

CHAPTER 1  
VILLAGE PRESIDENT

1.001        Election - Term of Office

The President shall be elected for a four-year term, and shall serve until his successor is elected and qualified as is provided by statute.

1 .002        Powers and Duties

The Village President shall be the chief executive officer of the Village, shall preside over the meetings of the Board of Trustees, and shall perform such duties as may be required of him by statute or ordinance. He shall have supervision over all of the executive officers and employees of the Village and shall have the power and authority to inspect all books and records pertaining to Village affairs and kept by any officer or employee of the Village at any reasonable time.

1.003        Appointment of Officers

The Village President shall appoint, by and with the advice and consent of the Board of Trustees, all officers of the Village whose election or appointment is not otherwise provided for. Any vacancies occurring in an appointive office shall be filled in the same manner.

1.004        Designation of Officers' Duties

Whenever there is a dispute as to the respective duties or powers of any appointed officer of the Village, this dispute shall be settled by the Village President after consultation with the Village attorney; and the Village President shall have the power to delegate to any appointed officer any duty which is to be performed when no specific officer has been directed to perform that duty.

1.005        Supervision of Conduct of Officers

The Village President shall supervise the conduct of all officers of the Village and see that they faithfully and efficiently discharge the duties of their respective offices. He shall inquire into all reasonable complaints made against them and cause all their neglects or violations of duty to be promptly corrected; and he shall, in case he becomes satisfied that any officer willfully neglects or violates his duty, cause such officer to be prosecuted and punished.

1.006      Removal of Officers

Except where otherwise provided by statute, the Village President may remove any officer appointed by him, on any formal charge, whenever he is of the opinion that the interests of the Village demand removal, but he shall report the reasons of the removal to the Board of Trustees at a meeting to be held not less than five nor more than ten days after the removal. If the Village President fails or refuses to report to the Board of Trustees the reasons for the removal, or if the Board of Trustees, by a two-thirds vote of all its members authorized by law to be elected, disapproves of the removal the officer thereupon shall be restored to the office from which he was removed. The vote shall be by yeas and nays, which vote shall be entered upon the Board of Trustees' minutes. Upon restoration, the officer shall give a new bond and a new oath of office. No officer shall be removed a second time for the same offense.

1.007      President Pro Tem

During a temporary absence or disability of the Village President, the Board of Trustees shall elect one of its members to act as President Pro Tem, who during such absence or disability shall possess the powers of the Village President, as is provided by statute.

The salary of the Village President Pro Tem is fixed as follows: The Village President Pro Tem shall receive a salary of \$625.00 per month prorated upon the days acting as Village President, payable monthly, for attendance at the Board of Trustees meetings, and for his or her attendance at all other Village meetings and for performance of all his or her other duties and functions as Village President; provided, however, that the salary shall start only after twenty-one (21) days of absence of the President.

1.008      Acting Village President

In the event of a vacancy of the office of Village President, the Board of Trustees may appoint one of its members as Acting Village President to serve until the vacancy is filled at a regular or special election as provided by law.

1.009      Village Representative at Formal Occasions

The Village President shall act for and on behalf of the Village on formal occasions and receptions; but in his absence or inability to attend any such function the Board of Trustees may select any other Village Officer to so act.

1.010      Oath and Bond

Before entering upon the duties of his office, the Village President shall subscribe to the required oath and shall execute a bond in such amount with such sureties as may be required by

the Board of Trustees, conditioned upon the faithful performances of the duties of his office; provided, the amount of such bond shall not be less than \$3,000.00.

1.011            Salary and Compensation

The salary of the Village President is fixed as follows: The Village President shall receive a salary of \$12,000.00 per year, payable monthly, for attendance at Board of Trustees meetings, and for his attendance at all other Village meetings and for the performance of all his other duties and functions as Village President. In addition, the Village President shall be reimbursed for automobile expenses incurred in connection with the performance of his duties for the Village at the current business standard mileage rate established by the Internal Revenue Service. ***(Ord. 2008-15, amending Section 1.011, Passed 10-20-2008)***

1.012            Signature on All Commissions, Contract, Etc.

The Village President shall sign all commissions, licenses, permits, and warrants granted, issued, or drawn by order of the Board of Trustees, or authorized by the ordinances of the Village. In all contracts where the Village is a party, unless otherwise provided, the Village President shall sign the same on behalf of the Village, and it shall be his special duty to see that the other contracting party faithfully complies with the contract. In all suits wherein the Village is party, it shall be the duty of the Village President to advise with and assist the Village Attorney in prosecuting or defending the same, as the case may be.

1.013            Duties With Respect to Requests for Information

It shall be the responsibility of the Village President to act upon and determine any appeals of any denial of a request for inspection or copying of public records under the Freedom of Information Act. The Village President shall perform such duties as required of him under the Illinois Freedom of Information Act, 5 ILCS 120/1 *et. seq.* and under the rules and regulations promulgated by the Board of Trustees of the Village of Burlington for compliance with said Act.