

CHAPTER 7

VILLAGE CLERK

SECTION:

- 1-7-1: Election; Duties
- 1-7-2: Bond
- 1-7-3: Salary

1-7-1: ELECTION; DUTIES: The duties of the Village Clerk upon his election and certification shall be as follows:

- (A) To attend all meetings of the Board of Trustees of the Village and to keep a Record of Proceedings showing the date of each meeting, whether it is regular, special or an adjourned meeting, and the members of the governing body who are present. Said Journal shall state clearly every formal action taken and the vote on all measures presented. All ordinances and resolutions passed by said Board should be a part of said Record of Proceedings.
- (B) To retain all documents concerning the activities of the Municipality, and to carry on such correspondence of the Village as the President or Board of Trustees shall direct; and to serve as custodian of the Municipal Seal and all papers and documents belonging to the Village which are not specifically turned over to another officer for custody.
- (C) To keep a separate book of ordinances including all ordinances now passed, or hereinafter enacted by the Village, in a separate ordinance book designated for said purpose.
- (D) To publish or post all notices of election as required by law; to prepare the ballots and obtain all other election supplies and see that they are delivered to the proper election officials; to keep a file with the nomination petitions and petitions calling special elections; to serve as a member of the canvassing board in the event of a Municipal primary; to issue and receive all absentee ballots in the manner prescribed by law.
- (E) To file all oaths and bonds of duly elected officials.

- (F) To prepare certified copies of all ordinances or other documentary entries requested to do so by any person or persons.
- (G) To keep a true and correct list of all outstanding bonds and other indebtedness of the Municipality showing the number and amount of each in form, and to whom said bonds or evidences of indebtedness were issued. The records should indicate if said bonds were purchased or cancelled, and the powers therein are subject to a specific provision of the specific bond ordinances.
- (H) To prepare on or before May 15 of each and every year the annual appropriation ordinance, said ordinance to reflect the amount of money estimated to be needed to defray expenses of the Municipality occurring during the current fiscal year.
- (I) To prepare, with the assistance of the Village Attorney and other designated officials, the annual tax levy ordinance for the Village, to be filed in the offices of the County Clerks of Moultrie and Douglas Counties.
- (J) To sign all warrants for the payment of money with the Village President, and to attest the signature of the President on all bonds, vouchers, or other places where attestation is needed.
- (K) To publish the annual report of the Treasurer within the time limits prescribed by Statute.
- (L) To cause the publication of all ordinances wherein required by Statute.
- (M) To exercise any and all general powers now or hereinafter granted to the Village Clerk by the laws of the State of Illinois, including the duties of Registrar of Vital Statistics, and the power to issue fishing and hunting licenses.

1-7-2: BOND: The Village Clerk shall before entering upon the duties of his office, execute a bond to the corporation with two (2) sufficient sureties to be approved by the President and Board of Trustees, and deposited in the office of the Village Treasurer, in the penal sum of one thousand dollars (\$1,000.00), conditioned for the faithful performance of the duties of his office and the payment of all moneys received by him according to law and the provisions of this Code.

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1-7-3: SALARY: The Village Clerk shall receive such salary as shall be determined from time to time by the President and Board of Trustees.