

CHAPTER 1 - ADMINISTRATION

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
I	GENERAL CODE PROVISIONS	
	<i>Division I - Title</i>	
	Section 1-1-1 - Title	1-1
	Section 1-1-2 - Acceptance	1-1
	Section 1-1-3 - Amendments	1-1
	Section 1-1-4 - Code Alteration	1-1
	Section 1-1-5 - Jurisdiction	1-2
	Section 1-1-6 - 1-1-7 Reserved	
	<i>Division II - Saving Clause</i>	
	Section 1-1-8 - Repeal of General Ordinances	1-2
	Section 1-1-9 - Public Utility Ordinances	1-2
	Section 1-1-10 - Court Proceedings	1-2
	Section 1-1-11 - Severability of Provisions	1-3
	Section 1-1-12 - City Clerk's Certificate	1-3
	Section 1-1-13 - 1-1-14 Reserved	
	<i>Division III - Definitions</i>	
	Section 1-1-15 - Construction of Words	1-4
	Section 1-1-16 - Definitions	1-4
	Section 1-1-17 - Catchlines	1-7
	Section 1-1-18 - 1-1-19 Reserved	
	<i>Division IV - General Penalty</i>	
	Section 1-1-20 - Penalty	1-7
	Section 1-1-21 - Minor Violations Penalty	1-7
	Section 1-1-22 - Service by Certified Mail	1-7
	Section 1-1-23 - Application	1-7
	Section 1-1-24 - Liability of Officers	1-8
	Section 1-1-25 - License	1-8
II	CITY OFFICIALS	
	<i>Division I – City Council</i>	
	Section 1-2-1 - City Council	1-9
	Section 1-2-2 - Regular Meetings	1-9
	Section 1-2-3 - Special Meetings	1-9
	Section 1-2-4 - Committees	1-9
	Section 1-2-5 - Special Committees	1-10
	Section 1-2-6 - Quorum	1-10
	Section 1-2-7 - Compelling Attendance	1-10
	Section 1-2-8 - Members Refusing to Attend	1-11
	Section 1-2-9 - Smoking and Chewing Prohibited During Meetings	1-11
	Section 1-2-10 - Reserved	
	<i>Division II – Rules of the City Council</i>	
	Section 1-2-11 - Rules of the Council	1-11
	Section 1-2-12 - Agenda	1-16
	Section 1-2-13 - Address by Non-Members	1-16

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
II	CITY OFFICIALS (CONTINUED)	
	<i>Division III – Ordinances</i>	
	Section 1-2-14 - Ordinances	1-17
	Section 1-2-15 - Reconsideration—Passing Over Veto	1-18
	Section 1-2-16 - No Vote to be Reconsidered at Special Meeting	1-18
	Section 1-2-17 - 1-2-18 Reserved	
	<i>Division IV - General Provisions</i>	
	Section 1-2-19 - Corporate Seal	1-18
	Section 1-2-20 - Elections	1-18
	Section 1-2-21 - Appointment of Elected Officials	1-19
	Section 1-2-22 - Municipal Officers - Regulations	1-19
	Section 1-2-23 - Resignation of Appointed Officials	1-20
	Section 1-2-24 - Qualifications; Elective Office	1-21
	Section 1-2-25 - Bonds of City Officers	1-21
	Section 1-2-26 - Liability Insurance	1-21
	Section 1-2-27 - Bidding and Contract Procedures	1-22
	Section 1-2-28 - Salaries Regulation	1-24
	Section 1-2-29 - Claims Presentation	1-24
	Section 1-2-30 - Municipal Year	1-24
	Section 1-2-31 - Expense Reimbursement Policy	1-24
	Section 1-2-32 - Official Records	1-25
	Section 1-2-33 - Federal Old Age and Survivor's Insurance System	1-25
	Section 1-2-34 - Illinois Municipal Retirement Fund	1-25
	Section 1-2-35 - Control of Property Owned by City Outside of City Limits	1-25
	Section 1-2-36 - Certificates of Insurance	1-26
	Section 1-2-37 - Territorial Jurisdiction Established	1-26
	Section 1-2-38 - Use of City Vehicles	1-26
	Section 1-2-39 - Budget System Adopted	1-26
	Section 1-2-40 - 1-2-41 Reserved	
	<i>Division V – Vacancies</i>	
	Section 1-2-42 - Vacancy by Resignation	1-26
	Section 1-2-43 - Vacancy by Death or Disability	1-27
	Section 1-2-44 - Vacancy by Other Causes	1-27
	Section 1-2-45 - Election of an Acting Mayor	1-27
	Section 1-2-46 - Appointment to Fill Alderman Vacancy	1-27
	Section 1-2-47 - Election to Fill Vacancies in Municipal Offices With Four (4) Year Terms	1-28
	Section 1-2-48 - Vacancies Due to Election Being Declared Void	1-28
	Section 1-2-49 - Owing a Debt to the Municipality	1-28
III	OFFICIALS	
	<i>Division I – Mayor</i>	
	Section 1-3-1 - Election	1-29
	Section 1-3-2 - Mayor Pro-Tem; Temporary Chairman	1-29
	Section 1-3-3 - Chief Executive Officer	1-29
	Section 1-3-4 - Mayor's Signature	1-29
	Section 1-3-5 - Appointment of Officers	1-30
	Section 1-3-6 - Supervise Conduct of Officers; Removal of Officers	1-30

