

VILLAGE OF NASHVILLE
Ordinance # 9-9-1999-C

An Ordinance for establishing the position of Village Clerk:

The Village of Nashville Ordains:

Section 1. Establishment of Office. In accordance with the authority for the appointment of such Village Officers as the Council shall deem necessary for the execution of the powers granted to the Village in accordance with Act No. 3, Public Acts of 1895, as amended, there is hereby established the Office of the Village Clerk. The Village Clerk is an administrative officer of the Village.

Section 2. Appointment of Village Clerk. The Village President shall nominate, and the Village Council shall appoint, the Village Clerk. The Clerk shall serve at the pleasure of the Village Council and may be removed by the affirmative vote of four or more Trustees. The Village Clerk will report and be responsible to the Village Council for the official functions and activities of the Clerk's position and for the day to day operations of the Department and Office, except as otherwise provided by State law. The Village Clerk shall be selected on the basis of administrative and technical abilities with special reference to achieving and maintaining certification at the appropriate level for the Village.

Section 3. Duties. The Clerk shall possess all the powers vested in and shall be charged with the duties imposed upon Clerks by State law. In addition, the Clerk shall perform all other such duties in the manner prescribed by the Charter of the Village, the ordinances of the Village, or by State law. The Clerk shall perform such other duties as may be assigned or prescribed by State law, the Village Charter, ordinances of the Village or the Council. The Clerk shall:

1. Be the Clerk of the Council and keep a permanent journal of its proceedings.
2. Keep a record of all ordinances, resolutions, and actions of the Council.
3. Have power to administer all oaths required by State law, this Charter and ordinances of the Village.
4. Be custodian of the Village Seal, and affix it to all documents and instruments requiring the Seal and shall attest the same.
6. Issue and sign all licenses granted after the license fee has been paid to the Treasurer and register the same.
7. Certify by signature all ordinances and resolutions enacted or passed by the Council.
8. Conduct elections in accordance with this Charter and State election law.
9. Publish and post notices of the Village as required by this Charter, State law, and ordinances of the Village.

Section 4. Severability. If any portion of this ordinance or the application thereof any person or circumstances shall be found to be invalid by a court, such invalidity shall not affect the remaining portions of the applications of the ordinance which can be given effect without the invalid portion or applications provided that such remaining portions or applications are not determined by said court to be inoperable, and to this end this ordinance is declared to be severable.

Section 5. Repeal of Conflicting Ordinances. All ordinances or parts of Ordinances in Conflict herewith are hereby repealed.

Section 6. Effective Date. This Ordinance shall become effective forty-five (45) days after its adoption unless otherwise provided by State law.

Adopted - 9-9-1999

Published - 9-21-1999

Effective - 11-4-1999

Ayes: Wheeler, White, Wolff, Kenyon, Pash, Dunham, Mapes.

Nays: None.

Dennis Mapes
Village President

Cathy Lentz
Village Clerk