

**OSWEGO TOWNSHIP**

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**ORDINANCE NO. 2019-01**

**AN ORDINANCE ADOPTING A POLICY AUTHORIZING ALTERNATE  
AUTHORIZED SIGNATORIES TO CONDUCT OSWEGO TOWNSHIP BUSINESS IN  
THE ABSENCE OF THE TOWNSHIP SUPERVISOR AND TOWNSHIP CLERK**

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**APPROVED AND ADOPTED BY  
THE SUPERVISOR AND BOARD OF TRUSTEES  
OF THE  
OSWEGO TOWNSHIP**

**This 5th day of February, 2019**

**ORDINANCE NO. 2019-01**

**AN ORDINANCE ADOPTING A POLICY AUTHORIZING ALTERNATE AUTHORIZED SIGNATORIES TO CONDUCT OSWEGO TOWNSHIP BUSINESS IN THE ABSENCE OF THE TOWNSHIP SUPERVISOR AND TOWNSHIP CLERK**

**WHEREAS**, the Township Supervisor of Oswego Township (“Township”) has express authority as permitted by Section 1/70-15(b) of the Illinois Township Code (the “Code”) to receive and payout all moneys raised in the township for defraying township charges; and

**WHEREAS**, when the Township Supervisor issues a payout for funds from the township treasury, the Code requires the Township Clerk to attest to such payments pursuant to Section 1/7-27 under Public Act 100-983; and

**WHEREAS**, the Township’s current practice requires all bills, invoices, and related documents representing the Township’s indebtedness and charges to be signed by the Township Supervisor and countersigned by the Township Clerk for payout; and

**WHEREAS**, under certain circumstances either the Township Supervisor or the Township Clerk may be out of town or temporarily unavailable to provide signatures for payout for funds from the Township treasury; and

**WHEREAS**, the Township Board deems it fiscally responsible and in the best interests of the Township and its residents to delegate signatory authority to certain alternate Township officers and the Deputy Clerk in accordance with the township Board Policy set forth in Exhibit A to this Ordinance.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Board that there is hereby adopted the following Ordinance establishing a policy authorizing township officers and the deputy clerk to serve as alternate authorized signatories is adopted as follows:

**SECTION ONE:** The Signatory Authority for Alternate Township Officers Policy as set forth in Exhibit A attached to this Ordinance, is hereby adopted.

**SECTION TWO:** The signatory authority of the township officers and the Deputy Clerk under this Ordinance shall be limited to the circumstances outlined by the Board Policy in Exhibit A, and shall in no way diminish or impair the authority of the Township Supervisor or the Township Clerk in execution of their duties pursuant to the Code.

**SECTION THREE:** If any section, subdivision or sentence of this Ordinance shall for any reason be held invalid, it shall not affect the validity of the remaining parts of this Ordinance.

**SECTION FOUR:** That this Ordinance shall take precedence over any ordinance, resolution, or motion that may be in conflict with its provisions, and such ordinance, resolutions, or motion is hereby repealed to the extent that it conflicts.

**SECTION FIVE:** This Ordinance shall take effect immediately upon passage by the Oswego Township Board.

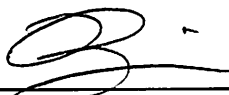
**ADOPTED** this 5th day of February, 2019 by the following roll call vote:

AYES: MICHAEL BIDEGAN, DIANE SELMER, BILL SMALL, ALLISON JACOBSEN

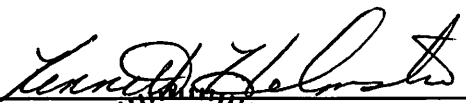
NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

  
\_\_\_\_\_  
Township Supervisor, Oswego Township

**ATTEST:**

  
\_\_\_\_\_  
Township Clerk, Oswego Township



STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF KENDALL     )

**CLERK'S CERTIFICATE**

I, KEN HOLMSTROM, the duly qualified and acting Township Clerk of Oswego Township, Kendall County, Illinois, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

**ORDINANCE NO. 2019-01**

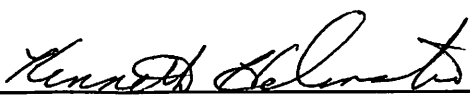
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which Ordinance was duly adopted by said Board of Trustees at a meeting held on the 5th day of February, 2019.

I do further certify that a quorum of said Board of Trustees was present at said meeting, and the Board met all the requirements of the Illinois Open Meetings Act.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 5th day of February,



  
\_\_\_\_\_  
Township Clerk  
Oswego Township, Kendall County, Illinois

## EXHIBIT A

### **SIGNATORY AUTHORITY FOR ALTERNATE TOWNSHIP OFFICERS POLICY FOR OSWEGO TOWNSHIP, KENDALL COUNTY, ILLINOIS**

#### **SECTION ONE: Definitions**

- A. "Officer" means a person who holds, by election or appointment, an office listed under Section 1/55-10 of the Township Code (the "Code") in the Oswego Township, regardless of whether the officer is compensated for service in his or her official capacity.
- B. "Deputy Clerk" means a person who holds an as appointed by the Township Clerk, when authorized by the Township Board, pursuant to Section 1/75-45 of the Code.

#### **SECTION TWO: Township Supervisor Alternate Authorized Signatories**

- A. The following officers are hereby empowered to act, in this order, as authorized signatories to sign documents and warrants when the Township Supervisor is unavailable:
  - 1. Township Assessor
  - 2. Township Highway Commissioner
- B. The aforementioned alternate authorized signatories may exercise their signatory authority to issue a payout of funds from the Township treasury pursuant to Sections 1/70-15(b) and 1/7-27 of the Code upon a determination that the Township Supervisor is unavailable to provide a signature as Chief Executive Officer.

#### **SECTION THREE: Township Clerk Alternate Authorized Signatory**

- A. The Deputy Clerk is hereby empowered to sign documents and warrants as an authorized signatory when the Township Clerk is unavailable.
- B. The Deputy Clerk may exercise his or her signatory authority to countersign the Township Supervisor or alternate authorized signatory pursuant to Sections 1/75-45 and 1/7-27 of the Code upon a determination that the Township Supervisor is unavailable to provide his or her signature as Township Clerk.