

## THE GENERAL LAW VILLAGE ACT (EXCERPT)

### Act 3 of 1895

#### CLERK.

#### 64.5 Clerk; duties.

Sec. 5. (1) The clerk shall keep the corporate seal and all the documents, official bonds, papers, files, and records of the village, not by this act or the ordinances of the village entrusted to some other officer. The clerk is the clerk of the council and shall attend its meetings.

(2) In case of the absence of the clerk, or if from any cause the clerk is unable to discharge, or is disqualified from performing, his or her duties, the council may appoint a council member, or some other person, to perform the duties of the clerk for the time being.

(3) 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.

(4) The clerk shall countersign and register all licenses granted.

(5) When required, the clerk shall make reproductions pursuant to the records media act, 1992 PA 116, MCL 24.401 to 24.403, of the papers and records filed and kept in his or her office and shall certify the reproductions under the seal of the village. The admissibility in evidence of such reproductions is governed by section 3 of 1964 PA 105, MCL 691.1103.

(6) The clerk may administer oaths and affirmations.

**History:** 1895, Act 3, Imd. Eff. Feb. 19, 1895;—CL 1897, 2731;—CL 1915, 2601;—CL 1929, 1511;—CL 1948, 64.5;—Am. 1998, Act 255, Imd. Eff. July 13, 1998.

#### 64.6 Clerk as general accountant; duties; check disbursement.

Sec. 6. (1) The clerk shall be the general accountant of the village.

(2) Claims against the village shall be filed with the clerk for adjustment. After examination, the clerk shall report the claims, with the accompanying vouchers and counterclaims of the village, and the true balance, to the council for allowance. After the claims are allowed by the council, the clerk shall present check disbursement authorizations to the treasurer for payment of the claims, designating the fund from which payment is to be made, and take proper receipts.

(3) The clerk shall not present check disbursement authorizations upon a fund after the fund is exhausted. When a tax or money is levied, raised, or appropriated, the clerk shall report the amount to the village treasurer, stating the objects and funds for which it is levied, raised, or appropriated, and the amounts to be credited to each fund.

**History:** 1895, Act 3, Imd. Eff. Feb. 19, 1895;—CL 1897, 2732;—CL 1915, 2602;—CL 1929, 1512;—CL 1948, 64.6;—Am. 1998, Act 255, Imd. Eff. July 13, 1998.

#### 64.7 Clerk; duties.

Sec. 7. Unless otherwise provided by ordinance, the clerk shall do all of the following:

(a) Have charge of all the books, vouchers, and documents relating to the accounts, contracts, debts, and revenues of the corporation.

(b) Countersign and register all bonds issued, and keep a list of all property belonging to the village, and of all its debts and liabilities.

(c) Keep a complete set of books, exhibiting the financial condition of the village in all its departments, funds, resources, and liabilities, with a proper classification, and showing the purpose for which each fund was raised.

(d) Keep an account of all the money received for each of the several funds of the village, and credit all check disbursements drawn, keeping an account with each fund.

**History:** 1895, Act 3, Imd. Eff. Feb. 19, 1895;—CL 1897, 2733;—CL 1915, 2603;—CL 1929, 1513;—CL 1948, 64.7;—Am. 1998, Act 255, Imd. Eff. July 13, 1998.

#### 64.8 Duties; financial report to council; contents.

Sec. 8. The clerk shall report to the council, whenever required, a detailed statement of the receipts, expenditures, and financial condition of the village, of the debts to be paid, and moneys necessary to meet the estimated expenses of the corporation, and shall perform such other duties pertaining to his office as the council may require.

**History:** 1895, Act 3, Imd. Eff. Feb. 19, 1895;—CL 1897, 2734;—CL 1915, 2604;—CL 1929, 1514;—CL 1948, 64.8.

#### 64.8a Functions subject to ordinance.

Sec. 8a. The functions of the village clerk are subject to an ordinance adopted under section 8 of chapter V.

**History:** Add. 1985, Act 173, Imd. Eff. Dec. 2, 1985.