

CHAPTER 1 - ADMINISTRATION

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
1	GENERAL CODE PROVISIONS	
	<i>Division I - Title</i>	
	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	
	<i>Division II - Saving Clause</i>	
	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	1-3
	Section 1-1-13 - 1-1-14 Reserved	
	<i>Division III - Definitions</i>	
	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	
	<i>Division IV - General Penalty</i>	
	Section 1-1-20 - Penalty	1-6
	Section 1-1-21 - Application	1-6
	Section 1-1-22 - Liability of Officers	1-6
II	VILLAGE OFFICIALS	
	<i>Division I - Village Board of Trustees</i>	
	Section 1-2-1 - Composition and General Powers	1-7
	Section 1-2-2 - Regular Meetings	1-7
	Section 1-2-3 - Special Meetings	1-7
	Section 1-2-4 - Committees	1-7
	Section 1-2-5 - Special Committees	1-8
	Section 1-2-6 - Quorum	1-8
	Section 1-2-7 - Compelling Attendance	1-8
	Section 1-2-8 - Members Refusing to Attend	1-8
	Section 1-2-9 - 1-2-10 Reserved	
	<i>Division II - Rules of the Village Board</i>	
	Section 1-2-11 - Rules of the Board	1-8
	Section 1-2-12 - Agenda	1-11
	Section 1-2-13 - Address by Non-Members	1-12
	<i>Division III - Ordinances</i>	
	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	

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
II	VILLAGE BOARD (CONTINUED)	
	<i>Division IV - General Provisions</i>	
	Section 1-2-18 - Corporate Seal	1-13
	Section 1-2-19 - Elections	1-14
	Section 1-2-20 - Appointment of Elected Officials	1-14
	Section 1-2-21 - Municipal Officers - Regulations	1-14
	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	1-16
	Section 1-2-25 - Trustees of Villages	1-16
	Section 1-2-26 - Liability Insurance	1-16
	Section 1-2-27 - Bidding and Contract Procedures	1-17
	Section 1-2-28 - Interests in Contracts Prohibited	1-18
	Section 1-2-29 - Salaries Regulation	1-21
	Section 1-2-30 - Claims	1-21
	Section 1-2-31 - Municipal Year	1-21
	Section 1-2-32 - Expenses - Reimbursement	1-21
	Section 1-2-33 - Official Records	1-22
	Section 1-2-34 - Federal Old Age and Survivor's Insurance System	1-22
	Section 1-2-35 - Illinois Municipal Retirement Fund	1-22
	Section 1-2-36 - Control of Property Owned by Village Outside of Village Limits	1-22
	Section 1-2-37 - Certificates of Insurance	1-23
	Section 1-2-38 - Territorial Jurisdiction Established	1-23
	Section 1-2-39 - Reserved	
	<i>Division V – Vacancies</i>	
	Section 1-2-40 - Vacancy by Resignation	1-23
	Section 1-2-41 - Vacancy by Death or Disability	1-23
	Section 1-2-42 - Vacancy by Other Causes	1-24
	Section 1-2-43 - Election of an Acting Mayor	1-24
	Section 1-2-44 - Appointment to Fill Trustee Vacancy	1-24
	Section 1-2-45 - Election to Fill Vacancies in Municipal Offices With Four (4) Year Terms	1-24
	Section 1-2-46 - Vacancies Due to Election Being Declared Void	1-25
	Section 1-2-47 - Owing a Debt to the Municipality	1-25
	Section 1-2-48 - 1-2-49 Reserved	
III	OFFICIALS	
	<i>Division I - Mayor</i>	
	Section 1-3-1 - Election	1-26
	Section 1-3-2 - Mayor Pro-Tem; Temporary Chairman	1-26
	Section 1-3-3 - Chief Executive Officer	1-26
	Section 1-3-4 - Mayor's Signature	1-26
	Section 1-3-5 - Appointment of Officers	1-26
	Section 1-3-6 - Supervise Conduct of Officers; Removal of Officers	1-27
	Section 1-3-7 - Designation of Officers' Duties	1-27
	Section 1-3-8 - Formal Occasions	1-27
	Section 1-3-9 - General Duties	1-27
	Section 1-3-10 - Business License Commissioner	1-27
	Section 1-3-11 - Local Liquor Commissioner	1-27
	Section 1-3-12 - Health Commissioner	1-27
	Section 1-3-13 - Deciding Vote - Mayor	1-28
	Section 1-3-14 - 1-3-15 Reserved	

