

CHAPTER 1

VILLAGE PRESIDENT AND BOARD OF TRUSTEES

SECTION:

- 2-1-1: President
- 2-1-2: Board of Trustees
- 2-1-3: Meetings
- 2-1-4: Ordinance Procedure

2-1-1: **PRESIDENT:**

- A. Election: Term of Office: The Village President shall be elected for a four (4) year term, and shall serve until his successor is elected and qualified as is provided by statute.
- B. Bond: Before entering upon the duties of his office, the president shall execute a bond in such amount and with such sureties as may be required by the Board of Trustees, conditioned upon the faithful performance of the duties of his office, provided, the amount of such bond shall not be less than three thousand dollars (\$3,000.00).
- C. Oath of Office: The president shall take the oath of office as prescribed by statute. (2002 Code)
- D. Absence: President Pro Tempore: In the absence of the president, the senior trustee attending such meeting shall serve as president pro tempore for the purpose of designating a new date and time for such meeting.
- E. Vacancy in Office: Upon the death, resignation, or permanent inability of the president so to serve, said president pro tempore shall call a special meeting for the purpose of filling such vacancy, in accordance with applicable statute. (1979 Code § 2-4)

F. Duties:

1. General Duties: The president shall be the chief executive officer of the Village and shall preside over the meetings of the Village Board of Trustees and shall perform such duties as may be required of him by statute or ordinance. He shall have supervision over all of the executive officers and employees of the Village, and shall have the power and authority to inspect all books and records pertaining to Village affairs and kept by any officer or employee of the Village at any reasonable time.
2. Appointment of Officers' Duties: The Village President shall appoint, with the advice and consent of the Village Board of Trustees, all officers of the Village whose election or appointment is not otherwise provided for. Any vacancies occurring in an appointive office shall be filled in the same manner.
3. Designation of Officers' Duties: Whenever there is dispute as to the respective duties or powers of any appointed officer of the Village, this dispute shall be settled by the president after consultation with the Village Attorney, and the president shall have the power to delegate to any appointed officer any duty which is to be performed when no specific officer has been directed to perform that duty.
4. Formal Occasions: The Village President shall act for and on behalf of the Village on formal occasions and receptions, but in his absence or inability to attend any such functions, the Board of Trustees may select any other Village officer to so act.

- G. Voting Requirements: The president shall not vote on any ordinance, resolution or motion except: 1) where the vote of the trustees has resulted in a tie; or 2) where one-half (1/2) of the trustees elected have voted in favor of an ordinance, resolution or motion even though there is no tie; or 3) where a vote greater than a majority of the corporate authorities is required by statute to adopt an ordinance, resolution or motion. In each instance specified, the president shall vote. (2002 Code)

2-1-2: **BOARD OF TRUSTEES**

- A. Election; Term of Office: The members of the Village Board of Trustees shall be elected to office for a four (4) year term, according to the method provided by statute.

- B. Oath of Office: The members of the Village Board of Trustees take the oath of office prescribed by statute.
- C. Powers and Duties: The Board of Trustees shall be the legislative division of the Village government and shall perform such duties and have such powers as may be authorized by statute. (2002 Code)

2-1-3: **MEETINGS**

- A. Presiding Officer: The Village President shall preside at all meetings of the Village Board of Trustees.
- B. Regular Meetings: Regular meetings of the Village Board shall be held on the second Wednesday of each month following the first Tuesday of each month at a time designated by the Village Board. Provided, that if a regular meeting falls on a legal holiday, the meeting shall take place on the next scheduled day at the same hour. (1979 Code § 2-3; amd. 2009 code)
- C. Special Meetings: Special meetings may be called by the Village President or any three (3) trustees. Public notice of any special meeting, except a meeting held in the event of a bona fide emergency, shall be given at least forty-eight (48) hours before such meeting, which notice shall also include the agenda for the special meeting.
- D. Open Meetings: All meetings of the Village Board of Trustees shall be open to the public subject to limitations provided by statute. (2002 Code)

2-1-4: **ORDINANCE PROCEDURE:**

- A. Style: Ordinances shall be enacted in the following style:

*BE IT ORDAINED BY THE VILLAGE PRESIDENT AND
THE BOARD OF TRUSTEES OF THE VILLAGE OF
ELIZABETH, ILLINOIS:*

(1979 Code § 8-1)

- B. Written Documents; Content: Ordinances and resolutions shall be presented in writing prior to being voted upon, and shall state in their titles the intent or purpose thereof specifically and concisely. (1979 Code § 8-2)

- C. Passage and Approval: Ordinances shall be enacted by the majority of the trustee and the Village President, unless the general law of this state requires a greater vote or any specific issue, and upon passage by the trustees, shall be approved by the Village President, and shall be attested, sealed, and so certified by the Village Clerk.
(1979 Code § 8-3)
- D. Publication: Upon passage and approval, ordinances shall be published within ten (10) days of enactment in a newspaper of general circulation within the Village (1979 Code § 8-5)
- E. Certification: The Certificate of the Village Clerk shall be attached to each ordinance. (1979 Code § 8-7; amd. 2002 Code)