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**NORTH CAROLINA
ASSOCIATION OF COUNTY CLERKS
To The
Boards of County Commissioners
CODE OF ETHICS**

Believing in Freedom throughout the world allowing increased cooperation between county clerks and other officials locally, nationally, and internationally, I do hereby subscribe to the following principles and ethics which I affirm will govern my personal conduct as a county clerk:

To so conduct my public and private life as to be an example to my fellow citizens;

To impart to my profession those standards of quality and integrity so that the conduct of the affairs of my office shall be above reproach and to merit public confidence in our community;

To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;

To record that which is true and preserve that which is entrusted to me as if it were my own; and

To strive constantly to improve the administration of the affairs of my office consistent with applicable laws, and through sound management practices to produce continued progress and so fulfill my responsibilities to my community and others.

These things I, as County Clerk, do pledge to do in the interest and purpose for which our government has been established.

_____(Signature)

**BYLAWS
NORTH CAROLINA ASSOCIATION OF CLERKS
TO THE
BOARDS OF COUNTY COMMISSIONERS**

ARTICLE I

Name

Section 1. This Association shall be known as the North Carolina Association of Clerks to the Boards of County Commissioners, hereinafter referred to as the Clerks Association.

ARTICLE II

Objectives

Section 1. The objectives of this Association shall be:

- (a) To provide an opportunity to exchange ideas and techniques which may be used in the performance of Clerks' duties, to obtain information on the operation of the respective departments in the 100 counties of the state, to obtain knowledge on existing and new federal and state programs and laws affecting county government, and to keep abreast of new trends implemented in and by county governments in North Carolina.

- (b) To promote, create and improve efficiency in the operations and record keeping of the Clerks' offices of the counties in the State.

ARTICLE III

Membership

Section 1. Membership shall be open to the following:

- (a) The person who has been appointed and duly sworn in to official public office in accordance with North Carolina General Statute § 153A-111 bearing the title of Clerk to the Board of County Commissioners or Deputy Clerk to the Board of County Commissioners or Executive Assistant/Clerk to the Board of County Commissioners;

- (b) The Executive Assistant/Clerk to the Board responsible for recording minutes and maintaining records for the 17 regional councils of government in the State of North Carolina;

- (c) The Executive Assistant/Clerk to the Board designated for the recording of minutes and maintaining records for the North Carolina Association of County Commissioners.
(Amended 04-21-2012)

Section 2. Dues. Annual membership dues for the Clerks Association shall be as follows:

- (a) Dues shall be reflective of the needs and costs involved in providing member services. Dues shall be set by a vote of the majority of those present at the annual meeting following the procedure outlined in Article IX, Section 1 of the Bylaws.
(Amended 4-8-2006) (Dues were set at \$50.00 per year, per member on 4-8-2006)
- (b) Dues shall be payable during the first quarter of each calendar year.

Section 3. Each member shall be considered a dues-paying member upon receipt of dues for the current calendar year.

Section 4. Active members in the Clerks Association shall be considered to be those members who regularly attend Association meetings and participate in the activities of the Association.

ARTICLE IV

Governing Body

Section 1. The officers of the Clerks Association shall consist of the President, the Vice President, the Secretary, and the Treasurer. These officers shall be elected by the provisions set forth in Article VI, Section 2. The procedure for selection of candidates to serve as officers for the Clerks Association is set forth in Article VIII, Section 1. The officers shall serve one (1) year terms and must be active members of the Association.

Section 2. There shall be five (5) members of the Board of Directors who shall be elected in accordance with the provisions set forth in Article VI, Section 2. Candidates must complete the Criteria and Application form and submit it to the Chairman of the Nominating Committee. A copy of this form is included in the bylaws/handbook. Directors will be elected to serve a one year term (1) and shall be limited to three (3) consecutive one year terms. However, directors may receive up to two (2) waivers for this policy if it is recommended by the Nominating Committee that the removal of the director would be detrimental to the functioning of the Executive Committee and/or no other applications are received. Should a vacancy occur on the Board of Directors before an expiration of term, the Nominating Committee will submit at least two names, when possible, of qualified candidates to the Executive Committee to fulfill the remainder of that term. The Executive Committee will be the final appointing authority in filling the vacancy for the remainder of the term. If a director fills the vacancy of an unexpired term then they are still eligible to serve their own three (3) consecutive one (1) year terms. (Amended 1-21-2016)

After each Director has served three (3) consecutive one (1) year terms, he/she shall not be eligible for successive re-election to the Board of Directors until he/she has remained off the Board for at least one term, unless a waiver is granted by the Association. (Amended 1-21-2016)

Section 3. The Executive Committee shall be the governing body of the Clerks Association and shall consist of the President, the Vice President, the Secretary, the Treasurer and the members of the Board of Directors.

Section 4. The immediate Past President of the NC Association of Clerks to the Boards of County Commissioners shall have voting privileges on the Executive Committee.

ARTICLE V

Meetings

Section 1. The Clerks Association shall hold at least one educational/training school each year sponsored by the School of Government in Chapel Hill, NC. The program and date for this school each year shall be established through the School of Government.

Section 2. The Clerks Association shall hold one annual meeting each year for the purpose of election of officers and transacting Association business.

Section 3. There may be such other regular or special meetings of the Clerks Association as may be determined by the Executive Committee.

Section 4. Regular and special meetings of the Executive Committee shall be held at such times and places as may be determined by the President or a majority of the Executive Committee.

Section 5. A quorum of the Clerks Association must be present at both regular and special meetings in order to conduct business. For the meetings described in Sections 1, 2, & 3 of this Article, a quorum shall be a majority of the members registered for the conference, school or other function and attending the meeting, provided however that it shall not be less than 25% of the full membership.

ARTICLE VI

Election of Officers

Section 1. Only active members of the Clerks Association shall be eligible to hold office.

Section 2. The election of officers shall take place at the Annual meeting of the Association. The slate of nominees presented by the Nominating Committee to the members shall be comprised of a succession of current officers and members of the Board of Directors. The nominee for each office receiving the highest number of votes cast shall be declared duly

elected thereto and shall begin their term of office immediately upon their election. It shall be explicitly understood that nominations from the floor shall be accepted.
(Amended 8-15-2014)

Section 3. The procedure for selection of candidates for offices of the Clerks Association is set forth in Article VIII, Section 1.

ARTICLE VII

Powers and Duties

Section 1. The President shall preside at all meetings of the Clerks Association and shall be Chairman of the Governing Body. He/she shall issue the call for regular and special meetings. He/she shall appoint all committees and if he/she elects, may serve as ex-officio member of all committees. It shall be the duty of the President to see that all committees function, and he/she shall cooperate with each committee to that end. The President shall have the authority to make appointments to fill any vacancies on the Executive Committee that may occur during the year with a report of such appointments to be given the membership at the next meeting. He/she shall perform such other duties as may, from time to time, be assigned to him/her by the Governing Board.

Section 2. The Vice President shall occupy the position and perform the duties of the President if, for any reason, the President is absent or unable to attend his/her duties. He/she shall succeed to the office of President in the event of a vacancy in that position. The Vice President, upon election to office, shall become the Program Chairman for the ensuing year.

Section 3. The Secretary shall keep all minutes and correspondence of the Clerks Association. These records shall be open to each dues-paying member of the Association. The Secretary shall mail copies of minutes of those meetings described in Article V of these Bylaws to all members of the Clerks Association. These shall be mailed in a timely manner so as to permit consideration by the membership at its next meeting.

Section 4. The Treasurer shall keep and maintain an accurate record of all monies received and disbursed by the Association and shall, when asked, report the status of all financial accounts to the Clerks Association.

ARTICLE VIII

Committees

Section 1. The Nominating Committee shall consist of the immediate Past President, one member from the Board of Directors, and one active member of the Association. The President shall appoint the member of the Board of Directors and the active member to the Nominating Committee. The Immediate Past President will serve as Chairman. A slate of

nominees for officers and members of the Board of Directors shall be presented to the membership at the Annual meeting.

Section 2. The Program Committee shall be appointed by the President and shall consist of five or more active members of the Association, and the Vice President shall be designated as Chairman. The Program Committee shall be responsible for establishing the program for each Annual meeting and shall work jointly with the School of Government in determining needed educational/training programs for the Association.

Section 3. The President shall appoint such standing or special committees as may be deemed necessary for the proper transaction of the business of the Association.

Section 4. A quorum of the membership of a committee as described in this Article and in Article IV, Section 3, must be present at all meetings of said committee in order to conduct business. For meetings of such committees, a quorum shall be a majority of the members of the committee.

Section 5. The current President of the NC Association of Clerks to the Boards of County Commissioners shall have no voting privileges while serving as an ex-officio member of a committee.

ARTICLE IX

Section 1. Amendments to these Bylaws may be made by the full membership of the Clerks Association at the Annual meeting. A special meeting may be called for the purpose of proposing amendments to the Bylaws; however, no such amendments to the Bylaws shall be voted upon less and until a copy of the proposed amendments has been furnished to each full member at least thirty days prior to the meeting at which the same is acted upon. In order to adopt such amendment and/or amendments, a quorum must be present and an affirmative vote taken by the majority of the full members present.

ARTICLE X

Expenses

Section 1. The President shall be reimbursed for all expenses incurred while attending special meetings of the Clerks Association and special meetings of the Executive Committee.

Section 2. The Vice President shall be reimbursed for all expenses incurred as Chairman of the Program Committee.

Section 3. The gift for the Host Clerk for the Annual Conference shall not exceed \$50.00 without approval of the Executive Committee.
(Amended 4-8-2006)

Section 4. The outgoing President's gift to be given during the Annual Conference shall not exceed \$100.00 without prior approval of the Executive Committee.
(Amended 4-8-2006.)

***NORTH CAROLINA ASSOCIATION OF COUNTY CLERKS
TO THE
COUNTY BOARDS OF COMMISSIONERS
ORGANIZATION***

HANDBOOK

The organizational structure of the North Carolina Association of County Clerks begins with the membership, which elects the Board of Directors and the Officers (known as the Executive Committee), the body vested with policy-making authority. The officers are the primary operational officers of the Association.

The specific duties and responsibilities of each office are detailed in the following pages. Each officer reports directly to the President, who is the chief elected officer of the Association.

The various committees are the operational units within specific areas of activity or responsibility.

The following organizational chart outlines the structure of the North Carolina Association of County Clerks and the various lines of authority and responsibility.

DUTIES AND RESPONSIBILITIES

PRESIDENT

PURPOSE

The President shall be the chief executive officer and Chairperson of the governing body.

COMPOSITION

The President, as an elected position, serves as the Chairperson of the Executive Committee and also serves as the Association's liaison to the North Carolina Association of County Commissioners. The President is elected to serve a one-year term and represents the interests of all members.

