

The Clerk is appointed to serve a one (1) year term and until a successor is appointed and qualified as provided by statute. The duties consist of issuing notices of meetings, delivering all motions, resolutions and ordinances under his charge which may require approval, sealing and attesting to all contracts of the Village and all licenses, permits and other documents as State statute and Village ordinance require, keeping all documents and records pertaining to the business of the Village, attending and keeping a full record of proceedings, recording and publishing ordinances passed by the President and Board of Trustees, maintaining an index to all public records and documents in his care, and filing a certified copy of the tax levy ordinance.

[Freedom of Information Act \(FOIA\)](#)

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