

North Carolina Association of County Clerks
Business Committee Meeting
Pitt-Greenville Convention Center
Greenville, NC
August 21, 2015
11:00 A.M.

The North Carolina Association of County Clerks held a Business Meeting at 11:00 A.M. on August 21, 2015 at the Pitt-Greenville Convention Center, Greenville, North Carolina.

Officers Present

Paula Woodard	President, Johnston County
Julie J. Bennett	Vice President, Washington County
Kimberly W. Hines	Secretary, Pitt County
Laura Williams	Treasurer, Moore County
Kristen King	Immediate Past-President, Franklin County

Directors Present

Penny Owens	Director, Tyrrell County
Michelle Parker-Evans	Director, Durham County
Jason Robinson	Director, Yancey County
Donna Buff	Director, Gaston County

Absent

Karen Evans	Director, Alleghany County
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Also Present

Casandra Hoekstra, NCACC, General Counsel

Call to Order

President Paula Woodard convened the meeting at 11:00 A.M. and welcomed everyone in attendance.

Invocation

Vice-President Julie Bennett delivered the invocation.

Introductions

Each Clerk and Deputy Clerk as well as other guests introduced themselves to the group.

Dana Cuddington	Johnston County
Kimberly Hines	Pitt County
Kelly Dixon	Pitt County
Michelle Parker-Evans	Durham County
Penny Owens	Tyrrell County
Jason Robinson	Yancey County

Donna Buff	Gaston County
Debbie Harris	Davidson County
Marion Thompson	Martin County
Tory Frink	Alamance County
Rachel Hammer	Carteret County
Marcia Wilson	Wayne County
Leslie Rudd	Wake County
Denise Hogan	Wake County
Julie Wand	Onslow County
Carolyn Barger	Rowan County
Marian Savage	Richmond County
Bonnie Huntley	Anson County
Cheryl Mitchell	McDowell County
Cindy Turbyfill	Avery County
Julie Bennett	Washington County
Paula Woodard	Johnston County
Kristen King	Franklin County

Approval of Minutes

Kristen King, Franklin County Clerk, made a motion to approve the March 28, 2015 Business Meeting minutes as written. Jason Robinson, Yancey County Clerk seconded, motion passed unanimously.

Approval of Treasurer's Report

Treasurer Laura Williams distributed the Treasurer's Report for the period of January 12, 2015 – July 16, 2015 which listed a balance of \$18,128.12 in interest checking, \$55,290.76 in the money market account and \$5,011.55 in the share account for a total \$78,430.43.

She informed everyone that in April, she submitted to Cultural Resources - Archives the Association's treasurer/financial records from 2012-2013 (including copies of debits/credits, bank statements, conference receipts/payments, memberships, etc.).

Bonnie Huntley, Anson County Clerk, made a motion to accept the Treasurer's Report. Marion Thompson, Martin County Clerk, seconded and the motion passed unanimously.

Bank Balance - July 16, 2015

Interest Checking	\$18,128.12
Money Market	\$55,290.76
Share Account	<u>\$5,011.55</u>

