

CHAPTER 3

THE VILLAGE CLERK

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Sec. 3.1 Appointment/Term

The Village Clerk shall be appointed by the President with the concurrence of the Board of Trustees. Such appointment shall be made in May of each year. The Village Clerk shall serve for one (1) year and until a successor is appointed and qualified.

Sec. 3.2 Bond

The Village Clerk shall give a bond before entering the duties of the office in a sum required by the Board of Trustees, but in any event not less than Three Thousand Dollars (\$3,000.00). Such bond shall be conditioned upon the faithful performance of his/her duties as Village Clerk.

Sec. 3.3 Signatures

The Village Clerk shall seal and attest all contracts of the Village and all licenses, permits and such other documents as shall require this formality.

Sec. 3.4 Money Collected

The Village Clerk shall turn over all money received by him/her on behalf of the Village to the Village Treasurer promptly upon receipt of the same, and with such money he/she shall give a statement as to the source thereof.

Sec. 3.5 Accounts

The Village Clerk shall keep accounts showing all money received by him/her and the source and disposition thereof and such other accounts as may be required by statute or ordinance.

Sec. 3.6 Records

In addition to the record of ordinances and other records which the Village Clerk is required by statute to keep, he/she shall keep a register of all licenses and permits issued and the payments thereof, a record showing all of the officers and regular employees of the Village and such other records as may be required by the Board of Trustees.

Sec. 3.7 Seal

The Village Clerk shall be the custodian of the Village Seal and shall affix its impression on documents whenever this is required.

Sec. 3.8 Documents

The Village Clerk shall be the custodian of all documents belonging to the Village which are not assigned to the custody of some other officer.

Sec. 3.9 **Indices**

The Village Clerk shall keep and maintain a proper index to all documents and records kept by him/her so that ready access thereto and use thereof may be had.

Sec. 3.10 **Additional Duties**

In addition to the duties herein provided, the Village Clerk shall perform such other duties and functions as may be required by the Board of Trustees, statute or ordinance.

Sec. 3.11 **Vacancies**

In case the office of Village Clerk becomes vacant for any reason, a successor shall be appointed in the manner set forth in Section 3.1.