

VILLAGE OF BELLEVUE, ILLINOIS

Ordinance No. 314

**AN ORDINANCE SETTING FORTH THE DUTIES
OF THE VILLAGE CLERK**

SECTION 1

ELECTION - TERM

The Village Clerk shall be elected and serve for a four-year term and until his or her successor is elected and qualified, as provided by statute.

SECTION 2

BOND

Before entering upon his or her duties of office, the Village Clerk shall execute a bond in such amount as is provided by statute, conditioned upon the faithful performance of his or her duties.

SECTION 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.

SECTION 4

MONEY COLLECTED

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

SECTION 5

ACCOUNTS

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

SECTION 6

RECORDS

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

SECTION 7

SEAL

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

SECTION 8

DOCUMENTS

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

SECTION 9

INDICES

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

SECTION 10

ADDITIONAL DUTIES

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

SECTION 11

VACANCIES

In case the office of the Village Clerk shall become vacant for any reason, the President and the Village Council shall appoint a successor as provided by statute or ordinance.

SECTION 12
COMPUTERIZED RECORDS

The Village Clerk may make use of any computer used by the Village for storing data and receiving data. The use of a computer shall not excuse the Clerk from maintaining written copies of all ordinances, resolutions, minutes, and other documents required by law or ordinance to be kept permanently by the Village Clerk.

SECTION 13
CONFLICT

All ordinances and parts of ordinances in conflict herewith are hereby repealed.

Adopted by the President and the Board of Trustees of the Village of Bellevue, this _____ day of _____, 1987.

VILLAGE OF BELLEVUE, ILLINOIS

By: _____
Jerry Bushong
Village President

ATTEST:

Village Clerk

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