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
III	VILLAGE OFFICIALS (CONTINUED)	
	<i>Division II - Village Clerk</i>	
	Section 1-3-16 - Appointed	1-28
	Section 1-3-17 - Vacancy	1-28
	Section 1-3-18 - Publication of Ordinances; Board Minutes; Records	1-28
	Section 1-3-19 - Delivery of Papers to Officers	1-28
	Section 1-3-20 - Preparation of Documents, Commissions and Licenses	1-29
	Section 1-3-21 - Report of Licenses	1-29
	Section 1-3-22 - Delivery of Licenses	1-29
	Section 1-3-23 - Administration of Oaths	1-29
	Section 1-3-24 - Outstanding Bonds	1-29
	Section 1-3-25 - Reports	1-29
	Section 1-3-26 - Successor	1-29
	Section 1-3-27 - Payments	1-29
	Section 1-3-28 - Notification to Persons Appointed to Office	1-29
	Section 1-3-29 - Other Duties	1-29
	Section 1-3-30 - Deputy Clerk	1-30
	Section 1-3-31 - Reserved	
	<i>Division III - Village Treasurer</i>	
	Section 1-3-32 - Department Established	1-30
	Section 1-3-33 - Finance Committee	1-30
	Section 1-3-34 - Treasurer Appointed; Vacancy	1-30
	Section 1-3-35 - Money; Warrants; Accounts; Payments	1-30
	Section 1-3-36 - Warrant Register	1-30
	Section 1-3-37 - Personal Use of Funds	1-30
	Section 1-3-38 - Bond	1-31
	Section 1-3-39 - Special Assessments	1-31
	Section 1-3-40 - Bookkeeping	1-31
	Section 1-3-41 - Statements	1-31
	Section 1-3-42 - Report Delinquent Officers	1-31
	Section 1-3-43 - Year-End Report	1-31
	Section 1-3-44 - Submit Appropriation to Village Board	1-32
	Section 1-3-45 - Deposit of Funds	1-32
	Section 1-3-46 - 1-3-47 Reserved	
	<i>Division IV – Village Attorney</i>	
	Section 1-3-48 - Creation of Office - Appointment	1-33
	Section 1-3-49 - Suits and Actions	1-33
	Section 1-3-50 - Judgments	1-33
	Section 1-3-51 - Advice	1-33
	Section 1-3-52 - Special Assessments	1-33
	Section 1-3-53 - Ordinances and Documents	1-33
	Section 1-3-54 - Compensation	1-33
	Section 1-3-55 - Reserved	
	<i>Division V – Superintendent of Streets</i>	
	Section 1-3-56 - Office Created	1-34
	Section 1-3-57 - Streets	1-34
	Section 1-3-58 - Department Employees	1-34
	Section 1-3-59 - Property Custodian	1-34

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
III	OFFICIALS (CONTINUED)	
	<i>Division VI – Superintendent of Water and Sewer</i>	
	Section 1-3-60 - Office Created	1-34
	Section 1-3-61 - Utility Systems	1-34
	Section 1-3-62 - Department Employees	1-34
	Section 1-3-63 - Property Custodian	1-34
	Section 1-3-64 - 1-3-65 Reserved	
	<i>Division VII – Village Administrator</i>	
	Section 1-3-66 - Creation of Office	1-34
	Section 1-3-67 - Appointment to Officers	1-35
	Section 1-3-68 - Removal From Office	1-35
	Section 1-3-69 - Duties of Office	1-35
	Section 1-3-70 - Employee Matters	1-36
	Section 1-3-71 - Surety Bond	1-37
	Section 1-3-72 - Compensation	1-37
	<i>Division VIII – Village Manager</i>	
	Section 1-3-73 - Creation of Office	1-37
	Section 1-3-74 - Appointment to Officers	1-37
	Section 1-3-75 - Removal From Office	1-37
	Section 1-3-76 - Duties of Office	1-37
	Section 1-3-77 - Surety Bond	1-38
	Section 1-3-78 - Compensation	1-38
IV	SALARIES	
	Section 1-4-1 - Salaries of Village Officials	1-39
V	MANAGEMENT ASSOCIATION	
	Section 1-5-1 - Participation	1-39
	Section 1-5-2 - Contribution	1-39
VI	MEETING PROCEDURES	
	<i>Division I – Recording Closed Meetings</i>	
	Section 1-6-1 - Recording Closed Sessions	1-40
	Section 1-6-2 - Responsibility for Recording Closed Sessions and Maintaining Recordings	1-40
	Section 1-6-3 - Closed Session Minutes	1-40
	Section 1-6-4 - Procedure for Recording	1-40
	Section 1-6-5 - Back-Up Equipment/Procedure for Equipment Malfunction	1-40
	Section 1-6-6 - Procedure for Review of Closed Session Minutes and Recordings	1-40
	Section 1-6-7 - Maintenance and Public Release of Recordings and Access to Tapes	1-41
	Section 1-6-8 - Procedure for Destruction of Recordings	1-41
	Section 1-6-9 - 1-6-10 Reserved	
	<i>Division II – Remote Meeting Participation</i>	
	Section 1-6-11 - Statutory Authority for Participation	1-41
	Section 1-6-12 - Definition of Meeting	1-41

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
VI	MEETING PROCEDURES (CONTINUED)	
	<i>Division II – Remote Meeting Participation (Continued)</i>	
	<i>Section 1-6-13 - Amendment of Previous Terms</i>	<i>1-41</i>
	<i>Section 1-6-14 - Remote Participation Policies</i>	<i>1-41</i>
	<i>Addendum “A” - Governmental Unit Remote Attendance Policy</i>	<i>1-42</i>
	<i>Addendum “B” - Request for Auxiliary Aid(s) and/or Service(s)</i>	<i>1-43</i>
	<i>Addendum “C” - Travel, Meal, and Lodging Expense</i>	
	<i>Reimbursement Form</i>	<i>1-44</i>
	<i>Addendum “D” - Government Unit Remote Attendance Policy</i>	
	<i>During a Disaster Declaration</i>	<i>1-45</i>
	<i>Closed Session Minutes</i>	<i>1-46</i>