## Legislative Process and Responsibilities

**Draft Bill**

Council Administrator directs Clerk of the Council to place proposed legislation on the next appropriate agenda for **Presentation**, a bill's first reading.

**Council**

Council Chairman refers bill to standing committee for review, possible amendment.

**Legislative Standing Committees**

Bill, as recommended by committee, is scheduled for **Introduction** on a legislative day. Five votes are required to reject a bill at introduction.

**Council Introduction**

Within 10 working days of introduction, bill's **Public Hearing** is scheduled. Public hearing set at least 14 working days after introduction and advertised in newspapers of record.

**Rejection**

Bill scheduled for third reading or **Final Action** on legislative day. Five votes required for enactment of most bills; six votes mandatory for enactment of emergency measures.

**Public Hearing**

Chairman signs bill and forwards to County Executive within 10 working days. Executive has 10 working days to sign or veto, or it becomes law without his signature.

**Council Final Action**

Council must consider **veto** at next legislative session. Six votes are required to override veto.

**Executive Signature**

Bills become effective usually 45 days after Executive signs. Emergency bills take effect immediately upon Executive signature or upon a veto override. Zoning bills are not transmitted for Executive signature.

**Executive Veto**

**Council Override**

**Law**
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.