

CHAPTER 7
VILLAGE CLERK

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1-7-1: ELECTION AND TERM: The Village Clerk shall be elected and serve for a four (4) year term and until his successor is elected and qualified, as provided by Statute.

1-7-2: OATH: The Clerk before entering upon the duties of his office, shall take the oath of office prescribed by law with sureties as shall be approved by the President and Board of Trustees, according to law and ordinance.

1-7-3: OFFICE, HOURS: The Clerk shall keep his office in the Village or at such other places as the Board of Trustees may direct. His office hours shall be from eight o'clock (8:00) A.M. to twelve o'clock (12:00) P.M. and one o'clock (1:00) P.M. to five o'clock (5:00) P.M. of each working day.

1-7-4: MINUTES, NOTICES: The Clerk shall attend all meetings of the Board of Trustees and shall keep a suitable book to be styled the Journal of the Village Board, a full and faithful record of its proceedings. He shall issue and cause to be served upon all Trustees notices of all special meeting of the Board; and to all other persons whose attendance may be required before any such committee when so directed by the Chairman thereof.

1-7-5: CUSTODY OF SEAL AND RECORDS: The Clerk shall be the keeper and custodian of the Corporate Seal of the Village. He shall carefully preserve in his office all books, records, papers, maps and effects of every description belonging to the Village or pertaining to his office, and not in actual use and possession of other Village officers. Upon the expiration of his official term he shall deliver all such records, books, papers and effects to his successor in office.

1-7-6: RECORD OF ORDINANCES: The Clerk shall record and properly index in a book kept for that purpose, all ordinances passed by the Board, within five (5) days after passage and approval by the President, and at the foot of each ordinance so recorded, he shall make a memorandum showing days of passage, approval, posting or publication and the page on which it is recorded. He shall attest and fix the Village Seal to each original copy and shall post in the three (3) most public places in the Village a copy of all ordinances requiring such posting.

1-7-7: DELIVERY OF PAPERS TO OFFICERS: The Clerk shall, without delay, upon the adjournment of each meeting of the Board, deliver to the several committees of the Board, and to the officers of the City, all petitions, communications, reports, resolutions, orders, claims and other papers referred to those committees or officers by the Board. He shall also, without delay, deliver to the President all ordinances or resolutions in his charge, which are required to be approved or otherwise acted upon by the President.

1-7-8: PREPARATION OF DOCUMENTS: The Clerk shall prepare all commissions, licenses, permits and other official documents required to be issued by him under the laws and ordinances of the Village and shall attest the same with the Corporate Seal; and he shall in like manner attest all deeds for the sale or transfer of real estate by the Village and all bonds issued by the Village.

1-7-9: PURCHASE OF SUPPLIES: The Clerk shall, by and with the advice and consent of the Board, purchase all necessary office and election supplies.

1-7-10: RECORD OF LICENSES: The Clerk shall number in numerical order all licenses made out by him, and before delivery thereof, shall register them in like order in a book kept for that purpose, giving number, date, period of time for which issued, for what purpose, fee and definite location of business of licenses. He shall also on May 1 of each year prepare and mail notices for renewal of licenses and payment of fees to the Village to all persons engaged in or carrying on a business or occupation required to be licensed by this Code.

1-7-11: BOOKKEEPING: The Clerk shall keep a double entry set of books for the various funds of the Village. He shall, at the end of each month, prepare a statement or report showing receipts and disbursement of the various funds held by the Treasure, and shall also report expenditures and balances of appropriations as set up in appropriation ordinances. Such reports shall be presented at the first meeting in each month. At the end of the fiscal year an annual report shall be prepared and presented showing each fund in detail relative to receipts and disbursements for the year in such manner as to be self-explanatory to the Board of Trustees.

1-7-12: MONEYS RECEIVED: The Clerk shall receive all moneys due to the Village, except tax, special improvement assessments and motor fuel tax refunds, which are paid directly to the Treasurer.

1-7-13: OTHER DUTIES: In addition to the duties set forth in this Chapter, the Clerk shall

perform all other duties pertaining to his office as are and may be imposed upon him by law or resolution of the Board of Trustees. (1963 Code, 3.02)

1-7-14: DEPUTY CLERK: The Clerk is authorized to appoint a Deputy Clerk who shall have the power and duty to execute all documents required by any law or ordinance to be executed by the Clerk, and affix the Seal of the Village thereto whenever required. In signing and document the Deputy Clerk shall sign the name of the Clerk followed by the word "by" and the Deputy Clerk's own name and the words "Deputy Clerk". The powers and the duties prescribed in this Section shall be exercised by such Deputy Clerk only in the absence of the Clerk from his office in the Village Hall, and only when either written direction has been given by the Clerk to exercise such power or the Board has determined by resolution that the Clerk is temporarily or permanently incapacitated to perform such functions. The Deputy Clerk shall have the authority and power described in this Section and such further power and authority as may be provided by Statute. 1963 Code, 3.03)