

**MUNICIPALITIES**  
**(65 ILCS 5/) Illinois Municipal Code.**

(65 ILCS 5/Art. 3.1 Div. 35 heading)  
DIVISION 35. FUNCTIONS AND DUTIES  
OF CERTAIN MUNICIPAL OFFICERS

(65 ILCS 5/3.1-35-90) (from Ch. 24, par. 3.1-35-90)  
Sec. 3.1-35-90. Clerk; duties.

(a) The municipal clerk shall keep the corporate seal, to be provided by the corporate authorities, and all papers belonging to the municipality the custody and control of which are not given to other officers.

The clerk shall attend all meetings of the corporate authorities including executive sessions and keep a full record of their proceedings in the journal, except if the clerk is the subject matter of the meeting and his or her presence creates a conflict of interest. The record of those proceedings shall be made available for public inspection within 7 days after being approved or accepted by the corporate authorities as the official minutes of their proceedings.

(b) The municipal clerk shall have other duties prescribed by the corporate authorities.

(c) Copies of all papers duly filed in the clerk's office and transcripts from the journals and other records and files of the clerk's office, certified by the clerk under the corporate seal, shall be evidence in all courts in like manner as if the originals were produced.

(Source: P.A. 96-294, eff. 8-11-09.)