RESPONSIBILITIES

The President shall preside at all meetings of the Association and shall be Chairman of the Governing Body. He/she shall issue the notice of meetings, appoint all committees and serve as an ex-officio member on all committees without a vote. It shall be the duty of the President to see that all committees function effectively, and he/she shall cooperate with each committee to that end. The President shall have the authority to make appointments to fill all vacancies on the Executive Committee which may occur during the year.

The President shall appoint and dissolve such 'Standing or Special' Committees as may be deemed necessary for the proper transaction of the business of the Association.

If requested, the President or his/her designee may be reimbursed for all expenses incurred while attending special Executive Committee meetings of the North Carolina County Clerks' Association. This does not include the annual school in January and the regional workshop held in the region in which the President would normally attend. The President's hotel/motel expenses at the annual conference will be paid by the Association.

The President is responsible for maintaining adequate records and shall transmit such records to the newly elected President.

At the same time the President presents certificates to the officers and committee members, he/she shall give to the Secretary a listing of all officers, directors, committee chairpersons and committee members for inclusion into the minutes of the Association.

The President, prior to the expiration of his/her term, shall review this portion of the Association Handbook and furnish the incoming President and Chairman of the Professional Development Committee with written recommendations that would improve the efficiency of the Office of President based on working experience.

Under the Mentor Program, the President shall assign new clerks to work with veteran clerks or Directors who have volunteered to participate in the Mentor Program.

PROCEDURES

The President shall establish and retain contact with the Liaison of the N.C. Association of County Commissioners, representatives, and staff seeking guidance and information of interest to the Clerks.

The President shall establish and retain contact and work directly with the Clerks' Advisor at the School of Government and consult with him/her periodically for guidance, information exchange, organizing and scheduling of programs for the Clerks.

The President shall work in conjunction with all directors and officers of the organization in carrying out duties necessary to uphold the principles of the organization.

The President shall keep the Vice President well informed of all activities.

The President shall maintain good public relations with all Clerks by contacting and ascertaining the activities in their respective counties, seeking their input in

educational interests, discussing mutual interests and/or problems and providing research and/or solutions when possible, provide means whereby efficiency and improvements may be achieved in the operation of the clerk's office in each county.

The President shall receive copies of all letters, reports, etc., from committee chairpersons and shall review same in order to stay abreast of the activities and be familiar with progress being undertaken.

The President or his/her designee shall handle media publicity and any news releases for the Association.

The President shall arrange and preside over the installation of new officers.

At the annual banquet, the President shall make presentation of the Name Plate Recognition Award to members who have received the Certified Municipal Clerk and Master Municipal Clerk designation during the past year.

Any gifts given by the President to Officers or other Board members shall be at his/her expense.

Any special projects taken on by the President must have prior approval of the Executive Committee.

All official correspondence should be mailed under the President's signature.

The President shall dispense announcements (births, deaths, promotions, marriages, etc.) to the editor of **MINUTE BY MINUTE**.

The President shall approve all expenditures and forward to the Treasurer for payment.

The President shall notify the Program Committee Chairperson of any expectations for the North Carolina Association of County Commissioners Annual Conference.

The President shall provide a "Letter from the President" for each issue of **MINUTE BY MINUTE**.

The immediate Past President shall compile and submit an annual report and history to the North Carolina Association of County Commissioners and have history printed for inclusion in the NCACC History Book.

The immediate Past President shall serve as ex-officio member of the Executive Committee with voting privileges, in accordance with Bylaws.

VICE PRESIDENT

PURPOSE

To perform the duties of President in his/her absence or in the event of a vacancy in that position.

COMPOSITION

The Vice President is elected by the general membership and serves a one-year term.

RESPONSIBILITIES

The Vice President shall serve as Chairman of the Program Committee. (Refer to Program Committee section for detailed duties and responsibilities.)

The Vice President, prior to the expiration of his/her term shall review this portion of the Association Handbook and furnish the incoming President and Chairman of the Professional Development Committee with written recommendations that would improve the efficiency of the office of Vice President based on working experience.

PROCEDURES

The Vice President, serving as Program Committee Chairman, shall appoint subcommittees as needed to carry out the work of the Program Committee.

The Vice President shall obtain the plaque and gift for the outgoing President prior to the Spring Conference. The gavel plaque inscription shall read:

PRESENTED TO
(NAME)

THIS THE ____ OF _____
IN GRATEFUL APPRECIATION OF
YOUR DEVOTED LEADERSHIP AS
PRESIDENT OF THE
N.C. ASSOCIATION OF COUNTY CLERKS
TO THE BOARDS OF COMMISSIONERS
(20 __ - 20 __)

The Vice President shall obtain engraved desk nameplates for CMC, MMC, NCCCC, and NCMCC recipients prior to the Spring Conference.

The Vice President shall obtain a gift for the Host Clerk(s) for the Annual Conference, not to exceed \$50.00.

The Vice President shall obtain the President's gift to be given during the Annual Conference, not to exceed \$100.00 without approval of the Executive Committee.

The Vice President is responsible for maintaining adequate records and shall transmit such records to the newly elected Vice President.

SECRETARY

PURPOSE

To keep a full and accurate record of proceedings of all meetings of the Association and the Executive Committee. To be custodian of all official records of the Association.

COMPOSITION

The Secretary is elected by the general membership to serve a one-year term, also serves as a member of the Executive Committee, and is the official custodian of the records for the North Carolina Association of County Clerks.

RESPONSIBILITIES

Attends all meetings of the Association and the Executive Committee and takes accurate minutes thereof.

Performs other duties as assigned by the President and/or Executive Committee.

The Secretary is responsible for maintaining NCACC records and shall transmit such records to the newly elected Secretary.

The Secretary, prior to the expiration of his/her term, shall review this portion of the Association Handbook and furnish the incoming President and Chairman of the Professional Development Committee with written recommendations that would improve the efficiency of the office of the Secretary based on working experience.

PROCEDURES

The Secretary shall record, transcribe and distribute minutes of all membership meetings held by the Association prior to the next regularly scheduled membership meeting for approval by the general membership.

The Secretary shall record, transcribe and distribute minutes of all Executive Board meetings to the Board Members for approval at the next Executive Board meeting.

The Secretary shall maintain a permanent record of approved minutes, including the Treasurer's Report, in a suitable binder. With exception of the prior 2-years, records of the Secretary are stored at the State Archives Office.

The Secretary shall coordinate all Association mailings, conference mailings and other mailings as directed by the President, unless otherwise delegated.

The Secretary shall assist the President in forwarding correspondence and other materials to the full membership as requested.

The Secretary shall maintain all changes and/or amendments to the Bylaws. Any proposed changes in Bylaws and/or amendments shall be distributed to the full membership thirty days prior to action on such proposals.

The Secretary shall maintain a supply of stationery and envelopes.

The Secretary shall maintain a record file of correspondence and related information throughout the year.

The Secretary shall prepare correspondence as requested by members of the Executive Board or President.

The Secretary shall send flowers for such occasions as illness or death in the family of an Association member. The cost of flowers on such occasions shall not exceed \$75 non-inclusive of wire fee and tax. (Amended March 23, 2018). The Secretary shall also send cards to Clerks who experience a death in their family and to retiring Clerks.

The Secretary shall maintain a written record of the recipients of the Howard Holly Outstanding Clerk Award.

TREASURER

PURPOSE

The Treasurer shall receive all revenues and maintain an accurate record of all disbursements and shall report the status of all financial accounts to the Association upon request to ensure the sound fiscal conditions of the Association.

COMPOSITION

The Treasurer is elected by the general membership and serves a one-year term. The Treasurer also serves as a member of the Executive Committee.

RESPONSIBILITIES

Is the custodian of all Association funds. Establishes appropriate bank accounts (savings, checking, money market, certificates of deposit) and maintains same.

Shall reimburse all expenses of the President or his/her designee and Vice President as such expenses are incurred.

Upon receipt of membership dues and applications, the Treasurer shall immediately notify and send copies of membership applications to the Chairman of the Membership Committee.

The Treasurer is responsible for maintaining all Association financial records and shall transmit such records to the newly elected Treasurer. The Treasurer shall give to the incoming President copies of the membership forms of all members as submitted with the paid dues.

The Treasurer shall submit the Form 990 "Return of Organization Exempt from Income Tax Report" to the IRS by April 15th annually.

With exception of the prior 2-years, Treasurers records are stored at the State Archives Office.

The Treasurer, prior to the expiration of his/her term, shall review this portion of the Association Handbook and furnish the incoming President and Chairman of the Professional Development Committee with written recommendations that would improve the efficiency of the committee based on working experience.

PROCEDURES

The North Carolina Association of County Clerks Tax Identification Number is 80-0289158 and is required when you establish the bank account.

Opens bank account and, if possible, obtains a no service charge account.

Places balance of monies not required for the 6-month cash flow in an interest earning situation.

Orders checks in maximum quantities of 25 to 50.

The Treasurer shall submit the Form 990 "Return of Organization Exempt from Income Tax Report" to the IRS by April 15th annually.

The Treasurer issues checks for payment of bills upon receipt of invoices, as approved by the President. The Treasurer will bring the checkbook to the conference to pay hotel bills and any other expenses which may not be billed, with the President's approval.

Prepares and submits copies of Treasurer's report to the general membership for approval.

DIRECTORS

PURPOSE

To govern, along with the officers, the North Carolina Association of County Clerks.

COMPOSITION

There shall be five (5) members of the Board of Directors who shall be elected in accordance with the provisions set forth in Article VI. Section 2. Candidates for the Board of Directors shall have served as a County Clerk, COG Secretary or NC Association of County Commissioner's Clerk for a minimum of three (3) years. Members of the Board of Directors shall be elected to serve a term of three (3) years. Candidates must complete the Criteria and Application form and submit it to the Chairman of the Nominating Committee. A copy of this form is included in the bylaws/handbook. When reviewing an application, the longevity of the candidate as a qualified member shall not be the only factor considered but rather shall include the candidate's overall service, commitment and involvement as a member of the Association. In order to provide staggered terms, one member of the five Directors was elected for a one-year term, one member was elected for a two-year term, and three members were elected for three-year terms. Should a vacancy occur on the Board of Directors before an expiration of term, the Nominating Committee will submit at least two names, when possible, of qualified candidates to the Executive Committee to fulfill the remainder of that term. The Executive Committee will be the final appointing authority in filling the vacancy for the remainder of the term.

After each Director has served a full three-year term and he/she is unable to move up to serve as an officer, he/she shall not be eligible for successive re-election to the Board of Directors until he/she has remained off the Board for at least one year.

RESPONSIBILITIES

Attend all board meetings including all Executive Committee meetings and other meetings sponsored by the Association. If for any reason the director cannot attend, the President should be notified in advance of the meeting.

