

**ORDINANCE NUMBER 13 - 07**

**ORDINANCE AMENDING TITLE III, ADMINISTRATION,  
CHAPTER 31, OFFICERS AND EMPLOYEES,  
SECTION 31.16, VILLAGE CLERK, BY AMENDING 31.16(A), (F) &  
(G)**

**WHEREAS**, the Village of East Dundee is a home rule unit of local government under and pursuant to Section 6 of Article VII of the Constitution of the State of Illinois, has the authority to exercise any power and perform any function pertaining to its government and affairs, including but not limited to the power to regulate for the protection of the public health, safety, morals, and welfare; and

**WHEREAS**, the President and Board of Trustees of the Village of East Dundee having determined that it is in the best interests of the health, safety and welfare of the residents of the Village of East Dundee that **Title III, Administration, Chapter 31, Officers and Employees, Section 31.16, Village Clerk**, be amended to reflect that the Village Clerk is an position appointed by the Village President with the concurrence of the Village Board, and to set the salary of the Village Clerk, and Deputy Village Clerk.

**NOW THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AS FOLLOWS:**

**Section One.** That **Title III, Administration, Chapter 31, Officers and Employees, Section 31.16, Village Clerk**, of the Village of East Dundee Code of Ordinances is hereby amended to hereafter read as follows:

(A) **Appointment.** The Village Clerk shall be appointed by the Village President with the concurrence of at least four of the Board of Trustees then holding office. Said Clerk shall serve until his or her successor is elected and qualified.

(B) **Bond.** The Village Clerk shall, before entering upon his or her duties of his or her office, execute a bond to the village, paid for by the Village, in the penal sum of \$50,000 with such sureties as the Board of Trustees shall approve conditioned for the faithful performance of the duties of his or her office.

(C) *Duties.* The Village Clerk shall, in addition to the duties now imposed upon him or her by law, perform the following duties:

(1) The Clerk shall give notice of special meetings of the Board of Trustees to the members and the Village Attorney.

(2) The Clerk shall attest all licenses granted under the ordinances of the village and he or she shall keep a record of the issuance thereof.

(3) The Clerk shall, without delay, deliver to the President all ordinances or resolutions in his or her charge, which are required to be approved or otherwise acted upon by the President, together with all papers on which the same are founded.

(4) The Clerk shall collect all monies due from any licenses issued pursuant to village ordinances and deliver the same to the Village Treasurer within one week after receiving the same and take his or her receipt therefor.

(D) *Filing of ordinances.* The original of all ordinances passed by the Board of Trustees shall be filed in the Clerk's office and he or she shall be the custodian of the same.

(E) *Recording ordinances.*

(1) The Village Clerk shall record and index all ordinances hereafter adopted in a book to be known as the Ordinance Book, giving a number to each ordinance adopted by the Board of Trustees.

(2) At the foot of the record of each ordinance so recorded, the Clerk shall make a memorandum of the date of the passage and publishing of the ordinance.

(F) *Salary.* The Village Clerk shall be compensated in an amount as set by the Board.

(G) *Deputy Village Clerk.* The Village President may appoint one Deputy Village Clerk, subject to the Village Board's approval, as necessary to discharge the functions and duties of the office of the Village Clerk. The Deputy Village Clerk is hereby permitted to perform such other acts incidental to carrying out said position, and to perform any other duties under the direction and supervision of the Village Administrator. The Deputy Village Clerk shall be compensated in an amount as set, and approved, by the Village Board

**Section Two. Severability.** If any section, paragraph or provision of this ordinance shall be held to be invalid or unenforceable for any reason, the validity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this ordinance.

**Section Three. Repeal.** All ordinances, resolutions, motions or parts thereof in conflict herewith shall be and the same are hereby repealed.

**Section Four. Publication.** This ordinance shall be in full force and effect forthwith upon its adoption, approval and publication in pamphlet form as provided by law.

Adopted this 18 day of March, 2013, pursuant to a roll call vote as follows:

AYES:

Trustees Muller, Skellicorn, VanOstenbroeg, Coonan and President Bartels

NAYES:

Trustee Lynam

ABSENT:

Trustee Puffalo

Approved by me this 18 day of March, 2013.

Jerald Bartels  
Jerald Bartels, President

Published in pamphlet form this 20 day of March, 2013, under the authority of the President and Board of Trustees.

ATTEST:

Peter Lenthick  
Village Clerk

Recorded in the Village Records on March 20, 2013.