ARTICLE**TITLE****PAGE****III****OFFICIALS (CONTINUED)***Division I – Mayor (Continued)*

<i>Section 1-3-7</i>	- <i>Designation of Officers' Duties</i>	<i>1-30</i>
<i>Section 1-3-8</i>	- <i>Formal Occasions</i>	<i>1-30</i>
<i>Section 1-3-9</i>	- <i>General Duties</i>	<i>1-30</i>
<i>Section 1-3-10</i>	- <i>Business License Commissioner</i>	<i>1-31</i>
<i>Section 1-3-11</i>	- <i>Local Liquor Commissioner</i>	<i>1-31</i>
<i>Section 1-3-12</i>	- <i>Health Commissioner</i>	<i>1-31</i>
<i>Section 1-3-13</i>	- <i>Deciding Vote – Mayor</i>	<i>1-31</i>
<i>Section 1-3-14</i>	- <i>1-3-15 Reserved</i>	

Division II – City Clerk

<i>Section 1-3-16</i>	- <i>Elected</i>	<i>1-31</i>
<i>Section 1-3-17</i>	- <i>Finance Committee</i>	<i>1-31</i>
<i>Section 1-3-18</i>	- <i>Vacancy</i>	<i>1-32</i>
<i>Section 1-3-19</i>	- <i>Publication of Ordinances; Council Minutes; Records</i>	<i>1-32</i>
<i>Section 1-3-20</i>	- <i>Delivery of Papers to Officers</i>	<i>1-32</i>
<i>Section 1-3-21</i>	- <i>Preparation of Documents, Commissions and Licenses</i>	<i>1-33</i>
<i>Section 1-3-22</i>	- <i>City Licenses</i>	<i>1-33</i>
<i>Section 1-3-23</i>	- <i>Report of Licenses</i>	<i>1-33</i>
<i>Section 1-3-24</i>	- <i>Administration of Oaths</i>	<i>1-33</i>
<i>Section 1-3-25</i>	- <i>Outstanding Bonds</i>	<i>1-33</i>
<i>Section 1-3-26</i>	- <i>Reports</i>	<i>1-33</i>
<i>Section 1-3-27</i>	- <i>Successor</i>	<i>1-33</i>
<i>Section 1-3-28</i>	- <i>Payments</i>	<i>1-33</i>
<i>Section 1-3-29</i>	- <i>Notification to Persons Appointed to Office</i>	<i>1-34</i>
<i>Section 1-3-30</i>	- <i>Other Duties</i>	<i>1-34</i>
<i>Section 1-3-31</i>	- <i>Submit Appropriation to City Council</i>	<i>1-34</i>
<i>Section 1-3-32</i>	- <i>Deputy Clerk</i>	<i>1-34</i>
<i>Section 1-3-33</i>	- <i>Reserved</i>	

