

## CHAPTER 2.

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**Article I. In General.**

**Sec. 2-1. Elections--Method of Conducting Generally.**

No person shall be eligible for appointment to a board or commission of the Village unless he is a qualified elector of the Village and has resided therein at least one (1) year next preceding his appointment. However, if it is impossible for all members to be qualified electors of the Village, and there is no statutory prohibition, one (1) member may be appointed who resides outside the Village limits. (Ord.77-37; 80-17)

**Sec. 2-2. Same--Qualifications for Elective Office Generally.**

No person shall be eligible to any Village office unless he is a qualified elector of the Village and has resided therein at least one (1) year next preceding his election or appointment. However, these requirements shall not apply to the Village Engineer, health officers or other officers who require technical training or knowledge, nor shall these requirements apply to the Village Attorney. No person shall be eligible to any Village office who is a defaulter to the Village.

**Sec. 2-3. Interest of Village Officers or Employees in Contracts, Purchases of Property, etc.**

No Village officer or employee shall be interested, directly or indirectly, in any contract, work or business of the Village, or in the sale of any article, whenever the expense, price or consideration of the contract, work business or sale is paid either from the treasury or by any assessment levied by any statute or ordinance. No Village officer or employee shall be interested, directly or indirectly, in the purchase of any property which: (a) belongs to the Village; or (b) is sold for taxes or assessments; or (c) is sold by virtue of legal process at the suit of the Village.

**Sec. 2-4. Payments by Director of Finance to be upon Proper Warrants Only.**

All warrants, except as hereinafter noted, drawn upon the Director of Finance shall be signed by the Director of Finance and countersigned by the Mayor, stating the particular fund or appropriation to which such warrant is chargeable and the person to whom payable. No money shall be otherwise paid that upon warrants so drawn, except as provided by law. The Treasurer of the Village shall sign all warrants for payments from or into the policemen's retirement pension fund as required by state law. (4-11-66, §2-2; Ord. 75-54, §1)

**Sec. 2-4.1. Qualifications for Appointment to Boards or Commissions.**

No person shall be eligible for appointment to a board or commission of the Village unless he is a qualified elector of the Village and has resided therein at least one (1) year next preceding his appointment. However, if there are no statutory prohibitions, the appointments may be made from outside the Village limits; provided, that no board or commission may contain a majority of members who are not residents of the Village. (Ord.77-37; 80-17; 83-39)

**Section 2-4.2. Prohibited Representation.**

No member of a board or commission of the Village may represent a third party in any matter brought before the member's board or commission. Violation of this section's prohibition regarding third party representation shall result in the automatic forfeiture of the member's office or position on such board or commission. (Ord. 13-45)

**Sec. 2-4.3. Nomination and Meeting Attendance.**

This Section shall apply only to the following Village commissions:

- (1) Planning and Zoning Commission;
- (2) Cultural Arts Development Commission;
- (3) Historical Commission;
- (4) Commercial and Industrial Commission;
- (5) Blood Bank Commission;
- (6) Special Events Commission;
- (7) Senior Citizens Commission;
- (8) Citizens Advisory Council;
- (9) Advisory Liquor Commission; and
- (10) Police Commission.

- (A) A candidate for appointment to any of the aforesaid commissions shall be interviewed by both the Mayor and the Chairman of that commission prior to the nomination of the candidate for appointment.
- (B) A member of any of the aforesaid commissions shall attend at least seventy-five percent (75%) of the regular meetings of that commission during the calendar year; provided, however, a member's absence may be excused by the chairman of the commission for good cause. A commission member who fails to meet the attendance requirement shall be subject to immediate removal by the Mayor. (Ord.13-46; 24-42)

**Article II. Board.**

**DIVISION 1. GENERALLY.**

**Sec. 2-5. Governing Body of Village.**

The Village shall be governed by a Village Board. (4-11-66, §2-3)

**Sec. 2-6. Composition.**

The Village Board shall consist of a Mayor and six (6) Trustees. (4-11-66, §2-4)

**Sec. 2-7. Election and Terms of Elected Officers.**

The Board of Trustees, which shall consist of six (6) members, shall be elected to office for four (4) year terms with one half (1/2) of such number elected every two (2) years according to the method provided by statute.

All newly elected officers of the Village shall be inaugurated at the time of the first regular or special meeting of the corporate authorities in the month of May following the canvass of the votes by the DuPage County Election Commission. (Code 1959, §6; Ord. 97-58; 07-41)

**Sec. 2-8. Oath; Compensation.**

The members of the Board shall take the oath of office prescribed by statute and shall receive such compensation as may be provided by provisions of this Code or other ordinances of the Village. (Code 1959, §7)

**Sec. 2-9. Voting Rights of Members.**

Each member of the Board of Trustees shall have the right to vote on all questions coming before the Board unless he is directly interested in such questions. (4-11-66, §2-5)

**Sec. 2-10. Powers and Duties--Ordering Improvements.**

The Village Board shall, in addition to all other powers and duties conferred thereon, make all orders for doing the work or the making of any improvement within the Village. This duty shall be subject to the exceptions contained in this Code or other ordinances of the Village with respect to the duties of the Village Manager. (4-11-66, §2-6)

**Sec. 2-11. Same--Taxation; Apportionment and Appropriation of Funds; etc.**

The Village Board shall levy all taxes, apportion and appropriate all funds and audit and allow all bills, accounts, claims and payrolls and order the payment thereof. (4-11-66, §2-7)

**Sec. 2-12. Powers and Duties--Making or Authorizing Contracts.**

The Village Board shall authorize the making of and approve all contracts with the Village and purchases above the amount of fifteen thousand dollars (\$15,000.00). The Manager shall have authority to contract or purchase for lesser amounts as provided in Subsection 2-74(F) below. (Ord. 78-19-1; 89-67; 96-10; 97-42; 17-55)

**Sec. 2-13. Same--Authority over Committees, Department Heads and Officers Generally.**

All committees, department heads and officers shall be agents of the Village Board, and all their acts and doings shall be subject to review and to approval or revocation by the Village Board. They shall make reports in writing to the Board as required by law concerning the affairs of their particular functions or assignment, and they may be required by the Village Board to make special reports in writing concerning affairs of their function or assignment other than the regular weekly or monthly reports. (4-11-66, §§2-9)

**Sec. 2-14. Same--Adoption of Rules Governing Order of Business, etc.**

The Village Board shall adopt rules governing its order of business and prescribing the manner in which legislation shall be considered, which rules and order of business shall not be inconsistent with state law, the provisions of the code and other ordinances of the Village. (4-11-66, §§2-10)

**Sec. 2-15. Same--Creation, etc., of Offices and Employment.**

The Village Board shall have the power by ordinance, from time to time, to create and discontinue offices and employment. (4-11-66, §2-11)

**Sec. 2-16. Same--Change, etc., in Compensation of Officers and Employees.**

The Village Board may, by ordinance, prescribe, limit or change the compensation of all officers and employees. (4-11-66, §2-13)

**DIVISION 2. MEETINGS.**  
(Amended in its Entirety by Ord. 19-27)

**Sec. 2-17. Regular Meetings; Presiding Officers Generally; Mayor Pro Tem.**

The regular meetings of the Village Board shall be held on the first and third Monday of each month at 7:00 p.m. The Mayor shall preside at all meetings of the Board and shall not vote unless his vote is necessary for a majority or statutory approval. In the absence of the Mayor, the Deputy Mayor, if any, or in his absence the Chairman of the Finance and Policy Committee, or in his absence, the Chairman of the Building, Zoning and Development Committee shall act as mayor pro tem, in the order indicated.

All meetings, whether regular, special, reconvened or rescheduled, shall be conducted in accordance with the Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*), as now existing or hereafter amended. (Code 1959, §§3, 8, 9; 4-11-66, §2-15; Ord. 85-22; 95-62; 02-69)

**Sec. 2-18. Special Meetings--Generally.**

The Mayor or any three (3) Trustees may call a special meeting of the Board by giving written or printed notice at the usual place of business of each member of the corporate authorities. Such notice shall state the object of such meeting and may be served by any member of the Police Department or any member of the Board or other officer of the Village, who shall certify that he has served such notice, showing in what manner the same has been served. Such notices and copies thereof shall be prepared by the Village Clerk when requested. In addition to the notice provided to the corporate authorities, 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, rescheduled, or reconvened meeting, but the validity of any action taken by the public body which is germane to a subject on the agenda shall not be affected by other errors or omissions in the agenda. (Code 1959, §8; 4-11-66, §2-16)

**Sec. 2-19. Same--Rescinding of Vote or Action.**

No vote or action of the Board shall be rescinded at any special meeting of the Board, unless the same number of members of the Board as were present at the meeting when such vote or action was taken are present at such special meeting. (Code 1959, §11)

**Sec. 2-20. Meeting Place.**

The meeting place of the Village Board shall be at the Village Hall, council chambers, unless otherwise ordered by the Board.

