

Bill No. 389

Ordinance No. 389

AMENDING ORDINANCE SECTION 115.060: VILLAGE CLERK

BE IT ORDERED BY THE TRUSTEES OF THE VILLAGE OF UPLANDS PARK AS FOLLOWS:

SECTION 115.060: VILLAGE CLERK

A. *Selection.* The Board of Trustees shall select some qualified individual to serve as Village Clerk, who shall serve at the pleasure of the Board of Trustees. The Village clerk shall receive such compensation as may be fixed by ordinance from time to time.

B. *Duties.* The Village Clerk shall have the following duties:

1. To have charge and custody of the Seal, ordinances and other records, papers and documents entrusted to his/her care and keeping by the Board of Trustees;
2. To attend to such correspondence as ^{may} be required;
3. To keep the journal of the proceedings of the Board of Trustees and to enter therein the "yeas" and "nays" of the members of each bill presented for passage as an ordinance;
4. To attest such ordinance passed by subscribing his/her name on the face thereof;
5. To issue and attest all warrants ordered by the Board;
6. To (~~delete "act as head of the Administrative Department"~~) [**amended to "serve in the Administrative Department"**] of the Village; and
7. In general, to perform such other duties as may be prescribed by law or ordinance or as directed by the Board of Trustees.

C. *Duties-Assessment of Property.* The village Clerk shall have charge of procuring and proper assessment of property within the Village for purposes of providing revenue for Village purposes in the manner herein provided. It shall be the