

Ordinance Number 07-2002

To Provide for the appointment of the Morley Village Clerk and the Morley Village Treasurer

The Village of Morley ordains:

**Section 1 - Establishment of appointments:**

Of the Village Clerk and the Village Treasurer (separate positions) in accordance with the authority for the appointment of such village officers. Publication 264 and 225.

**Section 2 - Appointment of Village Clerk and the Village Treasurer:**

By nomination of the president and appointment by the council of the clerk. The Village President shall be responsible for suspension or removal of the clerk and/or treasurer, with the council approval, by the affirmative vote of four or more Trustees. But only after a hearing before the council. The Village Clerk and Village Treasurer shall report and be responsible to the village President for the official functions and activities of the clerk and treasurer positions and for the day to day operations of the Department and office, except as otherwise provided by state law.

**Section 3 –Duties: Clerk**

The clerk shall possess all the powers vested in and shall be charged with the duties imposed upon Clerks by state law. In addition Clerk shall perform all other such duties in the manner prescribed by the charter of the Village, the ordinances of the Village, or by state law. The Clerk shall perform such other duties as may be assigned or prescribed by state law, the Village charter, and ordinances of the Village or the Council. The Clerk shall:

1. Be the Clerk of the council and keep a permanent journal of its proceedings.
2. Keep a record of all ordinances, resolutions, and actions of the Council.
3. Have power to administer all oaths required by State law, this Charter and ordinances of the Village.
4. Be custodian of the Village Seal, and affix it to all documents and instruments requiring the Seal and shall attest the same.
5. Be custodian of all papers, documents and records pertaining to the Village, the custody which is not otherwise provided for in this Charter.
6. Give the proper officials of the village ample notice of the expiration or termination of any official bonds, franchises, contracts or agreements.
7. Issue and sign all licenses granted after the license fee has been paid to the Treasurer and register the same.
8. Certify by signature all ordinances and resolutions enacted or passed by the Council.
9. Conduct elections in accordance with this Charter and State election law.
10. Be the general accountant of the Village and maintain a system of accounts, which conform to such uniform system as may be required by State law.
11. Publish and post notices of the Village as required by this Charter. State law, and ordinances of the Village.

**Duties: Treasurer**

1. Has custody of and receives all village money, bonds, mortgages, notes, leases and evidence of value.

2. Keeps an account of all receipts and expenditures.
3. Collects and keeps an account of all taxes and money appropriations, keeping a separate fund for each account.
4. Performs duties relating to assessing property and levying taxes.
5. Makes periodic reports to the clerk and council as required by law.

**Section 4 – Severability**

If any portion of this ordinance or the application thereof any person or circumstances shall be found to be invalid by a court, such invalidity shall not affect the remaining portions of the applications

**Contracts - Clerk**

1. Certify by signature all ordinances and resolutions enacted or passed by the Council.
2. Conduct elections in accordance with this Charter and State election law.
3. Be the general accountant of the village and maintain a system of accounts, which conform to such uniform system as may be required by State law.
4. Publish and post notices of the village as required by this Charter, State law, and ordinances of the Village.

Of the ordinance which can be given effect without the invalid portion or applications provided that such remaining portions or applications are not determined by said court to be inoperable, and to this end this ordinance is declared to be severable.

**Section 5 – Repeal of Conflicting ordinances:**

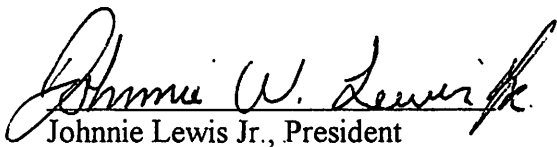
All parts of ordinances in conflict herewith are hereby repealed.

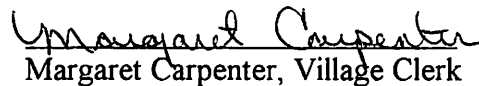
**Section 6 - Adoption:**

This ordinance shall be adopted by an affirmative vote of at least two-thirds of the members of the village council.

I hereby certify to the adoption of this ordinance at the September 9, 2002 council meeting and cause the same to be published as required by law.    Yeas:    Nays:    Ordinance declared adopted

Published September 13 and September 18, 2002 in the Pioneer.    Effective Date October 28, 2002

  
Johnnie Lewis Jr., President

  
Margaret Carpenter, Village Clerk

**Notice to the electors of the Village of Morley:** Take notice that Village Ordinance No. 07-2002 which provides for the appointment of the village clerk and the village treasurer was adopted pursuant to 1895 PA 3 as amended on September 9, 2002 and will take effect 45 days after the date of adoption unless a petition signed by not less than ten percent of the registered electors of the village is filed with the village clerk within the 45-day period in which case the ordinance will take effect upon approval of an election held on the question.