The Directors shall review this portion of the Association Handbook and furnish the incoming President and chairman of the Professional Development Committee with written recommendations that would improve the efficiency of the committee based on working experience.

PROCEDURES

The Directors, Officers, and the immediate Past President comprise the Executive Committee and are the governing body for the Association.

The Directors provide direction and make plans and policy recommendations to be presented to the general membership for discussion and vote.

The individual Directors shall be responsive to all Clerks in bringing matters of concern to the attention of the Executive Board in an effort to provide membership voice in expressing views and/or recommendations.

The Directors shall perform tasks as delegated by the President.

The Directors shall, upon request, assist any Chairperson.

The Directors, along with veteran clerks who volunteer shall serve as mentors to new members with the President making new member assignments among the directors and volunteers. This action should be initiated as soon as dues are paid.

The Directors shall advise the newsletter coordinator of items of interest and serve to make this a more active mode of communication.

PROFESSIONAL DEVELOPMENT COMMITTEE

PURPOSE

The purpose of the Professional Development Committee is to encourage professional growth and networking of the membership. This committee shall work with the Program Committee and the Association's advisor from the School of Government to

provide interesting and beneficial programs. Specifically, interjecting ideas for professional development as it relates to the Clerk's duties, responsibilities and performance.

COMPOSITION

The Committee Chairman and members are appointed by the President.

RESPONSIBILITIES

The Chairman shall be an ex-officio member of the Program Committee. The Committee shall serve in assisting any committee, upon request by its Chairman, in the area of professional development, procedures and protocol.

This committee shall be responsible for obtaining a list of members who have received their certifications (CMC) from the International Institute of Municipal Clerks during the past year and provide the list of names to the Vice-President who will obtain an engraved desk nameplate for presentation during the annual conference. (Amended 8-19-2011)

The nameplate will have an engraved plaque on front which reads:

_____, CMC
Certified Municipal Clerk

There shall also be a small brass plate on the back of the nameplate engraved to read:

Presented by the
North Carolina Association of County Clerks
This the ____ day of ____, 20__

This Committee shall be responsible for obtaining a list of members who have received the designation of Master Municipal Clerk (MMC) from the International Institute of Municipal Clerks during the past year and provide the list of names to the Vice-President who will obtain an engraved desk nameplate for presentation during the annual conference.

The nameplate will have an engraved plaque on the front which reads:

_____, MMC
Master Municipal Clerk

There shall also be a small brass plate on the back of the nameplate engraved to read:

Presented by the

North Carolina Association of County Clerks

This the ____ day of ____, 20__

This committee shall be responsible for obtaining a list of members who have received the designation of North Carolina Certified County Clerk (NCCCC) from the School of Government during the past year and provide the list of names to the Vice-President who will obtain an engraved desk nameplate for presentation during the annual conference. Those members will be presented a NCCCC lapel pin and an engraved desk nameplate for presentation during the annual conference.

The nameplate will have an engraved plaque on the front with the NCCCC logo and which reads:

_____, NCCCC
North Carolina Certified County Clerk

There shall also be a small brass plate on the back of the nameplate engraved to read:

Presented by the
North Carolina Association of County Clerks
This the ____ day of ____, 20__

This committee shall be responsible for obtaining a list of members who have received the designation of North Carolina Master County Clerk (NCMCC) from the School of Government during the past year and provide the list of names to the Vice-President who will obtain an engraved desk nameplate for presentation during the annual conference.

The nameplate will have an engraved plaque on the front with the NCMCC logo and which reads:

_____, NCMCC
North Carolina Master County Clerk

There shall also be a small brass plate on the back of the nameplate engraved to read:

Presented by the
North Carolina Association of County Clerks
This the ____ day of ____, 20__

The Chairperson, prior to the expiration of his/her term, shall review this portion of the Association Handbook and furnish the incoming President and Chairman of the

Professional Development Committee with written recommendations that would improve the efficiency of the committee based on working experience.

PROCEDURES

The Committee shall accept proposed changes in this manual from officers, committee workers and general membership and shall review and prepare such suggestions for submission to the Executive Committee for review and approval.

The Chairman shall maintain the manual on a portable drive, if possible, and provide the general membership with revised manual pages containing deletions, additions, and corrections as approved by the Executive Committee and the general membership. A superseding date should appear on the bottom of each page.

SITE SELECTION COMMITTEE

PURPOSE

To recommend to the governing body of the Association a conference site, date, and facility for the annual Spring Conference.

COMPOSITION

The President shall appoint a conference site selection committee composed of a Chairperson and three members from the geographical area in which the conference is to be held.

RESPONSIBILITIES

Select the site, date, and hotel/motel facility for the Annual Conference two years in advance.

The Chairperson is responsible for maintaining Committee Records and shall transmit such records to the newly or appointed Chairperson.

The Chairperson, prior to the expiration of his/her term, shall review this portion of the Association Handbook and furnish the incoming President with written recommendations that would improve the efficiency of the committee based on experience.

PROCEDURES

The Chairperson shall ask each member to check on one or more specific hotel/motel facilities within the conference region and determine if the facilities can meet

requirements outlined in this handbook. The Committee shall request in writing a tentative hold from the hotel facility.

The Committee shall present its recommendation to the general membership at the annual spring conference for the next year's conference.

GENERAL BACKGROUND

Conference Site

The policy of the governing body of the N.C. Association of County Clerks shall be to rotate the annual spring conference site among the eastern half and the western half of the State. A map indicating which counties are located in the geographical areas is part of this handbook.

Conference Dates

The traditional date for the Annual Spring Conference is during the months of March or April. The Executive Committee will be consulted by the Site Selection Committee which includes the host of the annual conference before setting the days of the meeting (i.e. beginning on Wednesday and ending Friday evening or beginning on Thursday and ending Saturday evening). In selecting the date, care must be taken to avoid conflicts with other meetings of the School of Government, NCACC, holidays, and organized functions involving Clerks.

Conference Facilities

The hotel/motel facility selected for the conference must generally meet the following requirements: (a) A block of sufficient sleeping rooms and two suites; (b) One meeting room, and (c) Separate space from the meeting rooms for three meal functions including luncheon or reception on the first day of the conference, a luncheon on the second day, and a reception and banquet on the last evening.

PROGRAM COMMITTEE

PURPOSE

To plan and implement educational training programs for the North Carolina Association of County Clerks including the joint City/County Clerks' School in Chapel Hill, the Annual Spring Conference, the North Carolina Association of County Commissioners Conference, regional workshops, and other meetings as may be required.

COMPOSITION

The Vice President shall automatically serve as the Program Committee Chairperson and the Committee shall consist of five (5) active, dues paid members of the Association who shall be appointed by the President.

The Clerk of the host county for the spring conference shall serve as an ex-officio member rendering technical assistance. These persons should receive notices of any relevant committee meetings. The Secretary and the Treasurer of the Association may also be included as ex-officio members for informational purposes.

The Chairperson shall appoint subcommittees as needed to carry out the work of the Committee. New member involvement is suggested.

RESPONSIBILITIES

The Chairperson shall oversee planning of all schools and conferences.

The Program Committee shall work jointly with the Municipal Clerks' Program Committee, the staff coordinator of the North Carolina Association of County Commissioners and the clerks' advisor from the School of Government of develop informative and educational training programs for the January Annual Clerks' School sponsored by the School of Government and normally held in the Chapel Hill/Durham area. The Municipal Clerks Program Committee and the County Clerks Program Committee shall work jointly in providing the speaker for the Advanced Academy.

In May or June, the Program Chairperson shall be advised by the President of any expectations for the North Carolina Association of County Commissioners Annual Conference normally held during the month of August.

The Program Chairperson and the President shall meet with their counterparts from the Municipal Clerks Association, along with the North Carolina Association of County Commissioners' Staff Coordinator, the School of Government Clerks' Advisor, and the Staff representative from the League of Municipalities to begin work on the program for the January School sponsored by the Institute. The work should be finalized as nearly as possible by November.

In November, the Program Committee should be assuming initial duties and plans for the Spring Conference, including but not limited to hotel visitation and final approval of accommodations, hospitality suite, meals, conference rooms, audio visual equipment provided by hotel, any transportation needs, and entertainment (theme parks, museums, golf courses, etc.) and other educational and cultural events available for family members and guests attending the conference. Assistance may be requested from the Convention and Visitors Bureau or its equivalent, the local Speakers Bureau, local Chambers of Commerce and any civic organizations of the community.

In February, the Committee should have the program for the Spring Conference finished. All details including speakers, menus and room accommodations should be firm with those involved. Registration should go out to the membership at least six weeks prior to the conference. Registration packets may be sent out via the Clerks and County Clerks School of Government Listservs. Encourage all Clerks to attend whether or not the county is a member.

Additional assistance may be requested from members of the Professional Development Committee, if desired.

The Chairperson is responsible for maintaining committee records and shall transmit such records to the newly elected Chairperson.

The Chairperson, prior to the expiration of his/her term, shall review this portion of the Association Handbook and furnish the incoming President and Chairman of the Professional Development Committee with written recommendations that would improve the efficiency of the committee based on working experience.

PROCEDURES

Meeting Attendance

The President, the staff coordinator for the North Carolina Association of County Commissioners, and the clerk's advisor from the School of Government should be invited to attend Program Committee meetings. The Program Committee Chairman shall appoint the following subcommittees. It is suggested that these committees be composed of members of the Membership Committee when possible.

Registration: The registration subcommittee is responsible for registering Clerks and spouses at the Annual Conference. The Chairperson shall make certain that at least one member of this subcommittee is available at all times when the registration area is open to assist as needed.

Hospitality: This subcommittee is responsible for providing beverages, supplies, and food for all social hours and/or receptions in keeping with the budget set by the Program Committee unless any or part of these items are required to be provided by the hotel facility. This group is responsible for overseeing the manning of the hospitality room, if one is available, at all times when it is open.

Goody Bags: If the Program Committee decides to have goody bags, a subcommittee should be appointed to assume the responsibility for obtaining goodies for the bags and preparing them for distribution at the Annual Conference during the registration period.

Door Prizes: This subcommittee shall be responsible for obtaining door prizes and the distribution of the prizes during various functions at the Annual Conference. The Chairperson shall coordinate the effort of the subcommittee to make sure that door prize drawings are handled in a fair manner.

Scrap Book Committee: This four-person subcommittee shall consist of one member appointed from each region, plus the Program Chairperson. It shall be charged with taking pictures during conferences and schools, including the regional meetings and for collecting brochures and other information to be included in the official scrap book. This material is to be given to the President for inclusion in the official scrap book. (One member from each region will assure that pictures are taken of each regional meeting.)

