

**TITLE 2
ADMINISTRATION**

**CHAPTER 4
TOWNSHIP CLERK**

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2-4-1. ELECTION AND TERM.

The clerk shall be elected at large by the voters of Palos Township, in accordance with the Illinois Election Code, to serve a four (4) year term beginning on the third Monday in May next following his election. (2015 Code)

2-4-2. VACANCY.

Whenever a vacancy occurs in the office of Township Clerk, it shall be filled, in accordance with all applicable laws and regulations, within sixty-days by a warrant of appointment issued by a majority of the members of the Township Board. (2015 Code)

2-4-3. POWERS AND DUTIES.

A. The Township Clerk shall have the following statutory powers and duties:

1. Have the custody of all records, books and papers of the township and shall duly file all certificates or oaths and other papers required by law to be filed in the clerk's office.
2. May administer oaths and take affidavits in all cases required by law to be administered or taken by township officers.
3. Record in the book of records of the township the minutes of the proceedings of every township meeting held in the township and shall enter in the book every order or direction and all by-laws, rules and regulations made by the electors at any township meeting.

4. Annually certify to the county clerk the amount of taxes required to be raised for all township purposes.
 5. Serve as a deputy registration officer under the Election Code.
 6. Serve as Clerk of the Board.
 7. Serve as Clerk of the Road District.
 8. Cast a vote in the event of a tie of the Township Board only when filling a vacancy.
 9. All other duties as may be provided by law.
- B. Additional powers and duties granted to the Clerk by the Township Board, are as follows:
1. Administer programs not specifically assigned to any other elected official or department, and not precluded by law. (2015 Code)