

TEN CENTS A COPY

Section 14. Village Clerk, Powers and Duties

The clerk shall keep the corporate seal, all the documents, official bonds, papers, files and records of the Village, not by this charter entrusted to some other officer. In case of the absence of the clerk, or if from any cause he shall be unable to discharge, he shall be authorized to designate another officer or officers of his then the Council may appoint one (1) of their own number, or some other registered elector clerk pro tem. The clerk shall record all the proceedings and resolutions of the Council, and shall record, or cause to be recorded, all the ordinances of the Village. He shall countersign and render all licenses granted. He shall receive, issue, make and deliver all the seals of the Village, copies of the papers and records filed and kept in his office, and such copies shall be evidence in all places of the matters therein contained, to the same extent as the