Clerks Institute in January

The January Institute is sponsored by the School of Government and is operated jointly with the Municipal and County Clerks Associations. Program material is finalized, printed and mailed by the Institute staff. The School of Government Staff Advisor will contact the Program Chairpersons of both associations and schedule a planning session to determine deadlines for program material, speakers, meal functions including social hour and/or banquet entertainment, and approximate registration fees. The School of Government will handle letters and other communications with program participants. The President shall be invited.

The Program Chairman is encouraged to collect program topic requests which are submitted on membership application forms to help determine program content, or if necessary, survey Clerks by mail.

Annual Spring Conference

At every opportunity (conferences, committee meetings, schools, telephone conversations, etc.), talk to your fellow Clerks about the Spring Conference Program. Ask for input, suggestions, improvements, and get all the information you can regarding the program topics desired by the membership. Send out questionnaires, use the newsletter, assign telephone call lists to Program Committee members and work with the Executive Committee and Professional Development Committee Chairperson to accomplish this purpose.

An early November meeting at the hotel site with time set aside for program preparation would be advantageous. Work assignments should be made in the following areas:

- a) Menu planning for entire conference.

- b) Speaker and/or entertainment for Friday luncheon and/or Saturday dinner. Requests or prepare brief biographical sketch on guest speakers and guests to be recognized at the conference or banquet.
- c) Activities for spouse/guest attendees.
- d) "Goody bags" and content of same; door prizes, if desired. Door prizes should come from all other North Carolina. Members of the Clerks Association should be asked to solicit these from their home counties to bring to the conference. Requests that names and addresses of donors be taped to prizes so that the receiver may forward a note of thanks.
- e) Registration desk duty.
- f) Table decorations for meal functions. Items such as beverages, flowers, table decorations, etc. (anything the committee needs for the conference), may be donated by merchants, companies, etc. All you have to do is ask; explaining the "free" advertising which will be received by the company making the donations.
- g) Hospitality room.

The North Carolina Association of County Commissioners staff member assigned to work the Clerks Association will be invited to any planning sessions for the conference.

Pre-registration and printing of programs will be determined by the Program Committee.

If needed, a second meeting of the Program Committee may be held three to four weeks prior to the conference at the hotel site. This will give the committee members an opportunity to become familiar with the facilities, meet with the catering manager and/or convention manager and clarify and complete any last minute details.

The Program Committee Chairperson and/or Host Clerk should assist the President in arranging his/her accommodations at the hotel, if the President wishes. A suite should be reserved for the President's reception/hospitality room. If at all possible, the location should be next to the President's room to be more convenient.

The President shall assist with head table seating, invocation, and program order for meal functions, photographer for induction pictures and any other publicity.

NOTE FOR ALL PROGRAM COMMITTEE MEMBERS REGARDING SPRING CONFERENCE (*Refer to Hosting Conference Policy for detailed activity list*).

Arrive early, usually the day prior to the opening of the conference. This will give you an opportunity to go over the program, make any adjustments, place table in lobby for registration, verify that all is in order and ready for the conference to begin and that goody bags, if used, are stuffed.

The Chairperson of the Program Committee should be available to greet all program participants, show them to their accommodations, be prepared to introduce each one on the program or arrange for someone else to make the introductions.

Recommended Meeting Schedule

In order to accomplish its tasks in an orderly and timely manner, the Program Committee should use the schedule below:

July: Initial meeting to begin specific planning for the Clerks Association functions at the North Carolina Association of County Commissioners Annual Conference in August (Usually one breakfast meeting and one two-hour group session) and to begin preliminary planning for the School of Government Clerks Institute in January (usually 2½ days of educational sessions and a business session).

November: Meeting to finalize program of the School of Government Clerks Institute in January and begin initial planning and assignment of responsibilities for the Annual Conference (usually held in March or April).

January: Meeting during Clerks Institute at the School of Government to finalize program for Annual Conference. With the two committees, decisions are made with regard to programs, speakers, meal functions, entertainment, budget and finances (for Annual Conference) and appointment of subcommittees. The details of the decisions are reported to the Association President, if he/she is not in attendance. The Program Chairperson should attend the Executive Committee meeting and make a report as to these decisions as well as receive changes for further directions.

It is the responsibility of the Program Chairperson to work with the President and hotel where the Annual Conference is to be held to choose menus for all meal functions. The Chairperson and the committee shall develop an estimated budget for the Conference and set registration fees and meal prices at a level necessary to make the Conference self-supporting.

Cost of the Annual Conference, including \$15.00 for each clerk attending, to be sent to UNC-SOG for administrative costs, shall be covered entirely from registration fees and vendor fees unless approved by a vote of the Executive Committee.

The Program Chairperson works closely with the President to arrange seating for the (head) board table at the Annual Banquet and other functions that may take place during the Annual Conference.

The Program Chairperson shall be responsible for purchasing an appreciation plaque for the outgoing President of the Association which will be presented by the incoming President during the Annual Conference. The Chairperson is also responsible for purchasing a gift suitable for the outgoing President as an appreciation gift from its membership.

The Vice President/Program Chairperson shall work with the Professional Development Committee to guarantee the award presentation to certified clerks will be ready for the spring conference. The out-going President will make the presentation during the Saturday night banquet.

REGIONAL MEETINGS:

Regional workshops are provided in each region (western, piedmont, eastern) to give more clerks an opportunity to participate in obtaining information from other clerks and to keep abreast of new trends, laws and issues which may directly affect the Clerk's job. These workshops are designed to encourage membership and participation in the Clerk's organization, but are beneficial to the experienced clerk as well.

The Program Committee Chairperson shall be responsible for and oversee the planning of the regional workshops. The Chairperson, along with the Program Committee, Host Clerk, and Institute Government Advisor will work jointly to establish a program for each workshop. The Program Committee shall choose a Host Clerk for each region which will be responsible for making logistical arrangements for the meeting, sending out notices of said meeting and arranging meals and other related functions.

RESPONSIBILITIES OF HOST CLERK FOR REGIONAL WORKSHOPS

Secure location for meeting

Any refreshments for registration (coffee, donuts, drinks, etc.)

Lunch arrangements (can be in a restaurant, at the meeting site, etc.)

Contact Scrapbook Chairman for pictures to be made at regional meeting

Registration – typing program for your workshop with a list of participants' names, transmitting registration forms, and receiving monies for registration. Registration packets may be sent out via the Clerks and County Clerks School of Government Listservs.

Name Tags

Any room reservations you feel would be beneficial. (May want to include a listing of hotels/motels available in the area and notify hotel that out-of-town guests will need to lodge there.)

Evaluation Forms

Manning a registration table the day of workshop

Maps to the location

Keep up with the expenses the Clerk and the Host County incur for this workshop so this may be reimbursed by the Association from registration fees.

Some Clerks have put together “goody bags” for each attendee of the workshop. This is left to the discretion of the host clerk. It is not a requirement.

Programs have been put together in a variety of ways. This is also left to the discretion of the host as he/she knows more about the time and equipment available in that County. The Evaluation Form should be filled out and returned to host clerk after the meeting. After the meeting, these should be sent to the Program Chairperson.

If the host clerk opts to have someone for his/her County to welcome the Clerks, that is fine. The President will also be giving a welcome from the Association. Your county manager, commissioners, etc., are invited to attend the workshop and participate in any way.

When the host transmits the Registration Forms to the Clerks in the region via the School of Government Listservs, please be sure to encourage all Clerks to attend whether or not the county is a member. The Association wants to encourage the non-members to attend. A package should also be e-mailed to the President. Also, be sure to allow a deadline and plenty of time to respond prior to the workshop for coordination of lunch, etc.

The Registration Fee will be \$55.00 for each clerk attending.

It is the goal that the registration fee for the regional workshops to be low but the fee needs to cover all the expenses, including cost of the use of the meeting facility. The workshops need to be self-supporting. Also, please include either the cost of lunch in the registration fee or notify the clerks attending that they will be responsible for their own lunch and approximate cost of the meal. The expenses of the School of Government representative may be reimbursed by the Clerks Association when proper documentation is provided and approved by the President.

After you have estimated costs involved, please call the Program Chairman for discussion of the fee required.

The registration packets should be sent out on the School of Government Listservs (Clerks and County Clerks) along with a copy of the letter from the President four weeks prior to the workshop date.

**SAMPLE:
REGIONAL WORKSHOP EVALUATION FORM**

1. Do you think the regional meetings are beneficial to County Clerks?

Yes_____ No_____

2. Was the program today informative and did it address at least one particular need of yours?

Yes_____ No_____

3. How would you suggest making this program more interesting?

4. Was there enough time allotted to fully cover the subjects?

Yes_____ No_____

5. Which topics do you feel we need to spend more time discussing?

6. What are some topics that you want to see discussed at future meetings?

NAME:_____

COUNTY:_____

DATE:_____

NOMINATING COMMITTEE

PURPOSE

To select a slate of officers and directors from the North Carolina Association of County Clerks membership for elections during the Annual Spring Conference in March or April.

COMPOSITION

The Nominating Committee will consist of the immediate Past President, one member from the Board of Directors, and one active member of the Association. The President shall appoint the member of the Board of Directors and the active member to the Nominating Committee. A slate of nominees will be presented to the membership of the Association at the annual meeting.

RESPONSIBILITIES

To seek the most qualified active Association members for nomination who can attend meetings when scheduled.

The Chairperson is responsible for maintaining Committee Records and shall transmit such records to the newly elected or appointed Chairperson.

The Chairperson, prior to the expiration of his/her term, shall review this portion of the Association Handbook and furnish the incoming President and Chairman of the Professional Development Committee with written recommendations that would improve the efficiency of the committee based on working experience.

PROCEDURES

Screen active members to fill positions by persons who have a dire interest in the ongoing success of our Association and try to select those showing enthusiasm toward our professional growth.

The Chairperson will obtain from the Membership Chairperson the latest membership list of the North Carolina Association of County Clerks.

The Chairperson shall provide committee members with a copy of offices to be filled and the membership list.

Review Bylaws of the Association to ascertain qualifications and eligibility for offices to be filled.

During the month of February, the Chairperson shall schedule a meeting and ask committee members to prepare in advance of the meeting a list of proposed candidates for consideration by the full committee. This should be based on eligibility, experience, participation, demonstrated leadership, and other criteria to promote the Association.

During the scheduled meeting, the full committee should discuss all candidates proposed and select at least two choices for each position in the event one cannot serve. When the slate is tentatively agreed upon by the committee, the Chairperson contacts the candidates for confirmation and advises the committee of the findings. In the event additional candidates are needed, the committee may suggest others to the Chairperson and upon making contact, the committee will be advised when the proposed slate is confirmed.

When the committee is evaluating which director should move up to an officer position, the committee shall consider the following criteria:

1. Which directors have an interest in moving up to an officer;
2. Length of service on the Board of Directors;
3. Length of active membership in the Association; and
4. Length of service as a Clerk.