**Sec. 2-21. Quorum; Voting.**

Four (4) members of the Village Board, including the Mayor, shall constitute a quorum to do business, but no ordinance shall be passed except upon the favorable vote of a majority of the elected members. A vote of three fourths (3/4) of the Trustees shall be required to vacate a street or alley; the computation of this percentage shall be done excluding the Mayor. Upon every vote the "ayes" and "nays" shall be called and recorded, and upon every motion, resolution or

ordinance, if the Mayor or any member shall require it, shall be reduced to writing and read before a vote shall be taken thereon. Every Trustee present shall vote thereon unless the Village Board shall for good reason shown excuse him from voting, or unless he is directly interested therein, in which case he shall not be entitled to vote. (Code 1959, §16; 4-11-66, §2-14)

**Sec. 2-22. Robert's Rules of Order.**

Robert's Rules of Order shall govern the deliberations of the Village Board, except when in conflict with any of the foregoing rules or statutes of the state. (Code 1959, §15)

**Sec. 2-23. Citizens Comment Procedures.**

Anyone wishing to speak under the agenda item entitled "Audience Participation" or "Comments from the Public" shall adhere to the following procedural rules:

- A. A person shall be permitted to speak upon being recognized by the Mayor or Chairperson. The person should stand (if possible), approach the podium, and announce his/her name before commencing. All comments under "Audience Participation Regarding Village Business" or "Comments from the Public Regarding Village Business" are limited to three (3) minutes, and each person shall only be permitted to speak once.
- B. All speakers shall address their comments to the Mayor or Chairperson. All comments shall pertain to Village business only.
- C. The Mayor or Chairperson shall preserve order and decorum and shall decide all questions of order.
- D. When addressing the Board or Commission, those permitted to speak shall confine their remarks to the matter at hand and avoid personal remarks, the impugning of motives, and merely contentious statements. If any person indulges in such remarks or otherwise engages in conduct injurious to the harmony of the Board or Commission and the meeting, the Mayor or Chairperson may immediately terminate the opportunity to speak. This decision is at the discretion of the Mayor or Chairperson or upon the affirmative vote of two thirds (2/3) of the Trustees or Commission Members present. Any person, except a member of the Board or Commission, who engages in disorderly conduct during a meeting may be ejected from the meeting upon a motion passed by a majority of the Trustees or Commission Members present.
- E. The total time for public comments is limited to thirty (30) minutes, unless leave is granted by the Mayor or Chairperson. If individuals are attending the meeting as a group, a spokesperson for the group should be appointed to speak to avoid repetitive comments. (Ord. 24-37)

### **DIVISION 3. COMMITTEES.**

#### **Sec. 2-24. Generally.**

The Mayor with the concurrence of the Board of Trustees by the third Monday of May in each year, or as soon thereafter as may be, shall appoint the following committees: a building, zoning and development committee, finance and policies committee, and public health, safety and judicial committee, each committee being made up of a chairman and a vice-chairman and the rest of the entire Board of Trustees.

Each committee shall be comprised of all members of the Board of Trustees. The chairman and vice-chairman of each committee shall be appointed by the Mayor with the advice of the Board of Trustees.

Each member of the Board shall be appointed as either a chairman or a vice-chairman of one (1) of the three (3) standing committees. (Code 1959, sec. 17; Ord. 68-16; 85-22)

#### **Sec. 2-25. Building, Zoning and Development Committee.**

The Building, Zoning and Development Committee shall be responsible for review and recommendations pertaining to all annexations and zonings, building code, zoning ordinance, subdivision control ordinance and planned development. It shall also be responsible for review and recommendations involving engineering related to all subdivisions including planned developments.

It shall also be responsible for generating policy recommendations for streets, roads, alleys, drainage, sidewalks, sewers, crossings, bridges, public grounds, streets and traffic lights of the Village. It shall perform such other duties as required by ordinance, resolution or order of the Village Board. (Ord. 68-16; 85-22)

#### **Sec. 2-26. Finance and Policy Committee.**

The Finance and Policy Committee shall be responsible for generating recommendations dealing with financial policy for the Village. It shall examine the dockets of the magistrate court, the records and all files of the Treasurer and Clerk and see that they make reports as required by the provisions of this Code or other ordinances of the Village. It shall examine all bills and claims against the Village referred to them and recommend payment of same by motion.

It shall also be responsible for generating recommendations on administrative policies of the Village. Such policies shall include but not be limited to all matters pertaining to purchasing, wages and salaries, human relations, public relations and building and grounds. It shall perform such other duties as required by ordinance, resolution or order of the Village Board. (Ord. 68-16; 85-22)

#### **Sec. 2-27. Public Health, Safety and Judicial Committee.**

The Public Health, Safety and Judicial Committee shall be responsible for policy recommendations pertaining to the Police Department. It shall recommend coordinating policies to the Mayor for interrelationships between the Village and Fire Protection District and the Village and the Board of Police Commissioners.

It shall also be responsible for preparing and recommending codified versions of ordinances and amendments thereto; as well as a periodic review of all existing ordinances. It shall perform such other duties as required by ordinance, resolution or order of the Village Board. (Ord 85-22)

**Sec. 2-28 through Sec. 2-30** repealed by Ord. 85-22.

**Sec. 2-31. Other Committees; Reports.**

All other committees shall perform such duties as are enjoined upon them by state law, provisions of this Code or other ordinances of the Village or resolutions or orders of the Village Board; all committees shall report all matters referred to them in writing, and no report shall be received unless signed by a majority of such committee, but a minority report may be submitted and the Board may, in its discretion, adopt such minority report. (4-11-66, §2-21)

**Article III. Officers and Employees.**

**DIVISION 1. GENERALLY.**

**Sec. 2-32. Delivery of Books and Records to Successor in Office, etc.**

Every officer and employee of the Village, upon the expiration of his term for any cause whatsoever, shall deliver to his successor all books and records which may be the property of the Village, and if no successor has been appointed within one (1) week after the termination of office, such property shall be delivered to the Village Clerk or Village Treasurer. (Code 1959, §105)

**Sec. 2-32.1 and 2-32.2** repealed by Ord. 97-68.

**Sec. 2-33. Compensation Generally.**

All officers and employees of the Village shall receive such salary as may be from time to time provided by ordinance or resolution. (Code 1959, §100)

**Sec. 2-34. Inspection of Records.**

All records kept by any officer of the Village shall be open to inspection by the Mayor, the Village Manager or any member of the Board of Trustees at all responsible times, whether or not such records are required to be kept by statute or provisions of this Code or other ordinances of the Village. (Code 1959, §102)

**Sec. 2-35. Bond.**

Every officer and employee shall, if required by the Board, upon entering upon the duties of his office, give a bond in such amount and with such sureties as may be determined by the Village Board, conditioned upon the faithful performance of the duties of his office or position; provided, that the premium on such bond shall be paid by the Village. (Code 1959, §103)

**Sec. 2-36** repealed by Ord. 87-41.

**Sec. 2-37. Impersonating.**

It shall be unlawful for any person to impersonate any Village Officer or employee. (Code 1959, §106)

**Sec. 2-38. Participation of Village in Illinois Municipal Retirement Fund.**

The Village Board hereby elects to participate in the Illinois Municipal Retirement Fund, effective January 1, 1966. (Ord 65-47)

**Sec. 2-38.1. Deputy Mayor.**

The Mayor, with the advice and consent of the Board of Trustees, may appoint one of the members of the Board of Trustees to serve as Deputy Mayor for a period not to exceed two (2) years, at which time said appointment shall automatically expire. The Deputy Mayor shall assist the Mayor by performing such administrative duties as may be assigned by the Mayor from time to time and shall act in the Mayor's stead in the performance of such duties. Nothing in this Section shall authorize the Deputy Mayor to perform any other duties of the Mayor, including, but not limited to, the approval or veto of legislation and the appointment or removal of officers. (Ord. 95-62; 97-45)

**DIVISION 2. MAYOR.**

**Sec. 2-39. Election; Term.**

The Mayor shall be elected for a term of four (4) years. (Code 1959, §1)

**Sec. 2-39.1. Village President is Mayor.**

The Village President is the Mayor of the Village. The Village President shall be known as and may use the title of Mayor for any and all official purposes. (Ord. 95-54)

