### CHAPTER 1 - ADMINISTRATION

## <u>ARTICLE</u>

<u>TITLE</u>

<u>PAGE</u>

1-7 1-7 1-7 1-7

#### I GENERAL CODE PROVISIONS Division I – Title

Division I - Tille			
Section 1-1-1	-	Title	1-1
Section 1-1-2	-	Acceptance	1-1
Section 1-1-3	-	Amendments	1-1
Section 1-1-4	-	Code Alteration	1-1
Section 1-1-5	-	Jurisdiction	1-1
Section 1-1-6	-	1-1-7 Reserved	

# Division II – Saving Clause

Section 1-1-8	-	Repeal of General Ordinances	1-2
Section 1-1-9	-	Public Utility Ordinances	1-2
Section 1-1-10	-	Court Proceedings	1-2
Section 1-1-11	-	Severability of Provisions	1-2
Section 1-1-12	-	Village Clerk's Certificate	1-2
Section 1-1-13	-	1-1-14 Reserved	

#### Division III – Definitions

Section 1-1-15	-	Construction of Words	1-3
Section 1-1-16	-	Definitions	1-3
Section 1-1-17	-	Catchlines	1-5
Section 1-1-18	-	1-1-19 Reserved	

# Division IV – General Penalty

Section 1-1-20	-	Penalty	1-6
Section 1-1-21	-	Service by Certified Mail	1-6
Section 1-1-22	-	Application	1-6
Section 1-1-23	-	Liability of Officers	1-6
Section 1-1-24	-	License	1-6

### *II VILLAGE OFFICIALS*

# Division I - Village Board of TrusteesSection 1-2-1-Section 1-2-2-Regular MeetingsSection 1-2-3-Section 1-2-4-CommitteesSection 1-2-5-Section 1-2-6

Section 1-2-5	-	Special Committees	1-8
Section 1-2-6	-	Quorum	1-8
Section 1-2-7	-	Members: Non-Attendance at Meeting	1-8
Section 1-2-8	-	1-2-10 Reserved	

#### Division II – Rules of the Village Board

Section 1-2-11	-	Rules of the Board	1-8
Section 1-2-12	-	Agenda	1-11
Section 1-2-3	-	Address by Non-Members	1-11

<u>ARTICLE</u>

<u>PAGE</u>

# VILLAGE OFFICIALS (CONTINUED) Division III – Ordinances II

Section 1-2-14 -	Ordinances	1-12
Section 1-2-15 -	Reconsideration—Passing Over Veto	1-13
Section 1-2-16 -	No Vote to be Reconsidered at Special Meeting	1-13
Section 1-2-17 -	Reserved	

#### Division IV – General Provisions

Continu 1 2 10		Companyata Cool	1 17
Section 1-2-18	-	Corporate Seal	1-13
Section 1-2-19	-	Elections	1-13
Section 1-2-20	-	Appointment of Elected Officials	<i>1-13</i>
Section 1-2-21	-	Municipal Officers – Regulations	1-13
Section 1-2-22	-	Resignation of Appointed Officials	1-15
Section 1-2-23	-	Qualifications; Elective Office	1-15
Section 1-2-24	-	Bonds of Village Officers	1-15
Section 1-2-25	-	Liability Insurance	1-16
Section 1-2-26	-	Bidding and Contract Procedures	1-16
Section 1-2-27	-	Interests in Contracts Prohibited	1-18
Section 1-2-28	-	Salaries Regulation	1-20
Section 1-2-29	-	Claims	1-20
Section 1-2-30	-	Municipal Year	<i>1-21</i>
Section 1-2-31	-	Expense Reimbursement Policy	<i>1-21</i>
Section 1-2-32	-	Official Records	1-21
Section 1-2-33	-	Federal Old Age and Survivor's Insurance System	<i>1-21</i>
Section 1-2-34	-	Control of Property Owned by Village Outside of	
		Village Limits	<i>1-22</i>
Section 1-2-35	-	Certificates of Insurance	1-22
Section 1-2-36	-	Territorial Jurisdiction Established	<i>1-22</i>
Section 1-2-37	-	Reserved	

#### Division V – Vacancies

Section 1-2-38	-	Vacancy by Resignation	<i>1-22</i>
Section 1-2-39	-	Vacancy by Death or Disability	1-22
Section 1-2-40	-	Vacancy by Other Causes	1-23
Section 1-2-41	-	Election of an Acting Mayor	<i>1-23</i>
Section 1-2-42	-	Appointment to Fill Trustee Vacancy	1-23
Section 1-2-43	-	Election to Fill Vacancies in Municipal Offices with	,
		Four (4) Year Terms	1-24
Section 1-2-44	-	Vacancies Due to Election Being Declared Void	1-24
Section 1-2-45	-	Owing a Debt to the Municipality	1-24
Section 1-2-46	-	1-2-49 Reserved	

#### VILLAGE OFFICIALS III

Division I – Mayor			
Section 1-3-1	-	Election	1-25
Section 1-3-2	-	Mayor Pro-Tem; Temporary Chairman	1-25
Section 1-3-3	-	Chief Executive Officer	1-25
Section 1-3-4	-	Mayor's Signature	1-25
Section 1-3-5	-	Appointment of Officers	1-25
Section 1-3-6	-	Supervise Conduct of Officers; Removal of O	fficers1-26