The Chairperson submits a proposed slate of nominations to the President prior to the annual conference.

The Chairperson prepares a slate of offices from the Nominating Committee and presents it at the Annual Conference business meeting. Nominations will also be received from the floor.

MEMBERSHIP COMMITTEE

PURPOSE

To expand and maintain the membership of the North Carolina Association of County Clerks and to encourage membership in the National Association of County Recorders and Clerks.

COMPOSITION

The Membership Chairman and six committee members are appointed by the President and include: (a) two members from Western Region; (b) two members from Piedmont Region; and (c) two members from Eastern Region.

RESPONSIBILITIES

To increase membership and to increase participation by non-active members through the promotion of networking with other Clerks.

The Chairperson of the Membership Committee will immediately notify the President of a new clerk so that a mentor can be assigned to this new member.

The Chairperson is responsible for maintaining Committee records and shall transmit such records to the newly elected or appointed Chairperson.

The Chairperson or his/her designee is responsible for obtaining a list of all clerks who are eligible for lifetime membership and notify these individuals of their eligibility. [Any clerk or deputy clerk retiring after ten years active membership in the Association is eligible for lifetime membership.]

The Chairperson, prior to the expiration of his/her term, shall view this portion of the Association Handbook and furnish the incoming President and Chairman of the Professional Development Committee the written recommendations that would improve the efficiency of the committee based on working experience.

PROCEDURES

The Chairperson shall forward applications to each County Clerk encouraging enrollment in the Association. The application should contain at the minimum the following information:

NORTH CAROLINA ASSOCIATION OF COUNTY CLERKS

Please mail your 20_ Annual Membership Dues in the amount of \$50.00 along with this form to: (List Name & Address of Treasurer)

MEMBERSHIP APPLICATION

Dues Shall Be Payable During the First Quarter of Each Calendar Year and Are Due No Later Than March 31st

(Please Complete)

20_ North Carolina Association of County Clerks Dues\$50.00

NAME _____ COUNTY _____

TITLE _____ DATE OF APPOINTMENT _____

MAILING ADDRESS _____

CITY/STATE _____ ZIP _____

WORK PHONE _____ FAX _____

E-MAIL ADDRESS _____

HOME ADDRESS _____

HOME PHONE _____

LIST COMMITTEES ON WHICH YOU WISH TO SERVE:

LIST SUGGESTIONS OF TOPICS FOR SCHOOLS AND WORKSHOPS:

WHAT MORE CAN THE ASSOCIATION DO TO SUPPORT YOUR GROWTH AND PERFORMANCE IN YOUR ROLE AS CLERK?

ADDITIONAL COMMENTS:

Membership letters should also be forwarded to the appropriate Chairman of the Board of Commissioners and the County Manager.

A second letter soliciting membership should be written to non-member clerks after the Spring Conference by the new Membership Committee with a special invitation to join the Association.

Upon receipt of the membership application, the Chairperson shall forward copies to the President, the Nominating Committee Chairperson, and the Vice President/Program Chairperson.

The membership recruitment letter should be included in the Newsletter.

Upon receipt of dues, new members should be forwarded a letter of welcome and other pertinent material.

Upon direction of the Membership Chairman, the members of said committee shall telephone non-members inviting them to participate in activities of the Association.

Compile and maintain a current membership list with addresses including business and home telephone numbers.

At Regional meetings and conventions, set up literature and encourage membership.

NEWSLETTER EDITOR

PURPOSE

To collect and compile for distribution, information of interest to clerks referencing the Association and the administration of the office.

COMPOSITION

The Newsletter Editor shall be appointed by the President.

RESPONSIBILITIES

To coordinate and prepare for printing the Association's quarterly newsletter "Minute By Minute".

MINUTE BY MINUTE

The Newsletter Editor is responsible for maintaining Committee Records and shall transmit such records to the newly elected or appointed editor.

The Newsletter Editor, prior to the expiration of his/her term, shall review this portion of the Association Handbook and furnish the incoming President and Chairman of the Professional Development Committee based on working experience.

PROCEDURES

The Editor shall:

Obtain the "Letter from the President" for MINUTE BY MINUTE publication.

Gather and receive information to be printed in the Newsletter.

Write, edit, print and e-mail Newsletter quarterly to all Clerks and others on mailing list by the 15th of the month. (January, April, July and October.)

Postage will be paid by the Association, upon approval of the President.

HISTORIAN

PURPOSE

To develop and formulate the history of the North Carolina Association of County Clerks.

COMPOSITION

The President shall appoint the immediate Past President to serve as Historian of the Association. When there is work required, other than the writing of the past year's history, the Historian shall request the President to make additional appointments as may be needed. The Historian shall serve as Chairperson of the Committee.

RESPONSIBILITIES

The Historian is responsible for maintaining Committee Records and shall transmit such records to the newly appointed Historian and any information that is of importance to the Association shall be included in the Association's History.

The history of the North Carolina Association of County Clerks was updated and printed in March 1995. It is the responsibility of the immediate Past President to write the history of his/her term in office and to have the same printed and prepared for delivery to members of the Association at the Spring Conference for them to include in their copy of the Association's history book. It is also the responsibility of the Historian to submit the history to the North Carolina Association of County Commissioners.

The Historian, prior to the expiration of his/her term, shall review this portion of the Association handbook and furnish the incoming President and Chairman of the Professional Development Committee with written recommendations that would improve the efficiency of the committee based on working experience.

PROCEDURES

If additional work is required, the Historian shall request the President to appoint two additional clerks to form a committee. The Historian will then call a meeting of the committee to be held preferably, but not necessarily, at the Clerks school sponsored by the School of Government in January to ascertain any and all policies and changes that have been made during the year.

HOWARD HOLLY OUTSTANDING CLERK AWARD

PURPOSE

To select a member in good standing as the Howard Holly Outstanding Clerk.

COMPOSITION

The Howard Holly Outstanding Clerk of the Year Award Selection Committee will consist of the last five recipients. The most recent recipient shall serve as Chairperson.

RESPONSIBILITIES

The Committee shall follow guidelines for selection of the "Outstanding Clerk of the Year" award for the North Carolina Association of County Clerk as Bylaws were amended on January 14, 1993.

The Chairperson is responsible for maintaining Committee Records and shall transmit such records to the newly elected or appointed Chairperson.

The Chairperson, prior to the expiration of his/her term, shall review this portion of the Association Handbook and furnish the incoming President and Chairman of the Professional Development Committee with written recommendations that would improve the efficiency of the committee based on working experience.

PROCEDURES

The Chairperson shall forward letters to all active, participating members of the Association on or near the first of February each year. The forms are to be filled out by the clerk and returned to the Outstanding Clerk Committee by March 15.

Those clerks who do not return the forms within the allotted time will not be considered for the current year's award. Upon receipt of the forms and after the cut-off date for receipt, the Chairman will call a meeting of the Outstanding Clerk Committee. Then committee will:

1. Tally the points of each applicant.
2. Choose the one Clerk with the highest number of points.
3. In case of a tie, there will be two outstanding clerks for that year.
4. The selection will be made solely on the applications.
5. The Outstanding Clerk will remain confidential by the committee and will be announced at the Spring Conference in the same manner as currently done.
6. Any clerk who has already received the award may not be considered again.

OUTSTANDING CLERK CRITERIA POINT SHEET

Dates of Services: March 20__ - February 20__

NAME: _____ TITLE: _____

COUNTY/ORGANIZATION: _____

ADDRESS: _____

EMPLOYMENT DATES: _____ DATE APPOINTED CLERK: _____

DATE APPOINTED DEPUTY CLERK: _____

Topic	Description	Points for Year Allowed	Points Accumulated
Points Carried Forward			
Clerk	Current Year	2	
Deputy Clerk	Current Year	1	
Officers	President	8	
	Vice President	5	
	Secretary or Treasurer	3	
	Board of Directors	2	
Committees	Chairperson	2	
	Active Member*	1	
Certifications	UNC-SOG Clerks Certification (NCCCC)	5	
	IIMC - Certified Municipal Clerk (CMC)	5	
	IIMC - Master Municipal Clerk (MMC)	6	
	UNC-SOG Clerks Master Certification (NCMCC)	6	
Host of Conferences	State Annual Conference	Clerk: 3 Deputy Clerk: 2	
	Regional Conference	Clerk and/or Deputy: 1	
Project Service	Newsletter Editor	2	
	Directory Coordinator	1	
	Website Administrator	1	
	Other (Specify):		
Attendance	Association Annual Conference	1	
	January Clerks' School	1	
	Regional Workshop	1	
	Advanced Academy Course	1	
	Association of County Commissioner's Conference	1	
Other Significant	(Specify):	1	
Professional Recognition			
Total Points			

(Amended 1-21-2016)

Definitions:

*Active membership on committees means attending the committee meetings and being involved in the issues and recommendations of the committee.

The Chairperson shall be responsible for contacting the recipient's county officials to apprise them of the award. News releases should be written to send to recipient's home newspaper and the County Lines.

The Chairperson shall order the plaque with the following inscription (on a brass plate in the shape of the State of North Carolina):

**PRESENTED TO
(NAME)
CLERK TO THE BOARD OF COMMISSIONERS
(NAME OF COUNTY)
OUTSTANDING CLERK OF THE YEAR
(20__)
IN RECOGNITION OF ACCOMPLISHMENTS
SUPERIOR OR TO ACCEPTED STANDARDS
AND DISTINGUISHED CONTINUING
CONTRIBUTIONS TO COUNTY
GOVERNMENT IN NORTH CAROLINA**

**N.C. ASSOCIATION OF
COUNTY CLERKS
_____, 20__**

SCHOLARSHIP COMMITTEE

PURPOSE

The Scholarship Fund was established in order to allow participation by a Clerk who could not otherwise attend the County Clerks Annual Conference. In honor of Fleming Bell, retired Professor of Public Law and Government from the UNC School of Government, each scholarship provided is named the “A. Fleming Bell, II Scholarship.” The Committee is to decide who and how many persons shall receive the scholarship(s) provided by the Association in a given year. A maximum of three scholarships may be available annually unless otherwise requested by the Scholarship Committee and approved by the Executive Board. (Amended 3-29-2014).

Scholarships are also available for Clerks/Deputy Clerks who would like to participate in the Regional Workshops held in the Fall. One Clerk/Deputy Clerk from each region—Eastern, Western and Piedmont will be eligible to receive a scholarship. (Adopted April 6, 2017)

COMPOSITION

The Committee will be comprised of the President, immediate Past President, Treasurer, a member of the Board of Directors, and an active member of the Association. (Adopted and amended April 8, 2006)

RESPONSIBILITIES

The Committee shall review the letters received from all applicants for financial need, as well as, if this County typically sends their Clerk or Deputy Clerk to the Annual Conference or the Regional Workshops (Amended April 6, 2017). The committee shall decide which applicant(s) will receive the scholarship.