**Sec. 2-40. Powers and Duties Generally.**

The Mayor shall be the chief executive officer of the Village and shall perform all such duties as may be required of him by statute, provision of this Code or other ordinance of the Village. He shall have the power and authority to inspect all books and records kept by any Village officer or employee at any reasonable time. He shall, with the consent of the Board of

Trustees, have supervision over all the officers of the Village appointed by the Board of Trustees and perform such other acts as by law or ordinance may be required. (Code 1959)

**Sec. 2-41. Removal of Officers.**

The Mayor may remove any officer appointed by him on any formal charge whenever he is of the opinion that the interests of the Village demands removal. He shall report the reasons for the removal to the Board at a meeting to be held not less than five (5) nor more than ten (10) days after the removal. If the Mayor refuses to report to the Village Board the reasons for the removal or if five (5) members of the Village Board disapprove of the removal, the officer shall be restored to the office from which he is removed. No officer shall be removed the second time for the same offense. (4-11-66, §2-12)

**Sec. 2-42. Appointment of Special Counsel.**

The Mayor, with the consent of the Board of Trustees, retain special counsel to advise or represent the Village on special matters or to assist the Village Attorney. (Code 1959)

**Sec. 2-43. Bond; Oath; Compensation.**

Before entering upon the duties of his office, the Mayor shall give a bond with sureties to be approved by the Board of Trustees conditioned upon the faithful performance of his duties, in the sum of three thousand dollars (\$3,000.00). He shall take the oath of office as prescribed by statute and shall receive such compensation as may be set from time to time by the Village Board. (Code 1959, §4)

**DIVISION 3. CLERK.**

**Subdivision I. In General.**

**Sec. 2-44. Election; Term.**

The Village Clerk shall be elected and serve for a four (4) year term and until his or her successor is elected and qualified, as provided by statute.

The salary of the Village Clerk shall be fourteen thousand dollars (\$14,000.00) annually, paid on a bi-weekly basis; provided, however, if the Village Clerk becomes a registered municipal clerk under the Illinois Registered Clerk Program, the Clerk's salary shall be increased by two thousand dollars (\$2,000.00) per annum, and if the Village Clerk obtains certification as a municipal clerk from the International Institute of Municipal Clerks, then the Clerk's base salary shall be increased by an additional one thousand five hundred dollars (\$1,500.00) per annum, and if the Clerk obtains certification from the Academy of Advanced Education of the International Institute of Municipal Clerks, then the Clerk's base salary shall be increased by an additional five hundred dollars (\$500.00) per annum. The Village Clerk may hold a separate administrative position with the Village government if a position is authorized and open and the

Mayor and Board of Trustees voting jointly approve employment for the Village Clerk. (Code 1959, §19; Ord. 80-38; 84-50; 88-19; 93-03; 96-52; 96-69)

**Sec. 2-45. Bond.**

Before entering upon said duties of office the Village Clerk shall execute a bond in such amount as is provided by statute, conditioned upon the faithful performance of said duties. (Code 1959, §20; Ord. 80-38; 84-50)

**Sec. 2-46. Vacancy in Office.**

In case the office of Village Clerk shall become vacant for any reason, the Mayor and Board of Trustees shall appoint a successor as provided by statute. The Mayor and Trustees shall vote jointly in the filling of such vacancy. (Code 1959, §29)

**Sec. 2-47. Deputy Clerk.**

The Village Clerk is hereby authorized from time to time to appoint a Deputy Village Clerk for such period or term within the term of office of the Village Clerk as the Village Clerk shall determine. Such appointment shall be evidenced by a written certificate of appointment, a copy of which shall be presented to the Board of Trustees and shall be made a matter of record. (Ord. 68-35, 84-50)

**Sec. 2-47.1. Hours of the Clerk's Office.**

The Village Clerk's office shall be open to the public during the normal business hours of the administrative offices of the Village. (Ord. 93-04)

**Subdivision II. Powers and Duties.**

**Sec. 2-48. Sealing and Attestation of Contracts, Licenses, etc.**

The Village Clerk shall seal and attest all contracts of the Village and all licenses, resolutions, ordinances, permits and such other documents as shall require this formality. The Clerk shall be the keeper of the corporate seal. (Code 1959, 21; Ord. 84-50)

**Sec. 2-49. Duties.**

In addition, the Clerk shall perform such other duties and functions for the Village of Addison. These duties shall be, but not limited to, the following:

- (A) Must attend all official meetings of the Village Board, regular Board meetings, committee of the whole meetings, special Board meetings and all executive session meetings.

- (B) Keep a record of the proceedings of the Village Board, committee of the whole and special Board meetings in the Official Journal. Executive session meeting minutes are to be kept in a locked cabinet in the Clerk's office.
- (C) Acts as Deputy Registrar for the County, State and National elections and accepts voter registrations.
- (D) Attends staff meetings.
- (E) Confers with Village Attorney on matters which require a legal opinion when representing the Board of Trustees.
- (F) Qualify and perform as Notary Public.
- (G) Accepts petitions for Village elections and submits necessary information and documentation to the DuPage County Board of Election Commissioners.
- (H) Accepts bids for Village bid openings and presides at all bid openings.
- (I) Attends seminars and conferences, keeping current with new laws and duties.
- (J) Distributes official municipal stickers, prepares and distributes commission cards, and distributes Village parking stickers to the Village staff and keeps records of such distribution.
- (K) Informs the Board and commission members and distributes yearly Economic Interest Forms.
- (L) Keeps Addison Village code up-to-date.
- (M) Receives and records all litigation involving the Village.
- (N) Liaison between Village staff and Board of Trustees. (Ord. 84-50; 24-42)

**Sec. 2-50** through **2-52** repealed by Ord. No. 84-50.

#### **DIVISION 4. OFFICIALS APPOINTED BY BOARD.**

##### **Subdivision I. In General.**

**Sec. 2-53. Enumerated.**

The officers of the Village appointed by the Mayor and approved by the Board shall be a Village Attorney, a Village Manager, a Treasurer and a Chief of Police. (Ord. 4-11-66; 67-36; 68-32; 77-70; 86-1; 88-19; 12-38; 23-44)

**Sec. 2-54. Method of Appointment.**

All officers enumerated in Section 2-53 shall be appointed by the Mayor with the consent of the Board of Trustees. Consent of the Board of Trustees is construed as an affirmative vote by four (4) members of the Board, including the Mayor. (Code 1959, §96; 4-11-66; Ord. 67-36)

Sec. 2-55 repealed by Ord. 89-91.

**Subdivision II. Treasurer.**

**Sec. 2-56. Office Created; Appointment.**

There is hereby created the office of Village Treasurer. The Treasurer shall be appointed in the manner prescribed by Section 2-54. (Code 1959, §30; Ord. 62-61, 4-11-66, §2-59)

**Sec. 2-57. Duties Generally.**

The Village Treasurer shall perform such duties as may be prescribed for him by this Code or other ordinances of the Village. (Ord. 92-91)

**Sec. 2-58. Bond.**

The Village Treasurer shall give a bond before entering upon the duties of his office in the sum required by the state statute, but such amount shall not be less than that required by statute. This bond shall be conditioned upon the faithful performance of his duties and shall be conditioned to indemnify the Village for any loss by reason of any neglect of duty or any act of the Treasurer. (Code 1959, §31; Ord. 62-61, §1; 4-11-66, §6-20)

**Sec. 2-59. Deposit of Village Funds; Private Use of Village Money Prohibited.**

The Village Treasurer shall deposit all Village funds in such depositories as may be selected from time to time by the corporate authorities in separate accounts as provided by law, and he shall keep the deposit of the Village money separate and distinct from his own money and shall not make private or personal use of any Village money. (Code 1959, §32, Ord. 92-91)

**Sec. 2-60. Investment Report.**

At least five (5) days prior to the second Board meeting of each month, the Village Treasurer shall render a report under oath to the Mayor and Board of Trustees detailing the status of cash and investments of all Village funds. Said report shall include, but shall not be limited to, the following information: investment instruments, amounts, interest rates, collateralization and maturities for each Village depository. (Code 1959, §33; Ord. 62-61; 92-91)

**Sec. 2-61. Records.**

The Village Treasurer shall keep records showing all money received by him, showing the source from which it is received and purpose for which it is paid, and he shall keep records at all times showing the financial status of the Village. (Code 1959, Sec. 34; Ord. 62-61)

**Sec. 2-62. Books and Accounts.**

The Treasurer shall keep such books and accounts as may be required by statute, provisions of this Code or other ordinances of the Village, and he shall keep them in the manner required by the Board. (Code 1959, §35; Ord. 62-61)

**Subdivision III. Collector.**

**Sec. 2-63 through Sec. 2-72** repealed by Ord. 88-19.

**Subdivision IV. Manager.**

(Amended in its Entirety by Ord. 04-112)

**Sec. 2-73. Creation of Office; Appointment.**

There is hereby created the office of Village Manager. The Manager shall be appointed in the manner prescribed by Section 2-54.

