

E. In addition to quantities of the Docket, Reports Docket, and Committee Reports printed for distribution to Councilors, the Clerk shall have available such additional copies as may be deemed necessary for distribution to the public, electronically if possible, or otherwise in print.

**Section 4. Attendance at meetings.**

The Clerk shall attend all meetings of the Council. Committee Clerk shall attend committee meetings and keep the records thereof. In the absence of the Clerk, an assistant designated by the Clerk shall perform the Clerk's duties.

**Section 5. Responsibilities at meetings.**

A. The Clerk shall record the names of members present and absent, and shall have the custody of all records, documents, maps, plans and papers of the Council, respecting the care and custody of which no other provision is made.

B. When the Roll Call is taken, the Clerk shall call the names of all the members in alphabetical order, excepting that of the President which shall be called last.

**Section 6. Admission within the rail.**

The Clerk shall not permit any person other than a Councilor or a member of the Clerk's staff to be admitted within the rail of the Chamber of the Council, or within the Members' Lobby connected therewith, at any meeting of the Council except upon permission of the Presiding officer or vote of a majority of the Council.

**Section 7. Records of proceedings.**

A. The Clerk shall be responsible for the protection and storage of records of all regular and special meetings of the City Council and all committee meetings, according to the requirements of the Public Records Law (M.G.L. Chapter 66, Public Records Law). The voice or video recordings of such meetings shall be maintained electronically by date in safekeeping by the clerk and maintained for a period of at least three years following the date of the meeting, or for a time period otherwise set by law.

B. Immediately following each Council or committee meeting, the electronic record, audio or video, thereof shall be stored by the Clerk. Any member of the Council may request a copy, and the Clerk shall provide such copy within 24 hours. Members of the public may request a copy of any tape, and the Clerk will make every effort to provide such copy within three days, but in no case later than the maximum time allowed under the Public Records Law.

C. The Clerk shall keep a journal and publish a Council Order Booklet containing all proceedings of the Council, including motions, orders, ordinances, resolutions, amendments to same and votes thereon. Such Journal and Council Order Booklet shall be available to the public, and a copy of the Council order Booklet shall be provided to each member of the Council.