The Scholarship Fund is designated for registration for the annual conference and lodging during the annual conference. The scholarships will also include up to \$50 for mileage and meals, if requested, and funds are available. (Amended March 29, 2014)

The Scholarship Fund for each of the three Regional Workshops will cover the \$55 registration fee and the cost for mileage, and lodging if requested. (Adopted April 6, 2017)

PROCEDURES

A notice shall go into the registration materials for the Annual Clerks Conference and for the Regional Workshops (amended April 6, 2017) stating the opportunity to apply for the County Clerks Scholarship Fund. This notice shall indicate that applicants need to submit a letter of desire stating the reason for applying for the scholarship and

what criteria they feel should allow them to receive the scholarship above other applicants.

The Committee shall review applicants' letters noting criteria such as:

- Level of financial need
- New member status
- County's participation in the Association
- Size of County
- Letter of support from other elected or appointed officials (not required, but would be considered)

A maximum of three (3) scholarships may be available annually for the Annual Conference (amended April 6, 2017) unless otherwise requested by the Scholarship Committee and approved by the Executive Committee. No scholarships will be given in a year unless the Association has at least \$6,000 in the checking account at the time of the deadline date for submission of scholarship applications. The total amount to be distributed each year for scholarships shall not exceed \$1,650 without approval of the Executive Committee.

A maximum of three (3) scholarships may be available annually for the Regional Workshops. The total amount to be distributed each year for the Regional Workshop scholarships shall not exceed \$300 for Regional Workshops without approval of the Executive Committee. (Adopted April 6, 2017)

Scholarship recipients are not eligible to reapply for one (1) year (amended April 6, 2017) after receiving a scholarship.

The Scholarship Committee shall maintain an ongoing record of scholarship recipients and provide the list to the Secretary for incorporation into the Association's minute book.

Following the decision, a letter would be sent to the applicant from the President stating their availability of receiving the scholarship fund. Letters should also be sent to other applicants, who will not receive the scholarship, encouraging them to apply in the future.

RECORDS RETENTION COMMITTEE

PURPOSE

To establish and maintain a location to store permanent records of the County Clerks Association.

COMPOSITION

The President shall appoint this committee of two or more Association members. The Chairman shall be the Secretary of the Association.

RESPONSIBILITIES

This committee shall establish a location to store permanent records of the Association.

Continued maintenance and supervision of these records will be required.

Establish an index of the records stored and maintain this index.

PROCEDURES

Annually update the list of stored records and provide the list to the new President and Secretary.

HOMEPAGE ADMINISTRATOR

PURPOSE

To maintain an up-to-date homepage for the County Clerks' Association on the Internet.

COMPOSITION

The Homepage Administrator shall be appointed by the President. It shall be determined that the Homepage Administrator will have access to the technological resources that enable him/her to maintain current information on the North Carolina County Clerks Association Homepage.

RESPONSIBILITIES

The Committee shall be responsible for putting up-to-date information on the County Clerks' Association Homepage.

PROCEDURES

The Homepage Administrator will work closely with the President retrieving information on members, committee activities, and other pertinent information for the Clerks' Homepage.

The **MINUTE BY MINUTE** will be placed on the Homepage as it is published.

Pictures of the officers and directors with autobiographical information will be placed on the Homepage directly following the election of the new board. The Homepage Administrator will work closely with the Membership Committee and Directory Administrator in maintaining an up-to-date directory of County Clerks on the Homepage.

Other information as needed may be added.

DIRECTORY ADMINISTRATOR

PURPOSE

To maintain a complete up-to-date directory of County Clerks Association.

COMPOSITION

The Committee shall be appointed by the President. The committee should consist of three clerks, one from the eastern region, western region and piedmont region.

RESPONSIBILITIES

The Committee shall be responsible for assembling and maintaining an up-to-date book of members of the County Clerks Association.

PROCEDURES

The Committee shall be responsible for coordinating the clerks for having pictures made and getting up-to-date demographic information on each clerk. This information shall then be assembled in a book form and made accessible to each member of the County Clerks Association.

NORTH CAROLINA ASSOCIATION OF COUNTY CLERKS
NORTH CAROLINA CERTIFIED COUNTY CLERK PROGRAM

OVERVIEW

A voluntary accreditation program for North Carolina county clerks was initiated under the sponsorship of the North Carolina Association of County Clerks and in cooperation with the School of Government at the University of North Carolina at Chapel Hill and the North Carolina Association of County Commissioners. This program is designed as an alternative to the Certified Municipal Clerk and Master Municipal Clerk programs sponsored by the International Institute of Municipal Clerks; however, county clerks will still have the option of participating in the IIMC certification program.

OBJECTIVES

The primary objective of this program is to professionalize the office of the county clerk by:

- Establishing a minimum level of competence;
- Establishing a method of measuring the knowledge of statutory and general duties and responsibilities and the administrative and managerial competence of the county clerks of the state;
- Recognizing professional achievement through the award of certificates of accreditation;
- Maintaining focus on training/development that is germane to North Carolina issues for the first level of certification;
- Broadening areas of focus to include more generalized professional and management training/development for advanced levels of certification.

The secondary objective is to provide for more efficient and effective performance of their duties by the county clerks of the State of North Carolina.

CRITERIA FOR ACCREDITATION

To qualify as a North Carolina Certified County Clerk through the North Carolina Association of County Clerks program, a candidate must be a member of the North Carolina Association of County Clerks and must meet the criteria outlined in one of the following categories:

1. Have successfully completed all of the course requirements of the IIMC Clerk's Certification Institute at the School of Government, including completion of the Institute's written examinations with passing scores; **or**
2. Have a minimum of three (3) years of experience as a full-time county clerk, deputy county clerk, COG secretary or executive assistant to the North Carolina Association of County Commissioners and complete and pass the written examinations given at the IIMC Clerks' Certification; **or**
3. Have previously received the Certified Municipal Clerk designation or the Master Municipal Clerk designation from the International Institute of Municipal Clerks; **or**
4. Have successfully completed the Municipal and County Administration Course at the School of Government.

MECHANICS OF EXAMINATION

The accreditation examination shall be administered at least once annually by the School of Government, University of North Carolina at Chapel Hill. The subject areas will be determined by the Accreditation Board of Review in consultation with the School of Government liaison.

FEES

A fee structure will be established by the School of Government in consultation with the Professional Development Committee of the North Carolina Association of County Clerks.

AWARD AND RECOGNITION

Upon completion of the IIMC Clerks' Certification Institute written exam, an application will need to be completed and returned with the fee of \$65 to the Chair of the State Association Certification Committee. The fee covers the UNC SOG framed North Carolina Certified County Clerk certificate. The North Carolina Certified County Clerk program certificates will be presented to the recipients at the annual City and County Clerks' School, which is held in January of each year.

The Association will incur the costs of and present a North Carolina Certified County Clerk name plate and pin to the recipients at the annual conference of the North Carolina Association of County Clerks.

RECERTIFICATION

Designation as a NCCCC requires recertification every three years. An application must accompany proof of membership in good standing in the North Carolina Association of County Clerks (NCACC) and completion of 60 hours of continuing education and/or service as follows:

- Continuing education as documented by the UNC School of Government transcript (including MMC Academies, Clerks' Regional Academy, Annual Clerks' School and Annual Conference Academies)
- Registration and attendance at NC Association of County Commissioner conferences (3 hours per conference – must have proof of registration)
- Registration and attendance at National Association of Counties Conferences (3 hours per conference – must have proof of registration)
- Registration and attendance at a conference or class of an affiliate association or one approved by the School of Government (3 hours per conference – must have proof of registration/completion)
- Service as a member of the Executive Board for the NCACC (4 hours for each year served)
- Service as Chair of a NCACC committee (2 hours for each year served)
- Other educational opportunities as approved by the Certification Committee (documentation can be submitted at time of application for recertification)

The three-year recertification period begins on January 1 of the year the recipient is scheduled to receive certification. Certificates will be dated January 1 of the year the certificate is presented.

Application and payment for recertification must be received by the Chair of the State Certification Committee on or before January 31 of the year of recertification. Failure to submit a complete application could result in loss of certification. Exceptions to this policy will be reviewed by the Executive Committee of the NCACC on a case by case basis.

Clerks who have maintained their NCCCC certification for at least six years may apply for status as a North Carolina Master County Clerk.

ADVANCED CERTIFICATION – NCMCC

The North Carolina Master Count Clerk certification will require a prerequisite of six years as a NC Certified County Clerk, the required regular 60 hours of continuing education that must be obtained within a three-year period, and an additional 45 hours

of continuing education that may be accrued over time and does not have to be within the three-year period.

Once the master certification is achieved, the advanced certification can be maintained as long as the Clerk accrues the regular 60 hours of continuing education and participation every three years.

An application will need to be completed for the North Carolina Master County Clerk certification and returned with the fee of \$35 to the Chair of the State Association Certification Committee. The fee covers the UNC SOG unframed North Carolina Master County Clerk certificate.

The Association will incur the costs of and present a North Carolina Certified Master County Clerk name plate and the certificate to the recipients at the annual conference of the North Carolina Association of County Clerks.

(Insert)
NCCCC
PROGRAM BROCHURE

NORTH CAROLINA CERTIFIED COUNTY CLERK PROGRAM
School of Government, University of North Carolina at Chapel Hill
North Carolina Association of County Clerks
APPLICATION FOR DESIGNATION

Date: _____

Personal Information

Name (Last, First, MI): _____

Title: _____

Government Unit: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail Address: _____

Media and/or local government official to receive an e-mail announcing your NCCCC certification status:

Name: _____

Title: _____ E-mail: _____

Please check each applicable space below and enclose the supporting documentation as indicated:

- ___ I am currently a county clerk, deputy clerk, COG secretary or executive assistant to the North Carolina Association of County Commissioners
- ___ am currently an active member of the NC Association of County Clerks
- ___ I have successfully completed all course requirements for the IIMC Clerks' Certification Institute At the School of Government, including passage of the written examinations; **or**
- ___ I have a minimum of three (3) years' experience as a full-time county clerk, deputy county clerk, COG secretary, or executive assistant to the North Carolina Association of County Commissioners and have passed the examinations given at the IIMC Clerks' Certification Institute; **or**
- ___ I have previously received the Certified Municipal Clerk or Master Municipal Clerk designation from the International Institute of Municipal Clerks; **or**
- ___ I have successfully completed the Municipal and County Administration Course at the SOG.
- ___ I have enclosed the \$_____ application fee. Checks should be made payable to the School of Government.
- ___ Deputy clerks - I have enclosed a letter from my county clerk verifying I perform the duties, which qualify for North Carolina Certified County Clerk certification.