**Sec. 2-74. Powers and Duties Generally.**

The Village Manager shall be the chief administrative officer of the Village. He shall be responsible to the Village Board for the proper administration of all affairs of the Village. To that end, he shall have power and shall be required to:

- (A) Aid in the preparation of the budget annually and submit it to the Board of Trustees, and be responsible for its administration after adoption.
- (B) Keep the Village Board advised of the future needs of the Village and make such recommendations as he may deem desirable.
- (C) Recommend to the Board of Trustees a standard schedule of pay for each employee in the Village's services, including minimum, intermediate and maximum rates.
- (D) Recommend to the Board of Trustees adoption of such measures as he may deem necessary or expedient for the health, safety or welfare of the community or for the improvement of administrative services.
- (E) Attend the meetings of the Village Board unless excused therefrom and take part in the discussion of all matters coming before the Board. He shall be entitled to notice of all regular and special meetings of the Board.
- (F) Supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget; let contracts for operations and maintenance of Village services

for amounts up to and including fifteen thousand dollars (\$15,000.00); receive sealed bids for purchases or contracts in excess of fifteen thousand dollars (\$15,000.00); and advise the Board on the advantages or disadvantages of the contract or merchandise on which such bids have been received. No purchase shall be made, contract let or obligation incurred for any item or service which exceeds the current budget appropriations without a supplemental appropriation by the Board. No purchase, acquisition, construction or other contract of any type, in excess of fifteen thousand dollars (\$15,000.00), may be let except by the Village Board, as provided in Section 2-12 hereinabove. The Manager may issue such rules governing purchasing procedures within the administrative organization as the Village Board shall approve. Notwithstanding the foregoing, the Village Board may approve purchases or contracts in excess of fifteen thousand dollars (\$15,000.00) without competitive bidding, provided that two thirds (2/3) of the members of the Board of Trustees authorize the purchase or contract without advertising for bids. (Ord. 17-55)

- (G) Except for the final payout or check request for construction related projects, sign and approve all payout and check requests for contracts previously approved by the Village Board. However, the Village Manager may, in his discretion, elect to request Village Board approval of a payout or check request for a contract previously approved by the Village Board.
- (H) Notwithstanding anything to the contrary set forth in this Section, the Village Manager is authorized to establish pre-qualification criteria for any bidders who wish to bid on Village-funded construction projects. Such criteria shall be reasonably related to a determination as to whether the bidder is a qualified and responsible bidder with respect to the particular construction project involved.
- (I) See that all laws and ordinances are duly enforced.
- (J) Investigate the affairs of the Village or any department thereof. Investigate all complaints in relation to matters concerning the administration of the government of the Village, and in regard to service maintained by the public utilities in the Village, and see that all franchises, permits and privileges granted by the Village are faithfully observed.
- (K) Appoint the Director of Community Development, Public Works Director, Director of Community Relations, Assistant Village Manager, Director of Finance, and Director of Human Resources/Risk Management.
- (L) Authorize a change on contract construction projects up to a maximum of seven thousand five hundred dollars (\$7,500.00). Notification of such change must be made to the Mayor and Board of Trustees as soon as practicable thereafter. (Ord.17-55)
- (M) Supervise and coordinate the work of all the departments of the Village and report directly to the Village Board.
- (N) Appoint a designee to establish procedures for the fixed assets, accounting and replacement of fixed assets.

- (O) Establish procedures for the purchase of all materials, contracts and services procured by the Village, shall administer those procedures, and shall supervise all purchasing staff. He shall insure that all such operations are conducted in compliance with all applicable federal, state and Village statutes and policies.
- (P) The Village Manager shall establish and administer procedures for the orderly acquisition, operation, maintenance, repair and documentation of all management information systems and shall also establish and administer procedures for system security, training, and shall supervise all management information staff.
- (Q) He shall supervise the maintenance of all municipal buildings and property.
- (R) The Village Manager shall perform such other duties as may be required by the Village Board, not inconsistent with state law, this Code, or other laws or ordinances. (Ord. 16-18; 24-06)

**Sec. 2.74.1. Responsible Bidder Requirements.**

- (A) For the purposes of this Section, the terms “public works” and “construction” shall be defined as set forth in the “Illinois Prevailing Wage Act” (820 ILCS 130/2), as now existing or hereafter amended.
- (B) In order to be a “responsible bidder” for Village of Addison public works construction contracts, the prospective bidder shall have the capability in all respects to perform fully the public works construction contract requirements, and the experience, personnel, integrity, reliability, facilities capacity, equipment, acceptable past performance, credit which will assure good faith performance, and shall comply with Village professional standards, as hereinafter set forth.

At a minimum, in order to be deemed a “responsible bidder” for public works construction contracts advertised, awarded, and financed, in whole or in part, with Village funds, regardless of cost, excluding projects on private property, the bidder shall also submit with its bid evidence of compliance with the following Village-required professional standards:

- (1) All applicable laws prerequisite to doing business in Illinois, and all local ordinances; and not in conflict with any federal law.
- (2) Evidence of compliance with:
  - (a) Federal Employer Tax Identification Number or Social Security Number (for individuals).
  - (b) Provision of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive

Order No. 11375 (known as the Equal Opportunity Employment provisions).

- (3) Certificates of insurance including the following coverages: general liability, workers' compensation, completed operations, and automobile.
  - (4) Compliance with all provisions and exemptions of the Illinois Prevailing Wage Act, including wages, medical and hospitalization insurance and retirement for those trades covered in the Act.
  - (5) Disclosure of the name and address of each subcontractor from whom the contractor has accepted a bid and/or intends to hire on any part of the project prior to the subcontractor commencing work on the project.
  - (6) For public works construction project bids in excess of two hundred fifty thousand dollars (\$250,000.00), the bidder and all bidder's sub-contractors must participate in active apprenticeship and training programs approved and registered with the U.S. Department of Labor's Office of Apprenticeship for each of the trades of work contemplated under the awarded contract.
  - (7) All contractors and sub-contractors are required to turn in certified payrolls as specified in Illinois Public Act 94-0515, and follow all provisions of the Employee Certification Act, 820 ILCS 185/1 et seq.
  - (8) All bidders must provide three (3) projects of a similar nature as being performed in the immediate past five (5) years with the name, address and telephone number of the contact person having knowledge of the project or three (3) references (name, address, and telephone number) with knowledge of the integrity and business practices of the contractor.
- (C) Any prospective bidder, who fails to comply with any of the criteria set forth in Subsections (A) or (B) above, shall not be deemed a "responsible bidder" and shall be ineligible to bid on a Village public works construction contract or to be awarded such a contract. (Ord. 20-14)

**Sec. 2-75. Custodian of Village Property Not Assigned to Other Officers.**

The Village Manager shall be the custodian of all property of the Village which is not assigned to the care or custody of any other officer.

**Sec. 2-76. Absence from Village, etc.**

In the event that the Village Manager shall be absent from the Village or incapacitated from performing the duties of his position, he shall appoint a member of his staff to act as Manager during his absence or incapacity.

