

THE
CODE OF THE VILLAGE
OF
OAK PARK, ILLINOIS
1957

General Ordinances of the Village

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dent and board of trustees on the operations of the various village departments. Such report shall include a statement of the revenues, expenditures and general financial conditions of the village.

Sec. 2.21. Elections.

The village manager shall prepare for the village clerk all notices, ballots and election supplies necessary in connection with municipal elections. (7-6-53, § 11.)

Sec. 2.22. Records; certificates.

The village manager shall prepare and have custody of all municipal records required by law to be kept by the village and not by a specific officer. Where the law makes it the duty of a specific officer to keep or maintain records, the manager shall make available to such officer all necessary clerical assistance for the preparation of such records and shall make available a place for the custody of such records. In compliance herewith the village manager shall make available to the village clerk, stenographic or clerical assistance necessary for the preparation of the journal of proceedings of the president and board of trustees, and the record of ordinances and all other documents which by law the village clerk is required to keep; and he shall perform similar service for the village treasurer in the maintenance of bond registers, and all other records or documents which by law the village treasurer is required to keep or prepare. Where the law requires or provides for certification of any records or documents by any officer of the village, the manager shall cause such records or documents to be properly prepared and presented to such officer for his signature. (7-6-53, § 12.)

Sec. 2.23. Ex officio director of finance.

The village manager shall be ex officio director of finance during any period in which there shall be no incumbent filling such office, and during any such period he shall perform the duties of such office until filled by appointment. (7-6-53, § 13.)

Sec. 2.24. Maps and plats.

The village manager shall cause to be kept a complete set of maps and plats showing the location of all village utilities, and other

Sec. 2.79. Custodian of seal, records, etc.⁷

The village clerk shall be the custodian and keeper of the corporate seal and of all the books, records, ordinances and papers of the village except as otherwise provided by state law or any provisions of this Code or any other ordinance of the village. (Code 1937, § 10.15.)

Sec. 2.80. Providing for official register and official receipts.

The village clerk shall prepare and keep a book of entry to be known as the village clerk's register, in which the village clerk shall regularly enter in order of the receipt thereof, any and all documents required by the laws of the state, provisions of this Code or any other ordinance of the village to be filed with the village clerk, or in his office, including all petitions for any and all purposes, bids, resolutions, communications requiring official action by the village officers or departments, special and general ordinances approved by the president and board of trustees, as above enumerated, noting or stamping thereon the hour, date and year each document is so received and the corresponding number placed thereon as filed; and the village clerk shall simultaneously issue immediately a receipt over his official signature for each and every document filed, as herein required, which shall likewise show the number, the hour, date and year of the filing or presenting of the same and the name of the person, or whomsoever shall file and present the same. (11-21-38, § 1.)

Sec. 2.81. Receiving, numbering and issuing receipts for all documents filed.

Any and all documents required by the laws of the state, the provisions of this Code or any other ordinance of the village to be filed with the village clerk, or in his office, consisting of petitions, remonstrances, bills or other communications, as provided in section 2.75 of this Code, and including all petitions for any and all purposes, bids, resolutions and communications requiring official action by village officers or departments, and special and general ordinances approved by the president and board of trustees, shall

7. For further provisions as to custody of the city seal, see § 1.9 of this Code.