

VILLAGE OF ORLAND PARK  
APPOINTMENT OF DEPUTY CLERKS

I, PATRICK R. O'SULLIVAN, the duly qualified and acting Village Clerk of the Village of Orland Park, Cook and Will Counties, Illinois, do hereby appoint Alexandra Snodsmith, Marisa Perez, and Terica Ketchum as Deputy Clerks in accordance with Title 1, Chapter 7, Section 1-7-7-2, of the Village Code of the Village of Orland Park, effective May 3, 2021 and hereby provide the following written direction to Alexandra Snodsmith, Marisa Perez, and Terica Ketchum in each person's individual capacity as Deputy Clerk:

1. The Deputy Clerk may execute all documents required by law to be executed by the Village Clerk, and may affix the seal of the Clerk whenever required. In signing any document, the Deputy Clerk shall sign the name of the Village Clerk followed with the word "By" and the Deputy Clerk's own name and the words "Deputy Clerk.
2. The powers and duties of the Deputy Clerk shall be exercised only in the absence of the Village Clerk from the Clerk's office in the Village Hall, and only when either written direction has been given by the Village Clerk, or when the Corporate Authorities have determined by resolution that the Village Clerk is temporarily or permanently incapacitated to perform that function.
3. In the event that the Village Clerk is not in the office of the Clerk in the Village Hall, the Clerk hereby gives direction that Alexandra Snodsmith shall exercise the powers and assume the duties of the Village Clerk. In the absence or unavailability of Alexandra Snodsmith, then Marisa Perez shall exercise the powers and assume the duties of the Village Clerk. In the absence of both Alexandra Snodsmith and Marisa Perez, then Terica Ketchum shall exercise the powers and assume the duties of the Village Clerk.

DATED this 3<sup>rd</sup> day of, May, 2021.

  
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PATRICK R. O'SULLIVAN