## **Subdivision V. Attorney.**

### **Sec. 2-77. Office Created; Appointment.**

There is hereby created the office of Village Attorney. The Village Attorney shall be appointed in the manner prescribed by Section 2-54. (Code 1959, §44; 4-11-66, §2-25)

### **Sec. 2-78. Powers and Duties--Suits and Actions Involving Village or Village Officers.**

The Village Attorney shall prosecute or defend all suits or actions at law or equity to which the Village may be a party, or in which it may be interested, or which may be brought against or by any officer of the Village on behalf of the Village, or in the capacity of such person as an officer of the Village. (Code 1959, §46; 4-11-66, §2-26)

### **Sec. 2-79. Same--Enforcement of Judgments and Decrees, etc.**

It shall be the duty of the Village Attorney to see the full enforcement of all judgments or decrees rendered or entered in favor of the Village and of all similar interlocutory orders. (Code 1959, §47; 4-11-66, §2-27)

### **Sec. 2-80. Same--Legal Advisor to Village.**

The Village Attorney shall be the legal advisor of the Village and shall render advice on all legal questions affecting the Village whenever requested to do so by the Mayor, Board of Trustees, Village Manager or Village Clerk. He shall also render opinions for other officials of the Village when a request to do so has been forwarded to him for such an opinion through the office of the Village Manager. Upon request by the Mayor, by a majority of the members of the Village Board, or by a majority of the members of the Building, Zoning and Development Committee, the Finance and Policies Committee, or the Public Health, Safety and Judicial Committee, he shall reduce any such opinion to writing. (Code 1959, §48; 4-11-66, §2-28; Ord. 91-81)

### **Sec. 2-81. Same--Special Assessment and Condemnation Proceedings.**

It shall be the duty of the Village Attorney to see to the completion of all special assessment proceedings and condemnation proceedings. (4-11-66, §2-29)

### **Sec. 2-82. Same--Drafting of Ordinances and Documents.**

It shall be the duty of the Village Attorney to draft or supervise the phraseology of any contract, lease or other document or instrument to which the Village may be a party and, upon request of the Village Board, to draft ordinances covering any subjects within the power of the Village. (4-11-66, §2-30)

### **Sec. 2-83. Same--Service as Village Prosecutor.**

The Village Attorney shall also serve as the Village Prosecutor in all matters before any court of record involving prosecution by the Village for violation of this Code or other ordinances of the Village. (4-11-66, §2-31)

**Subdivision VI. Chief of Police.**

(Previously Repealed by Ord. 12-38 and Reestablished by Ord. 23-44)

**Sec. 2-84. Creation of Office; Appointment.**

There is hereby created the office of Chief of Police. The Chief of Police shall be appointed in the manner prescribed by Sec. 2-54.

**Sec. 2-85. Powers and Duties—Generally.**

The Chief of Police shall keep such records and make such reports concerning the activities of his department as may be required by statute or by the Mayor and Board of Trustees. The Chief of Police shall be responsible for the performance by the Police Department of its functions, and all persons who are members of the Police Department shall serve subject to the orders of the Chief of Police.

**Subdivision VII. Assistant Chief of Police.**

**Sec. 2-86** and **Sec. 2-87** repealed by Ord. 77-70, §1.

**DIVISION 5. PERSONS HIRED BY MANAGER.**

**Sec. 2-88. Absence from the Village.**

All department heads shall appoint an acting department head in the department head's absence from the Village. (Ord. 80-35)

**Sec. 2-89** through **Sec. 91** reserved for future legislation.

**Subdivision I. Assistant Village Manager/Director of Community Development.**

**Sec. 2-92. Department of Community Development Established.**

There is hereby created the Department of Community Development. The Department shall consist of the Engineering; Building; Planning; Zoning and Development; and Code Enforcement Divisions of the Village.

**Sec. 2-93. Office Created; Hiring.**

There is hereby created the office of Assistant Village Manager/Director of Community Development. The Assistant Village Manager/Director of Community Development shall be hired by the Village Manager. The Assistant Village Manager/Director of Community

Development shall be responsible for the administration of the Department. The Assistant Village Manager/Director of Community Development shall hire all division heads within the Department. (78-70; 86-48; 96-09; 00-49)

**Sec. 2-94. Qualifications.**

To qualify for the position of Assistant Village Manager/Director of Community Development, a person must have a comprehensive knowledge of building, zoning, and subdivision codes and must also be conversant with the development process, building construction methods, life safety issues, redevelopment, and code enforcement issues. (Ord. 60-16; 90-74; 00-49)

**Sec. 2-95. Duties Generally.**

The Assistant Village Manager/Director of Community Development shall advise the Village Board and Village officials on all zoning, annexation and development, redevelopment, economic development, business retention, transportation and stormwater management, building code and code related matters referred to him and shall perform such duties as are provided by law or ordinance and, in addition thereto, such other duties as from time to time may be imposed upon him by the Village Board or by the Village Manager.

The Assistant Village Manager/Director of Community Development shall advise the Village Board and village officials on engineering matters and shall perform such duties as are provided by law or ordinance, and in addition thereto such other duties as may from time to time be imposed upon him by the Village Board or by the Village Manager. He shall, from time to time as required by the Village Board, make reports regarding public improvements, repairs of streets and sidewalks, or such other work as the Village Board may request, and shall make such suggestions to the Village Board regarding the same as shall in his judgment seem best and proper.

The Assistant Village Manager/Director of Community Development shall establish and administer programs for the recruitment, retention, rehabilitation and expansion of commercial and industrial enterprises in the Village; shall develop and review proposed incentive practices; and shall coordinate promotion of economic development programs.

Wherever the term “Building and Housing Administrator” or “Zoning Administrator” shall appear in the codes and ordinances of the Village, said term shall mean and refer to the Assistant Village Manager/Director of Community Development, who shall be responsible for the performance of the duties of, the Building and Housing Administrator and Zoning Administrator.

In the absence of the Village Manager, the Assistant Village Manager/Director of Community Development shall be the Acting Village Manager. (Code 1959, 4-11-66, §2-38, Ord. 67-36; 78-70; 90-74; 00-49)

**Sec. 2-96. Additional Powers and Duties—Generally.**

It shall be the duty of the Assistant Village Manager/Director of Community Development, or his designee, to enforce all provisions of this Code or other Village ordinances relating to building or zoning, and to inspect all buildings or structures being constructed or altered, as frequently as may be necessary to insure compliance with this Code and other Village ordinances, and to collect all fees and, issue all permits pertaining to the construction of buildings and structures. (Code 1959, 4-11-66, §2-39; Ord. 78-70; 90-74; 00-49)

**Sec. 2-97. Same—Stop Orders.**

The Assistant Village Manager/Director of Community Development or his designee shall have the power to order all work stopped on construction, alteration or repair of buildings in the Village when such work is being done in violation of the Zoning Ordinance, the Subdivision Control Ordinance or the Building Code. Work shall not be resumed after the issuance of such an order, except on the written permission of the building and housing administrator; provided, that if the stop order is an oral one, it shall be followed by a written stop order within an hour. Such stop order may be served by any policeman. (Code 1959, 4-11-66, §2-42; Ord. 78-70; 90-74; 00-49)

**Sec. 2-98. Same—Right of Entry for Purposes of Inspection.**

The Assistant Village Manager/Director of Community Development or his designee shall have the power to make or cause to be made an entry into any building or premises where the work of altering, repairing or constructing any building or structure is going on, for the purpose of making inspections, at any reasonable hour. (Code 1959, 4-11-66, §2-43, Ord. 78-70; 90-74; 00-49)

**Sec. 2-99. Same—Ex Officio Electrical Inspector.**

The Assistant Village Manager/Director of Community Development shall act as ex officio electrical inspector and shall have all the powers and perform all the duties connected with that office. (Ord. 78-70; 90-74; 00-49)

**Subdivision II. Director of Human Resources/Risk Management.**

(Amended in its Entirety by Ord. 04-112)

**Sec. 2-100. Office Created; Hiring.**

There is hereby created the office of Director of Human Resources/Risk Management. The Director of Human Resources/Risk Management shall be hired by the Village Manager. The responsibilities of the Director shall be as follows:

- (A) Supervision of personnel policies, records and risk management systems. The Director shall have custody of all personnel records and shall be responsible for the administration of all personnel policies and practices, negotiation and administration of all collective bargaining agreements, the pay plan, contracts with providers of insurance claims and risk management services, compliance with all applicable federal and state statutes, direct

benefit programs offered to employees of the Village, and shall supervise all personnel and risk management staff.

- (B) Assist the Village Manager with the preparation and administration of the Village's annual operating and capital budgets.
- (C) Coordination of special programs or projects which involve participation of a number of Village departments or with other units of government.
- (D) Initiate research and special studies of Village operations and programs and prepare reports with recommendations for corrective action.
- (E) Such other duties and responsibilities as may be assigned by the Village Manager.

**Subdivision III.**

(Reserved for Future Use)

**Subdivision IV. Public Works Director.**

(Amended in its Entirety by Ord.04-112)

**Sec. 2-101. Office Created; Hiring.**

There is hereby created the office of Public Works Director. The Public Works Director shall be hired by the Village Manager.

**Sec. 2-102. Powers and Duties—Generally.**

The Public Works Director shall have charge and custody of all physical property of the Village, other than records not assigned to some other office or employee.

- (A) He shall see to it that all gutters and drains function properly and are kept free from defects.
- (B) The central garage shall own and maintain all Village automotive equipment and appurtenances thereto. The Public Works Director shall establish the policy and procedures for the purchase and replacement of all automotive equipment, for the assignment of automotive equipment to operating departments, for the charging of all costs for operating the automotive equipment to operating departments, for management of the replacement and depreciation fund, for the fixed assets of the general garage; and for the establishment of maintenance procedures to insure optimum efficiency of automotive equipment.
- (C) Maintenance and operation of the sanitary and storm collection systems.
- (D) The solid waste removal and recycling program.
- (E) Maintenance and operation of both wastewater treatment facilities.