Reconciled Bank Balance with Transactions through July 16, 2015 **\$78,430.43**

Laura M. Williams 8-17-15

Laura M. Williams, CMC, NCCCC

Treasurer

NC Association of County Clerks
Calendar Year 2015 Checking Account Activity

Date	Category Name:	Receipts	Debits	Explanation
1/12/2015	Opening Balance	\$11,354.03		
1/12/2015	Bank Fee		-1.00	SECU foundation
1/29/2015	Julie Bennett (1278)		-57.65	funeral plant reimbursement
2/4/2015	Membership Dues	\$150.00		dues received
2/4/2015	Membership Dues	\$1,350.00		dues received
2/10/2015	Bank Fee		-1.00	SECU foundation
2/10/2015	Interest Earned	\$2.33		dividend earned
2/23/2015	Digital Sounds (1279)		-250.00	conf. ent.
3/6/2015	Jones Brady & Co CPA (1280)		-450.00	tax prep.
3/9/2015	Membership Dues	\$750.00		dues received
3/10/2015	Bank Fee		-1.00	SECU foundation
3/10/2015	Interest Earned	\$2.46		dividend earned
3/12/2015	The Trophy House (1281)		-178.01	plaques/nameplates for annual conf.
3/16/2015	Kristen King (1282)		-101.62	annual scrapbook
3/16/2015	Kristen King (1283)		-103.25	frames/mats for retiring clerks
3/18/2015	Membership Dues/conf fees	\$1,850.00		\$100 Dues & \$1750 Conf reg fees/spouse tix
3/20/2015	Julie Bennett (1284)		-64.93	flowers for Paula Woodard
3/25/2015	Membership Dues	\$150.00		dues received
3/26/2015	Paula Woodard (1285)		-200.00	President & hostess gifts
3/26/2015	Caswell Co. (1286)		-102.94	conf. supplies
3/26/2015	Paula Seamster (1287)		-123.78	flowers for annual conf.
3/26/2015	Caswell Co. Historical Assn. (1288)		-100.00	annual conf.
3/26/2015	Thomas Day Tavern (1289)		-50.00	annual conf.
3/26/2015	Digital Sounds (1290)		-250.00	conf. ent.
3/26/2015	Brook Underwood (1291)		-300.00	directory photography
3/26/2015	Paula Seamster (1292)		-2,265.02	reimburse for Thomas Day Tavern bill Annual Conf.
3/26/2015	CATS (1293)		-240.00	conf. transportation
3/27/2015	Membership Dues	\$2,173.00		dues received
3/27/2015	Membership Dues	\$5,435.00		dues received
3/27/2015	Membership Dues	\$4,190.00		dues received
3/30/2015	Cherokee Co. (1294)		-139.92	Marla Hass room reimbursement (conf.)
4/2/2015	Ramada Convention Center (1295)		-3,913.08	annual conf.
4/2/2015	Awards Gallery (1297)		-101.41	Clerk of the year plaque
4/9/2015	Membership Dues	\$50.00		dues received
4/10/2015	Conf. Fees/Spouse Tix	\$1,009.46		annual conference fees received
4/14/2015	Denlse Ryan - Firestar (1296)		-1,300.00	conf. speaker fee
4/16/2015	Bank Fee		-1.00	SECU foundation
4/16/2015	Interest Earned	\$4.80		dividend earned
5/14/2015	Bank Fee		-1.00	SECU foundation
5/14/2015	Interest Earned	\$3.58		dividend earned
5/18/2015	Just Flowers, LLC (1298)		-53.38	flowers for funeral service for Angela's sister
5/20/2015	Nell's Flowers & Gifts (1299)		-53.37	flowers for funeral service for Bobbie Wilson
6/17/2015	Membership Dues (Carteret)	\$50.00		dues received
6/15/2015	Bank Fee		-1.00	SECU foundation
6/15/2015	Interest Earned	\$3.97		dividend earned
7/16/2015	Bank Fee		-1.00	SECU foundation
7/16/2015	Interest Earned	\$3.85		dividend earned
CY2015 Total		\$28,532.48	(\$10,405.36)	\$18,127.12

Name: Laura M. Williams
Title: Moore County Clerk
Date: 8/17/2015

**NC Association of County Clerks
Calendar Year 2015 Money Market Account Activity**

Date	Category Name:	Interest Received	Deposits	Withdrawals
1/12/2015	Opening Balance		54,926.06	
2/10/2015	Dividend Earned	\$43.66	\$43.66	
3/10/2015	Dividend Earned	\$42.18	\$42.18	
3/27/2015	Transfer from Savings		\$85.35	
4/16/2015	Dividend Earned	\$55.84	\$55.84	
5/14/2015	Dividend Earned	\$42.32	\$42.32	
6/15/2015	Dividend Earned	\$48.41	\$48.41	
7/16/2015	Dividend Earned	\$46.94	\$46.94	

