

**TOWNSHIPS**  
**( 60 ILCS 1/75 ) Township Code**

ARTICLE 75  
**TOWNSHIP CLERK**

(60 ILCS 1/75-5)

Sec. 75-5. Custodian of records.

(a) The township clerk shall have the custody of all records, books, and papers of the township and shall duly file all certificates or oaths and other papers required by law to be filed in the clerk's office. This Section is subject to the Local Records Act.

(b) The clerk may administer oaths and take affidavits in all cases required by law to be administered or taken by township officers. The clerk may administer oaths for absent voters as required by the general election law.

(Source: P.A. 82-783; 88-62.)

(60 ILCS 1/75-10)

Sec. 75-10. Township meeting records. The township clerk shall record in the book of records of the township the minutes of the proceedings of every township meeting held in the township and shall enter in the book every order or direction and all by-laws, rules, and regulations made by the electors at any township meeting.

(Source: P.A. 82-783; 88-62.)

(60 ILCS 1/75-15)

Sec. 75-15. Copies of vote entries. The township clerk shall deliver to the supervisor, before the annual meeting of the county board of the county, in each year, certified copies of all entries of votes for raising money made since the last annual meeting of the county board.

(Source: P.A. 82-783; 88-62.)

(60 ILCS 1/75-20)

Sec. 75-20. Certification of taxes. The township clerk shall annually, at the time required by Section 18-15 of the Property Tax Code, certify to the county clerk the amount of taxes required to be raised for all township purposes.

(Source: P.A. 88-62; 88-670, eff. 12-2-94.)

(60 ILCS 1/75-25)

Sec. 75-25. Failure to make return; petty offense. If a township clerk wilfully omits to make a return required by this Article, he or she is guilty of a petty offense and shall be fined, for each offense, not more than \$10.

(Source: P.A. 82-783; 88-62.)

(60 ILCS 1/75-30)

Sec. 75-30. Deputy registration officer. The township clerk, upon appointment as a deputy registration officer by the county clerk under the Election Code, shall have the powers and duties provided in the Election Code.

(Source: P.A. 88-62.)

(60 ILCS 1/75-35)

Sec. 75-35. Member of board of health. The township clerk shall be a member of the board of health for a public health district as provided in the Public Health District Act.

(Source: P.A. 88-62.)

(60 ILCS 1/75-40)

Sec. 75-40. Road district clerk. In each road district comprised of a single township, the township clerk shall be ex officio clerk for the highway commissioner and shall have the powers and duties as provided in Article 6 of the Illinois Highway Code.

(Source: P.A. 88-62.)

(60 ILCS 1/75-45)

Sec. 75-45. Deputy clerk.

(a) The township clerk, when authorized by the township board, may appoint one deputy clerk.

(b) The deputy clerk has the power and duty to do the following:

(1) Execute all documents required by law to be executed by the township clerk and affix the township clerk's seal to those documents when required by law. In signing a document, the deputy clerk shall sign the name of the clerk followed with the word "By" and the deputy clerk's own name and the words "Deputy Clerk".

(2) Attend bid openings with respect to the sale, purchase, or lease of goods or services by the township or the road district comprised of that township.

(3) Attend township meetings and township board meetings and take minutes of those meetings.

(c) The deputy clerk shall exercise the powers authorized under this Section only in the absence of the township clerk from the place where the clerk's office is maintained (in the case of powers described in paragraphs (1) and (2) of subsection (b)) and only when (i) the clerk has directed the deputy clerk, in writing, to exercise that power or (ii) the township board has determined by resolution that the township clerk is temporarily or permanently incapacitated to perform that function.

(Source: Incorporates P.A. 88-360; 88-670, eff. 12-2-94.)