**Sec. 2-103. Same--Supervision, Repair, etc., of Street Lighting.**

The Public Works Director shall supervise the lighting of public streets and alleys and shall keep lighting system in efficient operation and good repair.

**Sec. 2-104. Same--Care, Functioning, etc., of Water and Wastewater Treatment Systems.**

The Public Works Director shall have charge of the care, functioning and maintenance of the Village water works and water distribution system. The Public Works Director shall also perform the duties of Director of Environmental Services and Water Pollution Control Superintendent with respect to wastewater treatment, industrial pretreatment and sewers pursuant to Chapters 20 and 23 of the Village Code.

**Sec. 2-105. Same--Supervision of Employees of Public Works Department.**

All employees assigned to the Department of Public Works shall perform their duties subject to the orders and under the supervision of the Public Works Director.

**Sec. 2-106. Same--Charge of Forestry Department.**

The Public Works Director shall have charge of the Forestry Department of the Village.

**Subdivision V. Director of Environmental Services.**

**Sec. 2-107. Office Created; Hiring.**

There is hereby created the office of Director of Environmental Services. The Director of Environmental Services shall be hired by the Village Manager. (4-11-66, §2-50; Ord. 78-70; 91-02)

**Sec. 2-108. Powers and Duties Generally.**

The Director of Environmental Services shall have charge of:

- (1) Maintenance and operation of both wastewater treatment facilities;
- (2) Maintenance and operation of the sanitary and storm collection systems; and
- (3) The solid waste removal and recycling program. (4-11-66, §2-51; Ord. 78-70; 91-02)

**Subdivision VI. Director of Community Relations.**

(Amended in its Entirety by Ord. 90-39)

**Sec. 2-109.1 Office Created; Hiring.**

There is hereby created the office of Director of Community Relations. The Director shall be appointed by the Village Manager and shall report to the Village Manager. (Ord. 92-91)

**Sec. 2-109.2 Duties.**

The Director of Community Relations shall have the following duties and responsibilities:

(A) Cable television

- (1) Directing and coordinating all functions related to the cable system in the municipality.
- (2) Monitoring construction, maintenance and operation of the cable system within the corporate limits of the municipality.
- (3) Reviewing and investigating subscriber and resident complaints following established procedures to facilitate resolutions and making recommendations concerning the same.
- (4) Serving as staff liaison to the Cable Television Commission through coordination and distribution of meeting agendas and minutes, providing required assistance to the Commission in achieving its approved programs, and attending all meetings as a representative of the Village Manager.
- (5) Producing government access programming.
- (6) Disseminating information on community use of local cable programming and serving as a resource to organize and execute outreach in order to involve individuals, organizations and agencies in community television production.
- (7) Furnishing advice, assistance and training in the production of local cable programming, use of production facilities and programming of public, educational and governmental (PEG) access channels.
- (8) Directing administration and operation of cable television production facilities and PEG channels.

(B) Public relations

- (1) Serving as press liaison and Village spokesperson, in consultation with Village Manager and departments.
- (2) Coordinating and editing Village newsletter, calendar/annual report, press releases and other publications.

- (3) Developing promotional programs and initiating projects in response to Village needs.
- (4) Assisting Village departments in public relations activities.
- (5) Preparing, submitting and administering annual operating budget for community relations department.
- (6) Performing other duties and responsibilities as may be assigned by the Village Manager. (Ord. 86-48; 89-22; 92-91)

**Subdivision VII. Director of Finance.**  
(Established by Ord. 92-91)

**Sec. 2-110.1. Office Created; Hiring.**

There is hereby created the office of Director of Finance. The Director of Finance shall be hired and may be dismissed by the Village Manager at his discretion.

**Sec. 2-110.2. Powers and Duties Generally.**

- (A) **Supervision of Employees.** The Director of Finance, under the supervision of the Village Manager, shall exercise control and supervision over all employees assigned to the office of the Director of Finance and shall exercise general supervision over all officers and employees of the Village charged in any manner with the receipt, collection or disbursement of the Village revenue, or with the collection and return of the Village revenue into the treasury.
- (B) **Financial Records.** The Director of Finance shall be charged with preparing and keeping all financial records of the Village, which records shall be at all times subject to inspection by the Village Manager, the Mayor and any member of the Board of Trustees.
- (C) **Current Accounts.** The Director of Finance shall keep a separate current account of each fund and appropriation, showing the debits and credits belonging to each such account and the unexpended balance for each account, and shall keep all other accounts necessary to show at all times the fiscal condition of the Village, including the current and anticipated revenues and expenses of all Village funds and accounts.
- (D) **Monthly Account.** At least five (5) days prior to the second board meeting of each month, the Director of Finance shall render an account under oath to the Mayor and Board of Trustees showing the state and balance of the Village treasury at the close of the preceding month and showing all receipts and expenditures of the Village. He shall accompany the account with a statement of all monies received into the treasury and on what account, together with all warrants redeemed and paid by him.

- (E) **Appropriation and Levy Ordinances.** The Director of Finance shall be responsible for preparing drafts of the annual appropriation and levy ordinance in time for passage, approval and filing as required by law.
- (F) **Register of Warrants and Vouchers.** The Director of Finance shall keep a register of all warrants, orders and vouchers filed with him or paid by him. The register shall describe each such item and shall show its date, amount and number, the fund from which paid, the name of the person to whom paid, and the date when paid.
- (G) **Record of Bonds.** The Director of Finance shall keep in his office, in books used solely for that purpose, a correct list of all the outstanding bonds of the Village, showing the number and amount of each, and for and to whom the bonds were issued. When Village bonds are purchased, paid or canceled, his books shall so indicate.
- (H) **Payment of Bills.** The Director of Finance shall pay to any person designated in any warrant lawfully drawn upon him and properly signed the amount specified in such warrant, but such payment shall be made only out of funds in his possession properly appropriated for such payment.

The Director of Finance shall prepare monthly warrants for the payment of all sums due from the Village, listing each item and the account out of which it is payable, which warrants when properly signed shall authorize the issuance of a voucher or check, as provided by law, for the payment of each item.

A list of all items to be paid shall be submitted to the Board of Trustees before the warrant is submitted to the Chairman of the Finance Committee for his signature. Such list shall contain the statement of the Director of Finance and of the Village Manager to the effect that all items contained therein are proper expenses due from the Village for services performed or materials furnished to the Village. Approval for such list of items to be paid by the Board of Trustees on a roll call vote shall constitute the Board of Trustees' approval of the payment of all expenses listed thereon; provided that the Board may in the motion to approve payment except specific items from such approval, in which case such items shall not be paid.

- (I) **Revenues.** The Director of Finance shall receive all license fees, permit fees, charges for municipal utility services, charges for the use of Village property or special services rendered by the Village, sums due the Village on any contracts, and all other sums and monies due or belonging to the Village, either directly from the person paying the money or from the hands of such other officer or employee as may receive it. He shall give every person paying money to him a receipt therefor specifying the amount paid, the date of payment and upon what account paid. It shall be the duty of the Director of Finance to keep the Board informed as to all sums due on taxes, accumulations in the motor fuel account to the credit of the Village, and all other revenues to which the Village is entitled.

- (J) **Fixed Asset Accounting.** The Director of Finance shall be responsible for establishing and maintaining all records relating to the cost of the acquisition, depreciation, replacement and disposal of the fixed assets of the Village.
- (K) **Other Duties.** The Director of Finance shall have such other duties as may from time to time be prescribed by the Village Manager.