I hereby apply for North Carolina Certified County Clerk status with the North Carolina Association of County Clerks and the School of Government. I acknowledge that continuous membership in the North Carolina Association of County Clerks is required to retain and use the North Carolina Certified County Clerk designation.

Signature: _____ Date: _____

CONFERENCE GUIDELINES CHECK LIST

1 YEAR IN ADVANCE:

- Meet with Hotel (*approved by association and selection committee*) to reserve 50 rooms and meeting space, banquet space, hospitality suite and president's suite and space for vendors (*must provide electricity and tables for vendors*)
- Meet with Program Committee to begin choosing conference topics
- Conferences should breakeven – get a budget outline from the previous host clerk and review expense guidelines with President
- Schedule speakers and presenters for draft program
 - speaker expenses not to exceed \$2,500 (*or amount set by association*)
 - determine if an MMC class should be included
 - use community college and other low cost/free resources
 - sponsorships for speakers also acceptable

6 MONTHS IN ADVANCE:

- Meet with Hotel to review menus and finalize pricing
 - Coffee for Thursday morning (MCC class—lunch is on their own)
 - Breakfast for Friday and Saturday morning
 - Lunch for Friday
 - Dinner for Friday (sometimes at off-site location)
 - Banquet meal for Saturday night
 - Review meeting space & banquet space
- Research local resources for donations to assist with conference expenses
 - Breaks and dinners
 - Hospitality Suite
- Begin a spreadsheet of expenses
- Check with President and Scholarship committee on guidelines and handling of scholarship attendees
- Finalize education program with Program Committee and finalize the draft program
 - MMC Presenters must be approved by School of Government

3 MONTHS IN ADVANCE

Meet with Program Committee and Executive Committee to go over final details of the conference (*this can be done at Clerk's School in January*).

- Finalize:
 - registration form
 - agenda – timing, lunches, format
 - vendors presentations and breaks, entertainment and fun events
 - banquet format and meals (flowers?*)
 - door prizes given out at end of banquet and/or during the conference
 - special presentations or speakers during banquet

- Speakers
(Amended 8-19-2011)

1 MONTH IN ADVANCE:

- Send out Conference materials to all clerks and presenters
 - Send invitation to retired Clerks
- Check with President/Vice President on all final details
 - CMC, MMC nameplates (given out at banquet)
 - Gift for President (check with Vice President)
 - Scholarship recipients
- Check with Chair of Clerk of the Year Committee to make sure the Clerk's county has been contacted and if they need anything for the banquet.
- Re-confirm with speakers/presenters
- Re-confirm with entertainment for banquet
- Get final list of scholarship attendees
- Follow up with vendors who have not responded

2 WEEKS IN ADVANCE

- Check with Scholarship Committee to make sure reservations have been made for any scholarship recipients
- Order flowers for banquet and executive committee – if desired by President
- Prepare table cards or indicators for vendors or others who have sponsored events
- Finalize the registration with the hotel
- Send out list of all Clerks registered for the MMC to the School of Government (*current contact Brian Newport*)

1 WEEK IN ADVANCE

- Make sure the registration committee is ready to handle check in
 - Nametags are prepared
 - Gift bags (*if host County provides*)
 - Door prize room or area designated/assigned

DURING CONFERENCE

- Get key to hospitality suite to the President
- Open the conference with a welcome by you and your Chairman or County Manager
- Make sure your speakers are ready and rooms are set up
- Give an overview of the days to come with basic instructions on breaks, vendor visits and lunch. (*this should be done each day*)
- After lunch instruct on evening events (*what to wear, bring and when the event will conclude*)
- Give out hospitality suite hours and make any other announcements necessary before handing it off to the President
- Make sure the President or VP are ready to introduce each speaker

AFTER CONFERENCE

- Thank you letters to presenters, vendors etc.
- Evaluation forms to President and Program Committee

- Finalize the spreadsheet of expenses and forward it to the next conference host and President

THINGS TO REMEMBER

- The Association only pays for the President's suite. Expenses of Commissioners attending for the Clerk of the Year are to be paid by them or their County.

*If the president wants flowers for the head table at the banquet and/or corsages for the officers, you will need to order those in advance.

Insert regional map

(Sample)

CONTRACT FOR EXHIBIT SPACE

NORTH CAROLINA CLERKS' ASSOCIATION
ANNUAL CONFERENCE
City Hotel and Bistro
Greenville, North Carolina
April 7 -10, 2005

Please reserve exhibit space as indicated below, subject to the provisions stated in the sheet entitled, "Terms of Contract", which are accepted with the signing of this contract.

Exhibitor Company Name:_____

Primary representative in charge of exhibit:_____

Telephone:_____

FAX_____

E-mail:_____

Business Address:_____

Address to be printed in conference program:_____

Description of products or services promoted through your exhibit:

I accept the Terms of the Contract as stated and agree to abide by its provisions.

_____Date:_____

Vendor Representative

*****EXHIBIT SPACE COST INFORMATION*****

The cost is \$250.00 per exhibit space and must be received by March 18, 20

Total Enclosed for Exhibit Space \$ _____

Note: A skirted table and two chairs will be set up for each exhibit area. If you have additional equipment needs to display your exhibit there may be a fee charged by the facility. Electricity will be available at no additional charge.

RETURN COMPLETED CONTRACT TO:

Vice President
NC Clerks' Association

Make checks payable to:
North Carolina Association of County Clerks

If you have any questions, contact

(Sample)

TERMS OF EXHIBIT CONTRACT

North Carolina Clerks' Association
Annual Conference
City Hotel and Bistro
Greenville, North Carolina
April 7 – 10, 2005

Your reservation for exhibit space at our Annual Conference is subject to acceptance by the North Carolina Association of County Clerks (hereinafter referred to as the Association) on or before **March 18, 2005** and upon such acceptance will constitute a contract to use space assigned. The Exhibit Show will be at the City Hotel and Bistro in Greenville, North Carolina. Exhibit space will consist of one six-foot table and two chairs.

Character of Exhibits – The Association reserves the right to decline or prohibit any exhibit or part of an exhibit, or prohibit or restrict any activity or conduct within the Exhibit area which in its opinion is not suitable.

Payment for Space – Vendors must pay a registration fee of \$250.

Exhibitor Registration – The \$250 registration fee per space covers setup of one table and two chairs. To assure that your space is reserved in your vendor's name, the vendor must sign a contract with payment **no later than March 18, 2005**.

Meals and Hotel Reservations – You should contact the City Hotel and Bistro directly for your hotel reservations at 1-877-271-2616. You will receive information on the Association's meal registration form if you are interested in joining the Clerks. Hotel expenses and meals are your responsibility and at your agency's expense.

Subletting of Space – No exhibitor shall assign, sublet or apportion the whole or any part of their space or permit any other party to exhibit therein without written permission from the Association.

Installation and Dismantling – Exhibitors may be installed beginning at 9 a.m., Thursday, April 7. Exhibitors must be completely set up by 1 p.m. Thursday April 7. Dismantling can begin no earlier than 12 p.m. on Friday, April 8.

Door Prizes – You are totally responsible for any door prizes drawn from your exhibit area. You should draw your winner(s) name (s) no later than NOON on Friday, April 8, to assure ample time for the prize to be claimed. Door prizes are considered optional.

Liability – The Association and/or City Hotel and Bistro will not be responsible for the safety of exhibits from theft, damage by fire or other cause. The exhibitor hereby expressly assumes full responsibility for injury or damage to persons, property or things occurring within the exhibit space assigned the exhibitor in accordance with the Terms of the Contract.

Exhibit Hours

Thursday, April 7, 2005

9 a.m. – 1 p.m. Exhibitors Setup

1 p.m. – 5 p.m. Exhibits Open

Friday, April 8, 2005

9 a.m. – Noon Exhibits Open

The exhibit area is adjacent to registration and the meeting rooms. Clerks will be directed to this area and the Association will encourage traffic in the exhibit area by holding the Association's door prize drawings in this area.

Supplies Provided to Exhibitors – The association will furnish each exhibitor with one 6 foot skirted table and two chairs. If you have additional equipment needs you should contact the City Hotel and Bistro at 1-877-271-2616.

Contract – These provisions become a part of the contract between the Association and the exhibitor. Items not covered are subject to the decision of the Association.

Assigned Space – Once you have received your assigned space, you cannot set up or move exhibit materials to any area outside our space without prior written approval of the Association

Cancellations – Cancellations must be received by April 1, 2005 in order to be eligible for a refund. Refunds will be made after the conference, less a \$25 handling fee.

Instructions: Please complete the enclosed contract and return it with your payment for space to:

Kathy Hughes, Vice President
NC Clerks' Association
205 College Street, Suite 300
Asheville, NC 28801

by **March 18, 2005.**

JOB DESCRIPTIONS

CLERK TO THE BOARD OF COUNTY COMMISSIONERS FOR THE STATE OF NORTH CAROLINA

General Statement of Job

This position is the official, legal accountable, Clerk to the Board of County Commissioners and must be appointed and duly sworn into official public office. This position is a part of the Management or Administrative Team with the County Manager, Assistant County Manager (s) and the County Attorney. Work involves creating, coordinating, and maintaining a permanent record of Board actions including historical and current official records; researching, interpreting and analyzing various reports and activities; and assuring that legally required Board operational processes and procedures are followed. The position requires that use of considerable judgment and independent action and may include the delegation of work to others. Work requires a high level of discretion and often requires the use and handling of confidential information. The Clerk to the Board is responsible for responding to requests from the general public, the news media and County employees for information and/or services.

Specific Duties and Responsibilities

Essential Job Functions

Serves as Clerk to the Board of County Commissioners, including preparing agendas for Board meetings, gathering information for meeting agenda packets, and notifying Commissioners, appropriate County staff, news media, and other interested parties of dates and times of Board meetings; attends Board meetings, hearings, workshops, etc., and composes a full and accurate account of all actions taken by the governing body. May also prepare full and accurate minutes for other County boards and committees as required. Indexes and prepares minutes as historical account for public inspection; prepares follow-up correspondence to notify departments and/or individuals of actions required by Board; informs news media and/or general public of Board actions in response to inquiries or as otherwise deemed appropriate.

The Clerk to the Board is officially responsible for the County seal and retention of official records including minutes, ordinance books, records of County-appointed boards and committees, resolutions, contracts, agreements, and leases, etc., in accordance with the North Carolina General Statutes; prepares official copies of documents including ordinances, resolutions and meetings minutes as adopted by the Board; certifies legal documents on behalf of the County. The Clerk is responsible for legal advertisements and must be familiar with the General Statutes that deal with advertisements in order to assure the validity of actions taken by the Board of Commissioners.

