

CHAPTER 30: COUNCIL AND OFFICERS

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GENERAL PROVISIONS

§ 30.01 VILLAGE CLERK AND TREASURER.

(A) Appointment.

(1) In accordance with Ch. II, § 3, being M.C.L. § 62.3, and other applicable provisions of Public Act 255 of 1998, amending Public Act 3 of 1895 (The General Law Village Act), being M.C.L. §§ 5.1319 et seq., the Village Treasurer and Village Clerk shall be appointed, not elected, positions.

(2) The respective offices shall be filled by nomination by the Village President and appointed by a majority vote of the Council members elect.
(1989 Code, § 7.01.00)

(B) Compensation. The Village Clerk and the Village Treasurer shall receive such compensation as the Council shall determine by annual resolution or by contract.
(1989 Code, § 7.01.01)

(C) *Terms of office.* The terms of office for each position shall be two years, unless otherwise agreed by contract. The first term of office shall commence on April 1 in the year 2002 and, thereafter, follows the current fiscal year dates.
(1989 Code, § 7.01.02)

(D) *Qualifications of office.*

(1) *Village Clerk.* The qualifications for the position of Village Clerk shall be established by the Council prior to posting a notice of vacancy for the position of Village Clerk.

(2) *Village Treasurer.* The qualifications of the position of Village Treasurer shall be established by the Council prior to posting a notice of vacancy for the position of Village Treasurer.
(1989 Code, § 7.01.03)

(E) *Duties.*

(1) *Village Clerk.* The duties of the Village Clerk shall be those duties prescribed by Public Act 255 of 1998 (The General Law Village Act), being M.C.L. § 64.5, and amendments thereto. Additional duties may be assigned by the Village Council.

(2) *Village Treasurer.* The duties of the Village Treasurer shall be those duties prescribed by Public Act 255 of 1998 (The General Law Village Act), being M.C.L. § 64.9, and amendments thereto. Additional duties may be assigned by the Village Council.
(1989 Code, § 7.01.04)
(Ord. passed 5-8-1989; Ord. 91, passed 10-12-1999; Ord. 13-04, passed 10-1-2013)

§ 30.02 SALARIES OF ELECTED OFFICIALS.

(A) *President's compensation.* The President of the village shall receive compensation in the amount designated by annual fee resolution.
(1989 Code, § 7.04.01)

(B) *Trustee's compensation.* The Trustees of the village shall receive compensation in the amount so designated by annual fee resolution.
(1989 Code, § 7.04.02)
(Ord. passed 5-8-1989; Ord. 91, passed 10-12-1999; Ord. 13-04, passed 10-1-2013)

§ 30.03 COMPENSATION OF APPOINTED OFFICIALS.

(A) *Treasurer's compensation.* The Treasurer of the village shall receive compensation in the amount so designated by annual fee resolution.
(1989 Code, § 7.05.01)

(B) *Clerk's compensation.* The Clerk of the village shall receive compensation in the amount so designated by annual fee resolution.

(1989 Code, § 7.05.02)

(Ord. passed 5-8-1989; Ord. 91, passed 10-12-1999; Ord. 13-04, passed 10-1-2013)

COUNCIL

§ 30.15 ATTENDANCE AT MEETINGS.

(A) *Good cause shown.*

(1) The following shall be required to show good cause for his or her absences:

(a) Three regular or special meetings in sequence;

(b) Two regular meetings in a six-month period; or

(c) Three regular and/or three special meetings in a nine-month period.

(2) Individual Council members may establish valid cause in advance of absences upon written application to the Council, which may authorize absences by motion.

(1989 Code, § 7.02.00)

(B) *Violation.* Upon violation of any of the provisions of division (A) above by any Council member and/or President, the Council shall direct the Village Clerk to notify the absent Council member and/or President, in writing, with a copy of this section attached, that a public show cause hearing shall be held on a specified date, not less than 15 days, nor more than 60, days from the date of the last absence.

(1989 Code, § 7.02.01)

(Ord. passed 5-8-1989; Ord. 91, passed 10-12-1999; Ord. 13-04, passed 10-1-2013)

§ 30.16 COUNCIL PROCEEDINGS.

(A) *Regular sessions.* The regular sessions of the Village Council shall be held on the first and third Tuesday of each calendar month, beginning at 7:00 p.m.

(1989 Code, § 7.03.01) (Amended 10/05/2023; 01/04/2024)

(B) *Order of business.*

(1) The following shall be the order of business for the Village Council meetings:

- (a) Call to order;
- (b) Roll call of officers;
- (c) Reproduction of the minutes of last regular and/or special meeting;
- (d) Bills approved;
- (e) Treasurer's report;
- (f) Council person reports;
- (g) Zoning Administrator's report;
- (h) Department chiefs;
- (i) Special committee reports;
- (j) Any other business that may appropriately come before the Council;
- (k) New business; and
- (l) Letters read.

(2) This order of business may be altered, amended or rescinded at any meeting of the Council.
(1989 Code, § 7.03.02)

(C) *Committees of Council.*

(1) *Appointment by President.* At the first regular meeting after the election in November, or as soon thereafter as may be, the President shall appoint as many committees, of two or more members, as he or she deems necessary, but all Council persons must serve on at least one committee.

(2) *Committee expenditures.* A majority of committee members, supported by one other Council member, are authorized to spend up to \$500, if:

- (a) The expenditure is allowed in the budget;
 - (b) The expense is not a partial payment requiring subsequent additional funds (i.e., down payment); and/or
 - (c) It is not used to commit the village to a contract.
- (1989 Code, § 7.03.03)

(D) *Citizen committees.* The President may appoint such advisory committees to assist the Council as he or she deems appropriate and beneficial to the efficient operation of the village.
(1989 Code, § 7.03.04)

(E) *Open meetings.* All meetings of Council, committees, commission and any other “public bodies”, as defined therein, shall comply with the State Open Meetings Act, Public Act 267 of 1976, being M.C.L. §§ 15.261 through 15.275.

(F) *Committees; minutes.* All Council members serve on one committee and committees will submit meeting minutes monthly.
(1989 Code, § 7.03.05)
(Ord. passed 5-8-1989; Ord. 91, passed 10-12-1999; Ord. 13-04, passed 10-1-2013)

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