**Article IV. Boards and Commissions.**

**DIVISION 1. BOARD OF LOCAL IMPROVEMENTS.**

**Sec. 2-111. Establishment; Composition.**

There is hereby established the Board of Local Improvements for the Village, which shall consist of the Mayor and all the members of the Board of Trustees. (Code 1959, §71)

**Sec. 2-112. Powers and Duties Generally.**

The Board of Local Improvements shall have the powers and perform the duties assigned to it by statute, provisions of this Code or other ordinances of the Village. (Code 1959, §72)

**DIVISION 2. PLAN COMMISSION.**

(Abolished in its Entirety by Ord. 12-06)

**DIVISION 3. ZONING BOARD OF APPEALS.**

(Abolished in its Entirety by Ord. 12-06)

**DIVISION 4. CULTURAL ARTS DEVELOPMENT COMMISSION.**

**Sec. 2-113 through Sec. 2-117** repealed by Ord. 25-46.

**DIVISION 5. HISTORICAL COMMISSION.**

(Amended in its Entirety by Ord. 21-12)

**Sec. 2-118. Creation.**

There is hereby created the Historical Commission for the Village. (Ord. 73-27; 93-05)

**Sec. 2-119. Composition; Terms, Chairman; Treasurer.**

The Historical Commission shall consist of nine (9) members to be appointed by the Mayor, by and with the consent of the Board of Trustees. Each member shall serve for a period of three (3) years from the date of his appointment. The Mayor shall appoint one of the members as Chairman. (Ord. 73-27; 93-05; 97-18; 14-72)

**Sec. 2-120. Duties.**

The duties of the Historical Commission shall be as follows: to advise the Village on matters relating to the history of the Village; to work and collaborate with the Addison Historical Society in providing, maintaining and operating the Addison Historical Museum; to assist Village staff with the planning and implementation of historical or commemorative special community projects; to assist Village staff with determining annual expenditures for the Addison Historical Museum; to promote public awareness and appreciation of Village history; and to accept and refer donations of artifacts and funds as appropriate. (Ord. 73-27, 93-05)

**Sec. 2-121. Reports.**

There shall exist a Museum Coordinator who shall oversee the Addison Historical Museum. The Museum Coordinator shall be the staff liaison to the Commission. The Museum Coordinator shall be a staff member of the Community Relations Department of the Village and report to the Director of Community Relations. The Museum Coordinator shall prepare and present an annual report of museum operations to the Commission. The Commission shall annually review a budget prepared by the Museum Coordinator for the Addison Historical Museum at a regular meeting. (Ord. 73-27; 93-05)

**Sec. 2-122. Financing.**

The Commission may, prior to completion of the Village's annual budget, present potential expenditures to the Museum Coordinator as part of the Museum's annual budget. The Museum Coordinator may consider the Commission's recommendations to the budget. The Museum Coordinator shall submit an annual budget for the Addison Historical Museum's expenses to the Village's Board. (Ord. 73-27; 93-05)

**DIVISION 6. COMMERCIAL AND INDUSTRIAL COMMISSION.**

**Sec. 2-123. Creation; Composition.**

There is hereby created the Commercial and Industrial Commission to develop programs which will aid and benefit the Village through cooperation the Village with commercial and industrial businesses. The Commission shall consist of seven (7) persons with at least three (3) members being electors in the Village. (Ord. 73-35)

**Sec. 2-124. Appointment of Members.**

Members of the Commercial and Industrial Commission shall be appointed by the Mayor with the approval and consent of the Board of Trustees. One of the appointed members shall be designated as Chairman by the Mayor. No members of this Commission shall be members of the Board of Trustees. (Ord. 73-35)

**Sec. 125. Term of Members.**

The term of the Commercial and Industrial Commission members shall be three (3) years staggered, so that three terms expire one (1) year, two (2) terms the next year and two (2) terms the next year, as provided by law. (Ord. 73-35)

**Sec. 2-126. Annual Report.**

Each year, the Commercial and Industrial Commission shall file a report with the Board of Trustees for the calendar year ending December 31. Such report shall be filed no later than January 31 of the following year and shall contain, among other things, a report of activities for that year. Any expenses incurred by the Commission under an appropriation given to it by the Board of Trustees shall be itemized. (Ord. 73-35)

**Sec. 2-127. Duties.**

The Commercial and Industrial Commission shall have such duties as assigned to it from time to time by the Mayor along with the establishment of its own program with respect to developing the relationship between the Village and commercial and industrial establishments. (Ord. 73-35)

**Sec. 2-128. Rules and Regulations Concerning Operation.**

The Commercial and Industrial Commission shall have the power to make any reasonable rules and regulations concerning its operation. However, such rules must provide that meetings must be held at least once a month. (Ord. 73-35)

**DIVISION 7. TENANT AND LANDLORD COMMISSION.**

(Established by Ord. 02-35 and Repealed by Ord. 21-30)

**Sec. 129 through Sec. 134** repealed by Ord. 21-30.

**DIVISION 8. BLOOD BANK COMMISSION.**

**Sec. 2-135. Creation; Composition.**

There is hereby created the Blood Bank Commission to develop and maintain a blood bank program for the Village of Addison. The Commission shall consist of eight (8) members. (Ord. 77-72; 91-63)

**Sec. 2-136. Appointment of Members.**

Members of the Blood Bank Commission shall be appointed by the Mayor with the approval and consent of the Board of Trustees. One of the appointed members shall be designated as Chairman by the Mayor. (Ord. 77-72; 03-04)

**Sec. 2-137. Terms of Members.**

The term of the commission members shall be three (3) years, and appointments shall be staggered so that the terms of no more than three (3) members shall expire in any one (1) year. (Ord. 77-72; 91-63)

**Sec. 2-138. Annual Report.**

Each year, the Blood Bank Commission shall file a report with the Board of Trustees for the calendar year ending December 31. Such report shall be filed no later than January 31 of the following year and shall contain, among other things, a report of activities for that year. Any expenses incurred by the Commission under an appropriation given to it by the Board of Trustees shall be itemized. (Ord. 77-72)

**Sec. 2-139. Duties.**

The Blood Bank Commission shall be responsible for implementing a plan for coverage of the Village of Addison under a blood bank program. Any expenditures of money shall be approved by the Mayor and Board of Trustees unless said money has been previously authorized in the annual Village budget. (Ord. 77-72)

**Sec. 2-140. Rules and Regulations Concerning Operation.**

The Blood Bank Commission shall have the authority to make any reasonable rules and regulations concerning its operation. Said rules and regulations shall be approved by a majority of the Commission. (Ord. 77-72)

**DIVISION 9. HOUSING ADVISORY COMMISSION.**

Sec. 2-141 through 2-146 repealed by Ord. 87-54.

**DIVISION 10. DRUG ABUSE COMMISSION.**

Sec. 2-147 through 2-152 repealed by Ord. 83-27.

**DIVISION 11. ELECTRICAL COMMISSION.**

Sec. 2-153 through Sec. 2-165 repealed by Ord. 24-42.

**DIVISION 12. SPECIAL EVENTS COMMISSION.**

Sec. 2-166 through 2-169 repealed by Ord. 25-47.

**DIVISION 13. CABLE TELEVISION COMMISSION.**

Sec. 2-171 through Sec. 2-174 repealed by Ord. 92-45.

**DIVISION 14. SUBSTANCE RESPONSIBILITY COMMISSION.**

**Sec. 2-175** through **Sec. 2-181** repealed by Ord. 98-20.

**DIVISION 15. ENVIRONMENTAL IMPACT COMMISSION.**

**Sec. 2-182** through **Sec. 2-187** repealed by Ord. 99-204.

**DIVISION 16. SENIOR CITIZENS COMMISSION.**

**Sec. 2-188. Establishment of Commission.**

There is hereby established a Senior Citizens Commission. (Ord. 85-49)

**Sec. 2-189. Commission Membership.**

The Commission shall consist of five (5) members and three (3) alternate members to be appointed by the Mayor with the consent of the Village Board of Trustees. The term "member" as used in this Section shall include both members and alternate members.

- (A) **Members' Term of Office:** Members shall be appointed for a term of four (4) years, or until their successors have qualified and are appointed.
- (B) **Member's Qualifications:** Members shall be residents of the Village of Addison and shall be fifty-eight (58) years of age or older.
- (C) **Chairman:** The Chairman of the Commission shall be appointed by the Mayor.
- (D) **Vacancies:** Vacancies on said Commission shall be filled for the unexpired term of the member whose place has been vacant in the same manner in which the original appointments are required to be made.
- (E) **Removal:** A Commission member may be removed by a majority vote of the Mayor and Board of Trustees.
- (F) **Alternate Members:** The alternate members may participate in all meetings of the Commission; however, the alternate members may vote or be counted towards a quorum only in the event of the absence of one of the other Commission members. Ord. 85-49; 97-46; 08-29)

**Sec. 2-190. Meetings and Bylaws.**

- (A) **Meetings:** Regular meetings shall be monthly.
- (B) **Bylaws:** The Commission shall adopt bylaws, not inconsistent with ordinances or statutes. (Ord. 85-49)

**Sec. 2-191. Purpose of Commission.**

The purpose of the Commission shall be to serve as a liaison between the Mayor and Board of Trustees and the senior citizens of the Village. (Ord. 85-49)

**Sec. 2-192. Duties of Commission.**

The duties of the Commission shall be as follows:

- (A) To recommend methods of assisting senior citizens and utilizing the contributions senior citizens may make for the enhancement of life in the Village.
- (B) To acquire and disseminate information relative to activities and concerns of senior citizens.
- (C) To perform such other duties and functions as may be requested of it by the Village Board of Trustees. (Ord. 85-49)

**Sec. 2-193. Annual Report.**

Each year, the Senior Citizens Commission shall file a report with the Board of Trustees for the fiscal year ending April 30. Such report shall be filed no later than May 31, of the following year and shall contain, among other things, a report of activities for that year. Any expenses incurred by the Commission under an appropriation given to it by the Board of Trustees shall be itemized. (Ord. 85-49).

