

**AN ORDINANCE CREATING THE POSITION OF VILLAGE MANAGER,  
DEFINING THE DUTIES THEREOF, AND AMENDING SECTION 31.54 OF THE  
VILLAGE OF CHATHAM CODE OF ORDINANCES**

*BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE  
VILLAGE OF CHATHAM, ILLINOIS, AS FOLLOWS:*

**SECTION 1:** Section 31.54 of the Village of Chatham Code of Ordinances is deleted in its entirety and replaced with a new Section 31.54, stating as follows:

**§ 31.54 Village Manager**

(A) The office of Village Manager is hereby established. The Manager shall have the qualifications required by the Illinois Municipal Code for an officer of the Village. The Manager shall be appointed by the President with the advice and consent of the Village Board of Trustees and shall be removable by Village President in accordance with Section 3.1-35-10 of the Municipal Code. The term of office of the Manager shall be coextensive with the term of the Village President who appointed the Manager, but upon expiration of the Village President's term, the Manager shall continue to serve until a new Manager has been appointed and has qualified. The Manager's position shall be his or her primary employment and shall require the investment of time required to discharge the duties of the office. Any outside employment shall be approved by the President.

(B) The Village Manager shall be the chief administrative officer of the Village of Chatham. The Manager shall be responsible to the corporate authorities for the proper administration of the affairs of the Village. The Manager shall:

- (1) Be entitled to notice of all special and regular meetings of the Village Board and attend meetings of the Board and Committees as requested.
- (2) Have the right to take part in the discussions of all matters coming before the corporate authorities, but shall have no right to vote.
- (3) Recommend to the corporate authorities adoption of such measures as he/she may deem necessary or expedient.
- (4) Exercise administrative control of all village departments or divisions, now in existence or as reorganized by ordinance, or as there may be created hereafter, and recommend the creating, consolidating or combining of offices, positions, departments, or units of the administrative and executive departments of the Village.

(5) After consultation with the department heads and Human Resources Coordinator, make recommendations to the corporate authorities concerning the hiring and firing of village employees other than employees under the jurisdiction of the Police and Fire Commission.

(6) After consultation with the Human Resources Coordinator, make recommendations to the corporate authorities concerning compensation for each appointive office and position in the village service, including minimum, intermediate and maximum rates.

(7) Prepare a status report for the Village President on the overall administrative activities of the village on a quarterly basis. This report will identify important activities that have and have not been accomplished over the time period of the report. The report will also establish strategies and schedules for the next quarter.

(8) Be responsible for the care and custody of all village property which is not by statute or ordinance assigned to some other officer or body for care and control.

(9) After review of requests for purchases from the several department heads, purchase all material, supplies and equipment for which funds are provided in the village budget.

(10) Negotiate with one or more vendors, in his or her discretion, for the purchase of any goods or services costing under \$10,000. For the purchase of any goods or services costing over \$10,000 but under \$20,000, the Manager shall be authorized, but not required, to solicit two or more sealed bids or sealed proposals; evaluate the bids and award the bid, to the lowest responsible bidder whose bid conforms to village specifications, terms and conditions. For the purchase of any goods or services over \$20,000, the Manager shall follow the procedures as established by the Illinois Municipal Code for purchases over \$20,000. Such purchases shall be approved by action of the corporate authorities. The Manager may not purchase any item which exceeds any budget appropriation until such time as the corporate authorities have approved an increase in the appropriation line item.

(11) Perform such other lawful duties as may be required by resolution or ordinance of the corporate authorities.

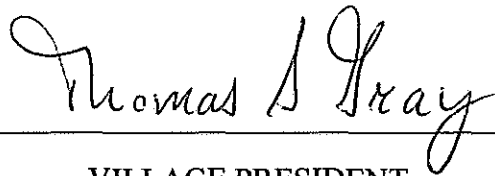
(C) The Manager shall furnish a bond in such amount and with such surety as may be approved by the corporate authorities. Said bond to be conditioned on the faithful performance of the duties of the office of Village Manager and shall be conditioned to indemnify the village for any loss by reason of any neglect of duty or any act of the Village Manager. The cost of the bond shall be paid by the village.

(D) The Manager shall receive such compensation as the corporate authorities shall fix from time to time by ordinance after performance review, but his or her compensation shall not be diminished during his or her term of office.

(E) In the event that the Village Manager is unable to perform the duties of the office, either by temporary absence or disability, the Village President may appoint an Acting Manager with the advice and consent of the Village Board. The Acting Manager shall serve until the Village Manager returns to duty or a new Village Manager is appointed. The Acting Manager shall have all the powers and duties of the office of Village Manager. The Acting Manager shall furnish an additional bond if he or she is already under bond to the village in any other capacity. If such appointee is not already under bond to the village, such appointee shall furnish a bond in such amount and with such surety as may be approved by the Village Board of Trustees. The cost of such bond shall be paid by the village.

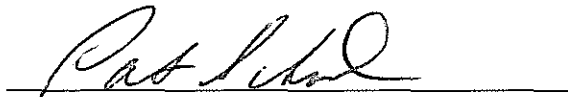
**SECTION 2:** This ordinance is effective upon its passage, approval and publication as required by law. The Clerk shall see to its inclusion in the next update of the Village of Chatham Code of Ordinances.

PASSED this 11 day of AUGUST, 2009.



VILLAGE PRESIDENT

ATTEST:



Village Clerk

AYES: SHERR, MAU, REYNOLDS, KAVANAGH, SCHATTEMAN

NAYS: 0

PASSED: 8-11-09

APPROVED: 8-11-09

ABSENT: 1 BOYLE

**ORDINANCE CERTIFICATE**

STATE OF ILLINOIS            )  
  ) SS.  
COUNTY OF SANGAMON        )

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk of the Village of Chatham, Sangamon County, Illinois.

I do further certify that the ordinance attached hereto is a full, true, and exact copy of Ordinance No. 09-40 adopted by the President and Board of Trustees of said Village on the 11 day of AUGUST, 2009, said Ordinance being entitled:

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I do further certify that prior to the making of this certificate, the said Ordinance was spread at length upon the permanent records of said Village, where it now appears and remains.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said Village this 11 day of AUGUST, 2009.

  
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Village Clerk