and 2-203, respectively.

SECTION 4. AND BE IT FURTHER ENACTED, That the clerk to the Board of County Commissioners of Somerset County serving in office on the effective date of this Act shall remain in that position through the full term of office of the members of