**DIVISION 17. HEARING BOARD AND HEARING OFFICER--  
CONTRACTS INVOLVING FEDERAL FUNDS.**

**Sec. 2-194. Creation.**

There is hereby created a Hearing Board and a Hearing Officer to hear protests with respect to the Village's solicitation and award of contracts involving federal grants. (Ord. 84-29)

**Sec. 2-195. Membership.**

The Hearing Board shall consist of three (3) members, being the design engineer, the Village Manager, and the Superintendent of the Water Pollution Control Department. In addition, the Village Attorney shall serve as hearing officer. Their terms of office shall be for two (2) years. (Ord. 84-29, §1)

**Sec. 2-196. Duties and Powers.**

The Hearing Board shall hear all protests in connection with Village solicitation and awards of contracts involving federal funds. (Ord. 84-29)

**Sec. 2-197. Procedure.**

Protests must be filed, in writing, with the Village in a timely manner. The protest must state the basis for which the protest is being made and request a determination of the protest.

The party filing the protest must concurrently transmit a copy of all protest documents and any attachments to all other parties with a direct financial interest which may be adversely affected by a determination of the protest.

A protest will be dismissed as untimely if:

- (1) It is not received by the Village before the time set for bid opening, when the protest is based upon alleged improprieties in the solicitation which were clearly apparent before bid opening.
- (2) The adversely affected party does not file the protest with the Village within seven (7) calendar days of the date the basis for the protest was known or should have been known, whichever is earlier, in cases not involving improprieties in the solicitation. (Ord. 84-29)

**DIVISION 18. CITIZENS ADVISORY COUNCIL.**

(Amended in Its Entirety by Ord. 15-37; 23-38)

**Sec. 2-198. Establishment of Council.**

There is hereby established a Community Advisory Council of the Village of Addison.

**Sec. 2-199. Council Membership.**

The Council shall consist of nineteen (19) members, which shall include the Mayor, or his designee, and eighteen (18) other members, all of whom shall be appointed by the Mayor with the advice and consent of the Board of Trustees. The appointed members of the Council should reflect the demographics of the Village based upon the most recent Census, with each member having one (1) vote.

- (A) **Members' Term of Office:** Members shall be appointed for a term of three (3) years, or until their successors have qualified and are appointed.
- (B) **Members' Qualifications:**
  - (1) Members shall be residents of the Village of Addison, business owners in the Village of Addison, or delegated representatives of School Districts 4 and 88.
  - (2) Members may not be Village employees or Village officials.
  - (3) Members may be reappointed for consecutive terms.

- (4) Designated Trustees shall be ex-officio members of the Council.
- (C) Chairman: The Mayor, or his designee, shall serve as chairman of the Council.
- (D) Vacancies: Vacancies on the Council shall be filled for the unexpired term of the member whose place has been vacated in the same manner in which the original appointments are required to be made.
- (E) Removal:
  - (1) A Council member may be removed by a majority vote of the Mayor and Board of Trustees.
  - (2) A Council member shall, automatically and without action by the Village Board or the Council, forfeit his/her Council membership upon missing more than twenty-five percent (25%) of the meetings of the Council in any calendar year. (Ord. 89-3; 90-31; 94-6; 96-41; 17-10; 24-36)

**Sec. 2-200. Meetings and Bylaws.**

- (A) Meetings: Regular meetings shall be held every other month unless otherwise ordered by the Council or requested by the Mayor.
- (B) Bylaws: The Council shall adopt bylaws, not inconsistent with ordinances or statutes, which shall be approved by the Board of Trustees.

**Sec. 2-201. Purpose of Council.**

The purpose of the Council shall be to serve as a research and communication body for the community, Mayor and Board of Trustees on items of significance to the Village. This purpose is to be accomplished by the Mayor or Board of Trustees referring problems to the Council and by the Council alerting the Mayor and Board of Trustees to community concerns. Additionally, the Council will provide its members with information and orientation to the various departments, agencies, programs and policies of the Village.

**Sec. 2-202. Duties of Council.**

The duties of the Council shall be as follows:

- (A) Accomplishment of specific tasks assigned by the Mayor and Board of Trustees.
- (B) Communication of community concerns and needs to the Mayor and Board of Trustees.
- (C) Serve as liaisons to the community. (Ord. 87-57)

**DIVISION 19. CIVILIAN REVIEW BOARD.**  
(Established by Ord. 20-55)

**Sec. 2-203. Creation; Composition.**

There is hereby created a Civilian Review Board, which shall consist of five (5) members whose terms of office shall be: three (3) members for three (3) years, one (1) member for two (2) years and one (1) member for one (1) year or until their respective successors are appointed and have qualified. After the initial appointment, each member shall be appointed for a three (3) year period.

**Sec. 2-204. Appointments--Chairman.**

The members of the Board shall be appointed by the Mayor with the consent of the Board of Trustees. One of the appointed members shall be designated as Chairman by the Mayor and shall serve as Chairman until removed by the Mayor.

**Sec. 2-205. Qualifications, Oath, Bond and Removal from Office Generally.**

The members of the Board shall possess the qualifications required of other officers of the Village, shall take an oath or affirmation of office, and shall give bond in the same manner as other appointed officers of the Village. They shall be subject to removal from office in the same manner as such other officers.

**Sec. 2-206. Rules and Regulations; Powers and Duties Generally.**

- (A) Subject to the prior review and approval of the Village Board of Trustees, the Civilian Review Board shall adopt rules and regulations necessary to govern the operations and duties of the Board. Pursuant to its home rule powers, the Village Board of Trustees shall have the authority to adopt, amend, supplement, modify or rescind any rule or regulation with respect to the Board's duties or operations.
- (B) The Civilian Review Board shall have authority over and be responsible for all disciplinary matters relating to Village employees covered by the "Agreement between Village of Addison and the Metropolitan Alliance of Police, Addison Consolidated Dispatch Center Chapter #744," adopted and approved by the Village Board on October 19, 2020, as well as such other matters as determined by the Village Board of Trustees.

**Sec. 2-207. Secretary.**

The Board may employ a Secretary or may designate one of its own members to act as such. The Secretary shall keep the minutes of the Board's proceedings, shall be custodian of all papers pertaining to the business of the Board, shall keep a record of all examinations held and shall perform such other duties as the Board shall prescribe.

**Article V. Noncompensated Positions.**

**DIVISION 1. SPECIAL ASSISTANT TO THE MAYOR.**

(Established by Ord. 03-60)

**Sec. 2-208. Creation of Position; Appointment.**

There is hereby created the position of Special Assistant to the Mayor. The Special Assistant shall be appointed by the Mayor with the advice and consent of a majority of the members of the Board of Trustees then holding office.

**Sec. 2-209. Qualifications; Compensation.**

To be qualified for the position of Special Assistant to the Mayor, the nominee must have previously held the elected office of Mayor, Trustee or Clerk of the Village of Addison. No salary or other compensation shall be paid to the Special Assistant; provided, however, expenses reasonably incurred in the performance of the Special Assistant's duties, as assigned by the Mayor, shall be reimbursed by the Village.

**Sec. 2-210. Removal of the Special Assistant to the Mayor.**

The Special Assistant to the Mayor may be removed from that position in the Mayor's discretion at any time. In such case, the position of Special Assistant shall be deemed inactive unless and until a new appointment has been made as provided in Section 2-203.

**Sec. 2-211. Duties.**

The Special Assistant to the Mayor shall report directly to the Mayor or, in the Mayor's absence, to the Deputy Mayor. The Mayor shall supervise the Special Assistant and assign such ministerial duties to the Special Assistant as the Mayor shall deem appropriate. Such duties may include the following:

- (A) Serving as Village representative at public events when the Mayor or other elected officials are unable to attend.
- (B) Serving on task force or workgroups at the pleasure of the Mayor.
- (C) Serving as a liaison to the community at large relative to issues, projects and development.
- (D) Serving as liaison to various Village commissions as may be requested by the Mayor.
- (E) Providing input to the Mayor and other elected officials as to issues, concerns, and successes as perceived by the residents of the community.
- (F) Other duties that may be defined by the Mayor with the concurrence of the Board.