Division III – City Treasurer

<i>Section 1-3-34</i>	- <i>Department Established</i>	<i>1-35</i>
<i>Section 1-3-35</i>	- <i>Finance Committee</i>	<i>1-35</i>
<i>Section 1-3-36</i>	- <i>Treasurer Elected; Vacancy</i>	<i>1-35</i>
<i>Section 1-3-37</i>	- <i>Money; Warrants; Accounts; Payments</i>	<i>1-35</i>
<i>Section 1-3-38</i>	- <i>Warrant Register</i>	<i>1-35</i>
<i>Section 1-3-39</i>	- <i>Personal Use of Funds</i>	<i>1-35</i>
<i>Section 1-3-40</i>	- <i>Bond</i>	<i>1-35</i>
<i>Section 1-3-41</i>	- <i>Special Assessments</i>	<i>1-36</i>
<i>Section 1-3-42</i>	- <i>Bookkeeping</i>	<i>1-36</i>
<i>Section 1-3-43</i>	- <i>Statements</i>	<i>1-36</i>
<i>Section 1-3-44</i>	- <i>Report Delinquent Officers</i>	<i>1-36</i>
<i>Section 1-3-45</i>	- <i>Year-End Report</i>	<i>1-36</i>
<i>Section 1-3-46</i>	- <i>Deposit of Funds</i>	<i>1-37</i>
<i>Section 1-3-47</i>	- <i>Reserved</i>	

Division IV – Judiciary

<i>Section 1-3-48</i>	- <i>Appointment of Attorney</i>	<i>1-38</i>
<i>Section 1-3-49</i>	- <i>Duties</i>	<i>1-38</i>
<i>Section 1-3-50</i>	- <i>1-3-53 Reserved</i>	

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
III	OFFICIALS (CONTINUED)	
	<i>Division V – Superintendent of Public Works</i>	
	Section 1-3-54 - Alternative Administration	1-39
	Section 1-3-55 - 1-3-63 Reserved	
	<i>Division VI – Reserved</i>	
	<i>Division VI – City Engineer</i>	
	Section 1-3-64 - Appointment	1-41
	Section 1-3-65 - Duties - Salary	1-41
	<i>Division VII – Budget Officer</i>	
	Section 1-3-66 - Office Established	1-41
	Section 1-3-67 - Powers and Duties	1-41
IV	SALARIES	
	Section 1-4-1 - Salaries of City Officials	1-42
V	WARDS	
	Section 1-5-1 - Ward Boundaries	1-43
VI	MEETING PROCEDURES	
	<i>Division I - Recording Closed Meetings</i>	
	Section 1-6-1 - Recording Closed Sessions	1-44
	Section 1-6-2 - Responsibility for Recording Closed Sessions and Maintaining Recordings	1-44
	Section 1-6-3 - Closed Session Minutes	1-44
	Section 1-6-4 - Procedure for Recording	1-44
	Section 1-6-5 - Back-Up Equipment/Procedure for Equipment Malfunction	1-44
	Section 1-6-6 - Procedure for Review of Closed Session Minutes and Recordings	1-45
	Section 1-6-7 - Maintenance and Public Release of Recordings and Access to Tapes	1-45
	Section 1-6-8 - Procedure for Destruction of Recordings	1-45
	Section 1-6-9 - 1-6-10 Reserved	
	<i>Division II - Remote Meeting Participation</i>	
	Section 1-6-11 - Statutory Authority for Participation	1-45
	Section 1-6-12 - Definition of Meeting	1-45
	Section 1-6-13 - Amendment of Previous Terms	1-46
	Section 1-6-14 - Remote Participation Policy	1-46
	Addendum "A" - Government Unit Remote Attendance Policy	1-47
	Addendum "B" - Request for Auxiliary Aid(s) and/or Service(s)	1-48
	Addendum "C" - Travel, Meal, and Lodging Expense Reimbursement Request Form	1-49