The Clerk must keep up to date information on all County Board and Commission appointments, bringing to the Board's attention the appointments that need to be made. If advertisements or interviews are required, the Clerk is responsible for these arrangements as well as the preparation of letters of appointment, reappointment and appreciation.

The Clerk to the Board is a sworn official taking an oath of office, and may administer the oath of office that is required of other elected and appointed county officials.

The Clerk answers inquiries, providing information based on considerable knowledge of County programs and activities; ensures public access to County records as required by state public records laws and receives and follows up on complaints pertaining to County services. The Clerk must be able to answer questions intelligently, and/or direct the public to information about the functions of all other levels of government--municipal, state and federal.

Schedules and coordinates meetings for Commissioners and other officials as necessary, ensuring availability of rooms, equipment, materials, refreshments, etc., as requested or otherwise deemed necessary. Handles scheduling and travel arrangements including hotel, airline and car rental reservations.

Utilizes various computer software programs including word processing, spread sheet, and file maintenance programs to enter, store, and/or retrieve and format information as requested or otherwise necessary.

Composes a variety of detailed reports, resolutions, proclamations, ordinances, contracts, legal notices, etc., in addition to the minutes, assuming responsibility for content and format; summarizes data in preparation of standardized reports.

Performs research for County Commission and staff projects and prepares oral and/or written reports as requested.

Performs other related work as required by the Board of Commissioners.

Minimum Training and Experience

Four year degree or an associate's degree in public administration, finance, business or related field with at least 2 years of experience in administrative work; or an equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

Minimum Qualifications of Standards Required To Perform Essential Job Functions

Interpersonal Communications: Must be able to communicate with tact, judgment, empathy, energy, and a good sense of humor, utilizing strong organizational skills. The Clerk receives instructions, assignments, and/or direction from multiple supervisors including all board members, and gives assignments, instructions and/or directions when in a supervisory role over deputy clerks or other staff.

Language Ability: Requires the ability to listen to extensive discussions and provide a concise summary of all pertinent data, including all legal and historical aspects. Requires the ability to read and prepare a variety of correspondence, reports, forms, newsletters. Budgets, etc. using prescribed formats and assuring that such documentation are correct in form and style. Must be able to speak to people with poise, voice control and confidence.

Numerical Aptitude: Requires the ability to utilize mathematical formulas and basic mathematical principles in an accurate and timely manner.

Interpersonal Temperament: Requires tact, judgment, empathy, organizational skills, energy, and a good sense of humor, and the ability to deal with a wide range of personalities and people from varied socio-economic backgrounds. Must be adaptable and able to perform under stress and when confronted with persons acting under stress.

Knowledge, Skills and Abilities

Thorough knowledge of the procedures, responsibilities and operation of the Board of County Commissioners and the operation of various County departments.

Thorough knowledge of the North Carolina General Statutes and of local ordinances governing the responsibilities of the County Clerk and County government in general.

Thorough knowledge of State open meetings and public records laws.

Thorough knowledge of computer programs including word processing, spread sheet and file maintenance programs.

Thorough knowledge of grammar, punctuation, syntax and spelling with the ability to compose effectively.

Thorough knowledge of administrative practices and procedures.

Working knowledge of the principles and practices of supervision and modern office procedures. Must possess exceptional organizational skills.

Skill in planning and setting up meetings.

Skill in making scheduling and travel arrangements and decisions, including knowledge of hotel, airline, and car rental agency procedures.

Ability to effectively express ideas orally and in writing, including composing accurate minutes, reports, and correspondence.

Ability to assemble complex documents and to establish and maintain a variety of moderately complex files.

Ability to exercise initiative and independent judgment in the application of standards to a variety of work situations and to organize and plan work to meet deadlines in a variety of situations.

Ability to exercise considerable tact and courtesy in frequent contact with public officials, news media representatives, and the general public, including irate citizens.

Special Requirements

Must be a certified notary public or have the ability to obtain certification. Must be willing to attend and successfully complete courses at the School of Government (SOG) of The University of North Carolina at Chapel Hill that apply toward certification by either the International Institute of Municipal Clerks (IIMC) as a Certified Municipal Clerk, or the SOG as North Carolina Certified County Clerk. Be willing, once certified, to meet the requirements for entry into IIMC's Master Municipal Clerks Academy and progress toward receiving the Master Municipal Clerk designation, or meet the requirements for obtaining the SOG's North Carolina Master County Clerk designation. (Amended 3-29-14)

JOB DESCRIPTION

DEPUTY CLERK TO THE BOARD OF COUNTY COMMISSIONERS

General Statement of Job

This position assists and supports that performance of the Clerk to the Board of Commissioners. These duties can include assisting the Clerk with the maintenance of official County documents, coordinating and maintaining a permanent record of Board actions including historical and current official records, and researching and preparing various reports and other office activities. Work requires a high level of discretion and often requires the use and handling of confidential information.

Specific Duties and Responsibilities

Essential Job Functions

Acts in the absence of the Clerk to the Board of County Commissioners assuming responsibilities required to continue the operation of the office including preparing agendas for Board meetings, gathering information for meeting agenda packets, and notifying Commissioners, appropriate County staff, news media, and other interested parties of dates and times of Board meetings; attends Board meetings, hearings, workshops, etc., as directed by the Clerk. Assists with indexing and preparation of minutes as historical account for public inspection; prepares follow-up correspondence to notify departments and/or general public of Board actions in response to inquiries or as otherwise deemed appropriate.

The Deputy Clerk assists the Clerk in keeping up-to-date information on all County Board and Commission appointments and advertisements as well as the preparation of letters of appointment, reappointment and appreciation.

The Deputy Clerk assists the Clerk in answering inquiries and must be familiar with the County Ordinances and North Carolina General Statutes that deal with local and County rules and laws in order to adequately assist the Clerk, Commissioners, staff and general public.

The Deputy Clerk assists the Clerk with coordinating meeting for Commissioners and other officials as necessary, ensuring availability of rooms, equipment, materials, refreshments, etc., as requested or otherwise deemed necessary. Handles scheduling and travel arrangements including hotel, airline and car rental reservations.

The Deputy Clerk utilizes various computer software programs including word processing, spread sheet, and file maintenance programs to enter, store, and/or retrieve and format information as requested or otherwise necessary.

Performs other related work as required by the Clerk to the Board of Commissioners.

Minimum Training and Experience

At least 3 years of experience in administrative work or an equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

Minimum Qualifications of Standards Required To Perform Essential Job Functions

Interpersonal Communications: Must be able to communicate with tact, judgment, empathy, energy, and a good sense of humor, utilizing strong organizational skills.

Numerical Aptitude: Requires the ability to utilize mathematical formulas and basic mathematical principles in an accurate and timely manner.

Interpersonal Temperament: Requires tact, judgment, empathy, organizational skills, energy, and the ability to deal with a wide range of personalities and people from varied socio-economic backgrounds

Knowledge, Skills and Abilities

Basic knowledge of the procedures, responsibilities, and operation of the Board of County Commissioners and the operation of various County departments.

Basic knowledge of the North Carolina General Statutes and of local ordinances governing the responsibilities of the County Clerk and County government in general.

Thorough knowledge of computer programs including word processing, spread sheet and file maintenance programs.

Thorough knowledge of grammar, punctuation, syntax and spelling with the ability to compose effectively.

Thorough knowledge of administrative practices and procedures.

Skill in planning and setting up meetings.

Skill in making scheduling and travel arrangements and decisions, including knowledge of hotel, airline, and car rental agency procedures.

Ability to express ideas orally and in writing, including composing accurate minutes, reports, and correspondence.

Ability to exercise considerable tact and courtesy in frequent contact with public officials, news media representatives, and the general public, including irate citizens.

Special Requirements

Must be a certified notary public or have the ability to obtain certification. Must be willing to attend and successfully complete courses at the School of Government (SOG) of The University of North Carolina at Chapel Hill that apply toward certification by either the International Institute of Municipal Clerks (IIMC) as a Certified Municipal Clerk, or the SOG as a North Carolina Certified County Clerk. Be willing, once certified, to meet the requirements for entry into IIMC's Master Municipal Clerks Academy and progress toward receiving the Master Municipal Clerk designation, or meet the requirements for obtaining the SOG's North Carolina Master County Clerk designation. (Amended 3-29-14)

**N.C. ASSOCIATION OF COUNTY CLERKS
DIRECTORS CRITERIA AND APPLICATION FORM**

Candidates for the Board of Directors shall have served as a County Clerk, COG Secretary or NC Association of County Commissioners' Clerk for a minimum of three (3) years.

Candidates for the Board of Directors shall have been active members of the North Carolina Association of County Clerks for at least three (3) years. It is desirable, but not required, that candidates for the Board of Directors shall have attained their NC County Clerks Certification (NCCCC) offered through the UNC School of Government, their IIMC Certified Municipal Clerk (CMC) and/or IIMC Master Municipal Clerk (MMC) designation.

Candidates for the Board of Directors shall submit a letter of support from their Board Chair stating their respective county is supportive of the candidates desire to serve.

Candidates must be committed to make every effort to attend the Annual City/County Clerks' Academy, the Annual N.C. Association of County Clerks' Conference, the Annual N.C. Association of County Commissioners' Conference, and the respective Fall Regional Work Session.

NAME _____ TITLE _____

COUNTY/ORGANIZATION _____

TELEPHONE _____ FAX _____ EMAIL _____

YEARS OF SERVICE AS A COUNTY CLERK _____

YEARS OF SERVICE AS A NCACC MEMBER _____

NCCCC ____ CMC ____ MMC ____

NCACC COMMITTEES YOU HAVE SERVED ON IN THE PAST THREE (3) YEARS:
(List the committee and the year served. If additional space is needed, use the back of this form.)

- | <u>COMMITTEE</u> | <u>YEAR(S)</u> |
|------------------|----------------|
| 1. _____ | |
| 2. _____ | |
| 3. _____ | |
| 4. _____ | |
| 5. _____ | |
| 6. _____ | |
| 7. _____ | |
| 8. _____ | |
| 9. _____ | |
| 10. _____ | |
| 11. _____ | |
| 12. _____ | |
| 13. _____ | |

ATTENDED THE FOLLOWING FOR THE PAST THREE (3) YEARS:

ANNUAL CITY/COUNTY CLERKS' SCHOOL
YES ____ NO ____

ANNUAL N.C. ASSOCIATION OF COUNTY CLERKS' CONFERENCE:
YES ____ NO ____

ANNUAL NC ASSOCIATION OF COUNTY COMMISSIONERS CONFERENCE:
YES ____ NO ____

FALL REGIONAL WORK SESSION
YES ____ NO ____

ANY ADDITIONAL COMMENTS FROM THE APPLICANT

Send completed form to NCACC President by February 1, 20__

President: _____

Address: _____

Email: _____

Office #: _____

Fax #: _____