

South Carolina Code of Laws

Clerks to Council General Duties and Responsibilities

Section 4-9-110 of the S.C. Code of Laws defines the duties of the Clerk to Council as follows: “The Clerk shall record proceedings of council meetings and perform such other duties as Council may describe.” In addition, §4-9-120 states that “All adopted ordinances are to be compiled, indexed, codified, published by title and made available for public inspection at the office of the Clerk of Council....The Clerk of Council is to maintain a permanent record of all ordinances adopted and furnish a copy of such record to the Clerk of Court for filing.”

The specific duties and responsibilities for the Clerk to Council will vary from county to county based on the form of government and whether the Clerk is assigned full time or as a collateral duty.

In accordance with §§6-29-1310 – 6-29-1380 regarding educational requirements for local government planning or zoning officials or employees, the Clerk must keep in the official public records originals of:

- All filed forms and documentation that certify compliance with educational requirements for three years after the calendar year in which each form is filed. **IT IS THE RESPONSIBILITY OF THE OFFICIAL OR EMPLOYEE TO FILE THE REQUIRED CERTIFICATION FORM AND DOCUMENTATION WITH THE CLERK TO COUNCIL.**
- All filed forms and documentation that certify an exemption for the appointed official or professional employee. The official or employee must file a certification form and documentation of exemption with the clerk by the first anniversary date of appointment or employment. A single filing will serve for the tenure of the individual and does not require an annual filing.
- Enclosed is §6-29-1360 relating to certification. Certification and/or exemption forms must substantially conform to the structure set out in subsection (B). The State Education Planning Advisory Committee has also provided a [suggested model](#) for attendance.