

Chapter 1
Elected Officials

Article 1. THE PRESIDENT

Sec. 1. ELECTION, TERM OF OFFICE

The President of the Village of Gridley, Illinois, shall be elected to a term of four years as provided by statute and shall take office at the next regular or special meeting of the Board of Trustees held after said election.

Sec. 2 BOND, OATH AND SALARY

Before entering upon the duties of his office, the President shall give a bond in the amount as determined by the Village Board, with sureties to be approved by the Board of Trustees conditioned upon the faithful performance of his duties. He shall take the oath of office as prescribed by statute and shall receive such compensation as may be set from time to time by the Board.

Sec. 3 DUTIES

The President shall be the chief executive officer of the Village, preside as the President of the Board of Trustees of said Village as hereinafter provided, and shall perform all such duties as may be required of him by statute or ordinance. He shall have supervisory authority over all executive officers and employees of the Village. He shall sign all contracts entered into by said Village, all commissions, licenses, permits, and all other acts and deeds as statute or ordinance may require.

Sec. 4. LICENSES

The President shall receive applications for, determine qualifications of, and grant licenses to those required by ordinance to hold the same; to renew, amend, suspend, or revoke such licenses as hereinafter provided in Chapter 5.

Sec. 5. DESIGNATION OF DUTIES

The President shall determine all questions pertaining to the duties of any appointed officer of said Village and shall delegate to any such officers such duties as he deems necessary where not otherwise provided for in this Code.

Sec. 6. APPOINTMENT OF OFFICERS

The President shall appoint, by and with the advise and consent of the Village Trustees, all officers whose appointment is not by the laws of this state or this ordinance otherwise provided for, or which are not elected by the people; and wherever a vacancy shall occur in any office, which by law he is empowered to fill, he shall within thirty days thereafter, submit the name of his appointee to said Village Trustees and pending their concurrence in such appointment the President may designate some officer of said Village to discharge the duties of such office.

Sec. 7. CONVEYANCE OF LANDS

The President and the Village Clerk, by and with the consent of three-fourths of the Village Trustees, is authorized and empowered to sell and convey any and all real estate owned and held by the Village.

Sec. 8. PRESIDENT PRO-TERM

Should the Village President for any reason be temporarily absent from the Village or otherwise disabled for such a period that he cannot fully perform the duties of his office, the Board of Trustees shall elect one of its number to serve as President Pro-Tem who during the absence or disability of the President shall perform the duties pertaining to said office.

Article 2. BOARD OF TRUSTEES

Sec. 1. ELECTION, TERM, OATH, TIME AND PLACE OF MEETING

A Board of six Trustees shall be elected as provided by statute to terms of four years each, and they shall take office at the next regular or special meeting of the Board of Trustees held after said election. The members of the Board of Trustees shall, upon taking office, take the oath prescribed by statute. The regular stated meetings of the President and Board of Trustees shall be held at such place in the Village of Gridley, Illinois, as the trustees may provide, on the first Monday evening of every month during the year, all regular stated meetings of the Board shall be commenced at the hour of 7:00 o'clock p.m., unless otherwise ordered by the Trustees, and adjourned meetings may be held for the purpose of completing the business of any regular or special meeting at such time or times as may be determined by the trustees. When the first Monday of any month shall fall on a legal holiday, said Board shall meet at the same hour on the following Monday. A majority of the Board of Trustees shall constitute a quorum for doing business.

Sec. 2. SPECIAL MEETINGS, RECONSIDERATION OF VOTE

Special meetings of the Trustees may be called by the President or by any three Trustees; the call of any such special meeting shall be in writing signed by the President or at least three trustees, stating the object and purpose of such meeting and the time of holding the same, and shall be filed with the Village Clerk; thereupon the Village Clerk shall issue notice under his hand and seal, directed to each Trustee and the President stating the time and place of holding said special meeting and the object and purpose of the same; the notices shall be served under the direction of the Village Marshall, upon each trustee, personally, or in case personal service cannot be made upon any Trustee, then said notice may be left at his usual place of abode. No business shall be transacted at any special meeting except such as mentioned in the notice given for same, and there can be no reconsideration of any former action by the Trustees at such special meeting, unless there shall be present at such special meeting as many members as were present when the original action was taken.

Sec. 3. NON-ATTENDANCE

Whenever any trustee shall absent himself from any meeting of the Board of trustees, or depart therefrom before he is excused by the presiding officer or by the Trustees, for a period of more than three months, the Board of trustees, upon the motion of any one of them, shall take such steps as necessary to compel the attendance of such absent Trustee, or in the alternative, shall commence proceedings to remove such Trustee from his office as provided by statute and this ordinance. The vote of a majority of Trustees shall be necessary to the removal of a Trustee for non-attendance.

