

RESOLUTION #25-3-R

**RESOLUTION AUTHORIZING TOWNSHIP CLERK
TO APPOINT DEPUTY CLERK**

WHEREAS, Wheatland Township (“Township”) is a Township duly organized and existing pursuant to the Township Code (60 ILCS 5/1-1 et seq); and,

WHEREAS, the Township Code provides that the township clerk, when authorized by the township board, may appoint one deputy clerk; and,

WHEREAS, the Township Board deems it for

NOW, THEREFORE, BE IT RESOLVED by the Supervisor and Board of Trustees of Wheatland Township, Will County, Illinois, as follows:

Section 1: The Wheatland Township Clerk is hereby authorized to appoint one deputy township clerk who shall have the power and duty to do the following:

- A. 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 by the word “BY” and the deputy clerk’s own name and the word “Deputy Clerk”.
- B. Attend bid openings with respect to the sale, purchase, or lease of goods or services by the township or the road district.
- C. Attend town meetings and township board meetings and take the minutes of those meetings.

Section 2: The deputy clerk shall exercise the powers authorized under this resolution only in the absence of the township clerk from the place where the clerk’s office is maintained (in the case of the powers described in paragraphs A and B of Section 1 hereof 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.

Section 3: That the Township Clerk wishes to appoint William “Bill” Green as deputy township clerk.

Section 4: That all resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 5: This Resolution shall be in full force and effect from and after its adoption as provided by law.

ADOPTED AND APPROVED on this 22nd day of May 2025.

Attest:

Supervisor Michael Crowner

Clerk Terry Jones