*1-31* 

# VILLAGE OFFICIALS (CONTINUED) Division I – Mayor (Continued) III

	1		
Section 1-3-7	-	Designation of Officers' Duties	1-26
Section 1-3-8	-	Formal Occasions	1-26
Section 1-3-9	-	General Duties	1-26
Section 1-3-10	-	Business License Commissioner	1-26
Section 1-3-11	-	Local Liquor Commissioner	1-26
Section 1-3-12	-	Health Commissioner	1-26
Section 1-3-13	-	Deciding Vote – Mayor	1-27
Section 1-3-14	-	1-3-15 Reserved	

# Division II – Village Clerk

Difficient 11 Timage	0.0.1		
Section 1-3-16	-	Elected	1-27
Section 1-3-17	-	Vacancy	1-27
Section 1-3-18	-	Publication of Ordinances; Board Minutes; Reco	ords1-27
Section 1-3-19	-	Delivery of Papers to Officers	1-28
Section 1-3-20	-	Preparation of Documents, Commissions and	
		Licenses	1-28
Section 1-3-21	-	Village Licenses	1-28
Section 1-3-22	-	Report of Licenses	<i>1-28</i>
Section 1-3-23	-	Administration of Oaths	<i>1-28</i>
Section 1-3-24	-	Outstanding Bonds	<i>1-28</i>
Section 1-3-25	-	Reports	1-28
Section 1-3-26	-	Successor	1-28
Section 1-3-27	-	Payments	1-29
Section 1-3-28	-	Notification of Persons Appointed to Office	1-29
Section 1-3-29	-	Other Duties	1-29
Section 1-3-30	-	Deputy Clerk	1-29
Section 1-3-31	-	1-3-32 Reserved	
Division III – Village	Trea	surer	
Section 1-3-33		Treasurer Appointed; Vacancy	1-29
Soction 1-2-31	_	Einanca Committaa	1-20

Section 1-3-33	-	Treasurer Appointed; Vacancy	1-29
Section 1-3-34	-	Finance Committee	<i>1-29</i>
Section 1-3-35	-	Personal Use of Funds	1-29
Section 1-3-36	-	Bond	1-30
Section 1-3-37	-	Special Assessments	1-30
Section 1-3-38	-	1-3-47 Reserved	

Division IV – Village A	A <i>ttorne</i>	ey .	
Section 1-3-48	-	Appointment of Attorney	1-30
Section 1-3-49	-	Duties	1-30
Section 1-3-50	-	1-3-52 Reserved	

Division V – Village Engi	neer		
Section 1-3-53	-	Appointment	

Section 1-3-54	-	Duties – Salary	1-31
Section 1-3-55	-	1-3-59 Reserved	

Division VI – Superir	nten	den	t of Public Works	
Section 1-3-60		-	Office Created	<i>1-31</i>
Section 1-3-61		-	Authority	<i>1-31</i>
Section 1-3-62		-	Department Employees	1-32

<u>ARTICLE</u>

III

IV

V

VI

<u>PAGE</u>

VILLAGE OFFICIALS (CO	NTIN	UED)	
Division VI – Superin	tender	nt of Public Works (Continued)	
Section 1-3-63	-	Property Custodian	1-32
Section 1-3-64	-		
Division VII - Code E	nforce	ment Officer Zoning Administrator	
Section 1-3-66	-	Creation of Position	1-32
Section 1-3-67	-	Duties	1-32
Section 1-3-68	-	1-3-69 Reserved	
Division VIII – Village	e Colle	ctor	
Section 1-3-70	_		1-33
Section 1-3-70 Section 1-3-71	-	Village Clerk as Collector	1-33
Section 1-3-72	-	Compensation	1-33
Section 1-3-73	-	Bonded	1-33
Section 1-3-74		Duties	1-33
Section 1-3-75	_		1-33
Section 1-3-76	-	Money; Warrants; Accounts; Payments	1-33
Section 1-3-77	-	Bookkeeping	1-34
Section 1-3-78	-	Statements	1-34
Section 1-3-79	-	Report Delinquent Officers	1-34
Section 1-3-80	-	Year-End Report	1-34
Section 1-3-81	-	Submit Appropriation to Village Board	<i>1-34</i>
Section 1-3-82	-	Deposit of Funds	1-35
SALARIES			
Section 1-4-1	-	Salaries of Village Officials	1-36
MANAGEMENT ASSOCIA	τιον		
Section 1-5-1	-	Participation	1-36
Section 1-5-2	-	Contribution	1-36
MEETING PROCEDURES			
Division I – Recording	q Close	ed Meetings	
Section 1-6-1			1-37
Section 1-6-2	-	-	
		Maintaining Recordings	1-37
Section 1-6-3	-		1-37
Section 1-6-4	-		1-37
Section 1-6-5	_	Back-Up Equipment/Procedure for Equipment	1-57
Section 1-0-5	-	Malfunction	1-37
Castian 1.C.C			1-37
Section 1-6-6	-	Procedure for Review of Closed Session	
		Minutes and Recordings	1-37
Section 1-6-7	-	Maintenance and Public Release of Recordings and	
		Access to Tapes	1-38
Section 1-6-8	-	Procedure for Destruction of Recordings	<i>1-38</i>
Section 1-6-9	-	1-6-10 Reserved	
Division II – Remote	Meetir	ng Participation	
Section 1-6-11	-	Statutory Authority for Participation	1-38
Section 1-6-12	-	Definition of Meeting	1-38
Section 1-6-13	-	Amendment of Previous Terms	1-38
Section 1-6-14	-	Remote Participation Policy	1-38
Addendum "A"	-	Governmental Unit Remote Attendance Policy	1-39
Addendum "B"	-	Request for Auxiliary Aid(s) and/or Service(s)	1-40
			1 10