Sec. 4. STANDING COMMITTEES

The standing committees shall consist of at least three members each, and shall be appointed by the President at the meeting of the trustees on the first Monday in May, in each year, or as soon thereafter as is practicable, and shall be as follows: Finance; Public Buildings and Grounds; Fire and Water; Streets, Alleys, Sidewalks and Bridges; Zoning; Economic Development; Special Projects; Long Term Planning; Police; Liquor Commission; Retirement; Computer Packages; Health; Safety; Garbage; Lights; Employee Relations and Development; Buildings; Property; Trees. Such other committees as the Board may, from time to time, deem necessary.

Sec. 5. REPORT OF COMMITTEE; ACTION DEFERRED

Any report of a committee of the Trustees shall be deferred for final action thereon, to the next regular meeting of the Trustees after the report is made, upon the request of any two Trustees present.

Sec. 6. ORDER OF BUSINESS

The order of business at all regular sessions of the Trustees shall be as follows:

- a. Roll call;
- b. Reading of the Minutes of the previous meeting;
- c. Bills and claims
- d. Finance Report
- e. Communications and petitions
- f. Resolutions and ordinances
- g. Old Business
- h. New Business
- i. Report of the standing committees;
- j. Reports of the officers and employees
- j. Other business;
- k. Adjourn.

Sec. 7. RULES

The following rules for the control of the Board of Trustees and its deliberations are hereby adopted:

- a. The President shall take the chair at the hour appointed for the Trustees to meet and shall call the members to order; the Clerk to call the roll of members.

- b. The President shall state and put to vote all questions which are regularly moved or which necessarily arise in the course of the proceedings and announce the result of the vote.
- c. The President shall restrain all members when engaged in debate, within the rules of order; he shall preserve order and decorum; he shall decide all points of order, subject to an appeal by a member, and may speak on points of order in preference to other members.
- d. The President shall not vote on any questions before the Trustees, except in case of a tie, when he shall give the casting vote.
- e. No member shall speak more than twice upon any questions, and not longer than ten minutes, at any one time, except by consent of the Trustees.
- f. All ordinances and alterations of grades and plats of surveys, after being presented to the Trustees and read, shall lie over one meeting before final action shall be taken thereon; except, by a unanimous vote of the Trustees this rule is suspended and action may be taken at the same meeting.
- g. All petitions and reports of committees of the Trustees shall be in writing, and the same shall be filed with and kept by the Village Clerk.
- h. The yeas and nays shall be taken upon the passage of all ordinances, and on all plat petitions, to create any liability against the Village, or for the expenditure or appropriation of its money, and in all other cases, at the request of any member, which shall be entered on the journal of its proceedings.
- i. The concurrence of a majority of all the members elected to the Board of Trustees shall be necessary to the passage of any such ordinance or proposition, mentioned in the preceding paragraph, provided, that in the case of the disposition or sale of any Village property, it shall require three-fourths votes of all the Trustees elected to sell the same.
- j. The Board of Trustees shall sit with open doors.
- k. Robert's Rules of Order shall govern the proceedings of the Trustees in all cases where the same is not inconsistent or conflicting with the rules hereby adopted.

Sec. 8. TRUSTEES COMPENSATION

The compensation to be paid Trustees for their service shall be fixed by the Board of Trustees by ordinance and compensation shall be paid semi-annually. Trustees receive \$60.00 for regular meetings, \$60.00 for special meetings, and \$30.00 for extended meetings. Trustees are allowed to miss two regular meetings and still receive compensation.

Article 3. VILLAGE CLERK

Sec. 1. APPOINTMENT OF VILLAGE CLERK, TERM

The Village Clerk shall be appointed by the Village President with the concurrence of a majority of the Village Board of Trustees for a one-year term and until a successor is

appointed and qualified as provided by statute and shall receive such compensation as may be set from time to time by the Village Board of Trustees. *Ordinance 548 (10/12)*

Sec. 2. BOND

Before entering his duties of office, the Village Clerk shall execute a bond in the amount as determined by the Village Board, conditioned upon the faithful performance of his duties.

Sec. 3. DUTIES

The Village Clerk, shall, in addition to all duties now imposed upon him by law, perform the following duties:

- a. He shall issue notices to the members of the Board of Trustees, and when directed by that body, to the members of the different committees of that body, and to all persons whose attendance will be required for hearings before any such committee when directed by the chairman thereof; and he shall also issue notices of special meetings.
- b. He shall attest with the corporate seal, all licenses issued by the President, or the Trustees, under the ordinances of the Village.
- c. He shall without delay deliver to the officers of the corporation, and to all the committees of the trustees, all resolutions and communications, referred to those officers or committees of that body.
- d. He shall, without delay, deliver to the President all ordinances or resolutions, under his charge, which may be required to be approved or otherwise acted upon by the President, with all papers with which the same were founded.
- e. He shall daily pay over to the Village Treasurer all money received by him, on any account whatever, taking a receipt therefore, and he shall on the first day of each month make a detailed account to the trustees of all money received by him during the preceding month and on what account the same was received, and shall file therewith the receipts of the Village Treasurer for all such money.
- f. He shall be charged with and shall exercise a general supervision over all of the officers of the Village in so far as the receipt, collection, or disbursement of the Village revenues and the collection and return of such revenues into the Village treasury is concerned. He shall be the fiscal agent of the Village and as such, shall have charge of all deeds, mortgages, contracts, leases warrants, vouchers, bonds, books and papers of any kind, the custody and control of which is not herein given to any other officer. He shall have supervision over the Village debts, contracts, bonds, obligations, loans, and liabilities of the Village, and payment of interest, and over all the property of the Village, and generally, in subordination to the President and the trustees, to exercise supervision over all such interests of said Village, as, in any manner, it may concern or relate to the Village finances, revenues, and property.

Sec. 4. CLERK TO KEEP RECORDS

The Clerk shall, under direction of the President and the trustees, open and keep in a clear and methodical manner, a complete set of books, wherein shall be stated, among other things, the appropriation for the year for each distinct object and branch of expenditure, and, also, the receipts from every source of revenue, so far as can be ascertained. Said books and all papers, vouchers bonds, contracts, receipts and other things kept in his office shall be subject to the examination of the President and trustees or any committee thereof.

Sec. 5. BILLS AND CLAIMS

All the bills and claims against the Village of Gridley shall be filed in the office of the said Clerk, and the said Clerk shall present the same to the trustees at least once a month. Said Clerk may require a statement in writing, under oath, as to any fact, matter or thing concerning the justness or correctness of any such account, claim or demand, presented against the Village.

Sec. 6. LIST OF WARRANTS

The Village Clerk shall keep in a suitable book, an accurate list of all warrants drawn upon the Village Treasury, showing the date, number, and amount of each, the name of the person in whose favor drawn, and the fund out of which each warrant is payable; all warrants shall be signed by the President and countersigned by the Clerk, and each shall specify therein the particular fund or appropriation to which the same is chargeable, and the person to whom payable; no money shall be otherwise paid than upon such warrants so drawn.

Sec. 7. CLERK'S ACCOUNTS, RECORDS

The Clerk shall keep a detailed account of the Village revenues, and of each separate fund, crediting the same with all receipts and appropriations, and charging it with all warrants drawn thereon, and he shall charge each warrant to the fund or appropriation against which it is drawn. He shall also keep an accurate account of all debts due from or owing to the Village and he shall keep a book in which he shall enter a correct list of all bonds, notes or other obligations given by or payable to said Village, with the date thereof, the person to whom payable, and where the same are payable, the rate of interest, the time and manner in which the principal and interest are payable; and such other particulars as may be necessary to the full understanding thereof; and when any Village bonds are surrendered, canceled, or paid, said book shall show the facts; and in his annual report to the trustees the Clerk shall describe, particularly, bonds sold, exchanged or redeemed during the fiscal year, and give an itemized statement of the expense thereof.

Sec. 8. PUBLIC IMPROVEMENT CONTRACTS

The Clerk shall keep in his office a correct list of all public improvements ordered by the trustees, and let under contract by the trustees, together with all specifications made by authority of the trustees or by any officer of the corporation pursuant thereto, in relation to such improvements, the same to be filed in the Clerk's office.

Sec. 9. LICENSE REGISTER

All licenses, when issued, shall be countersigned by the said Clerk, and he shall enter without fee, in a book to be kept by him for, that purpose, the name of each person licensed, the date, and the number of the license, the amount paid for the same, and the time of expiration thereof.

Sec. 10. STATEMENTS OF MONEYS RECEIVED AND EXPENDED BY OFFICERS TO BE MADE

The Clerk shall require all officers charged in any manner with the receipt, collection or disbursement of Village revenues, to make semi-annual statements in writing, under oath, showing in detail, all such receipts, collections, and disbursements and file the same in the office of the Clerk.

Sec. 11. ESTIMATES OF ANNUAL APPROPRIATIONS

The Clerk shall, on or before the 15th day of May in each year, and before the annual appropriations are made by the trustees, submit to said trustees a statement of his estimates as nearly as may be, of moneys necessary to defray the expenses of a corporation during the current fiscal year. He shall in said report class the different objects and branches of expenditures, giving as near as may be, the amount required for each. And for the purpose of making such report the Village officers shall at the close of each fiscal year, make statements to the said Clerk of the condition and the expenses of their respective offices and departments any proposed improvements and the probable expense thereof, and of all contracts made and uncompleted, and the amount of any and all unexpected appropriations. He shall also in such report show the aggregate income of the preceding year from all sources, the amount of liabilities outstanding upon which interest is to be paid, the bonds and debts payable during the year, when due and when payable, and he shall give such other information to the trustees as he may deem necessary, to the end that the said trustees may understand the money exigencies and demands upon the Village for the current year.

Sec. 12. EXPIRATION OF OFFICE, DELIVERY OF BOOKS, ETC. TO SUCCESSOR

Upon the expiration of his term of office or upon his resignation or removal therefrom, the Clerk shall deliver to his successor in office, all property, books, records, papers, and effects of every description in his possession, belonging to the Village or pertaining his said office.