CY2015 Total Dividends \$279.35 \$55,290.76

**Name: Laura M. Willams, CMC, NCCCC
Title: Treasurer
Date: 8/17/2015**

**NC Association of County Clerks
Calendar Year 2015 Share Account Activity**

Date	Category Name:	Interest Received	Deposits	Withdrawal
1/12/2015	Opening Balance		\$85.25	
2/10/2015	Dividend	\$0.05	\$0.05	
3/10/2015	Dividend	\$0.05	\$0.05	
3/27/2015	Susan Banks Scholar.		\$5,000.00	
3/27/2015	transfer to MM		(\$85.35)	85.35
4/16/2015	Dividend	\$2.19	\$2.19	
5/14/2015	Dividend	\$2.87	\$2.87	
6/15/2015	Dividend	\$3.30	\$3.30	
7/16/2015	Dividend	\$3.19	\$3.19	

CY2015 Total **\$5,011.55**

Name: Laura M. Williams, CMC, NCCCC
 Title: Treasurer
 Date: 8/17/2015

Program Committee Update

Vice President Bennett stated she would be meeting with SOG Liaison Trey Allen in November along with the Municipal Clerks to discuss topics for the annual January Clerks' school and that any topics can be shared with her.

President Woodard thanked the Program Committee for their time and effort toward preparing the agendas for the upcoming regional workshops as well as all the educational sessions this year.

2016 Annual Conference Update

Julie Wand, Onslow County Clerk, stated there have been a few RFP issues with meeting space for the 2016 Annual Conference as far as finding a hotel that can accommodate all that is required for the annual conference. It was discussed that it is becoming difficult to find hotels that offer all that is needed to host annual conferences without going to the same counties every year. Some of the smaller counties have expressed an interest in hosting an annual conference; however, conference attendees would have to stay in one location and travel to another for classes, events, the banquet, etc. It was the consensus of the Association to allow annual conferences to be held in locations where the meeting facilities are located separate from the hotel accommodations to allow other counties the opportunity to host annual conferences and visit new places in North Carolina.

Ms. Wand stated for the 2016 Annual Conference, a new Marriott is being constructed in Onslow County that could offer accommodations for everyone and then the actual meetings, educational sessions, etc. could be held at Onslow County's new government center. Ms. Wand stated the government center would be capable of hosting all of the educational sessions, banquet, and meetings with no problems and conference attendees would need to drive a short distance from the hotel to the government center. It was the consensus of the Association to proceed with holding the 2016 Annual Conference in Onslow County at Onslow County's new government center and look at booking hotel accommodations at either the new Marriott or one of the other nearby hotels.

President Woodard stated April 14-16, 2016 has been selected as the 2016 Annual Conference dates. She also noted that the Executive Committee has discussed hospitality for the 2016 Annual Conference and once again, it was felt that the expense and time of offering a hospitality suite at the conference was not worth it due to low participation at past conferences. It was noted that many conference attendees prefer to instead use the downtime to visit the local offerings of the hosting county.

Clerk's Reference Guide Update

Director Michelle Parker-Evans, Chair of the Clerk's Reference Guide Project, stated the goal is to have the guide available on the website very soon. She stated in the past, members updated different chapters and she does not have access to all of those updates. She asked for anyone that

had chapters electronically to please e-mail those to her for inclusion with the hopes of having a final document to present for approval in January.

Board of Director's Terms – Bylaws Amendments Sub-Committee

Director Jason Robinson, Chair of the Board of Director's Terms Bylaws Amendments Sub-Committee, stated after holding a conference call with the Directors, the sub-committee is recommending an amendment to the bylaws that each Board of Director will serve a one-year term and be limited to three consecutive one year terms. However, directors may receive up to two waivers for this policy if it is recommended by the Nominating Committee that removal of the director would be detrimental to the functioning of the Executive Committee and/or no other applications are received. Jason also presented proposed additions to the duties of the Nominating Committee that would help with determining which Directors should move up to Officer positions such as length of service as a Director, length of active membership in the Association, and length of time serving as a Clerk. Jason stated it is the hopes that the proposed amendments will provide clarity to some of the confusion that has been experienced in the past with the election of officers. Jason presented the proposed amendments to the Association and stated a formal vote would be taken at the January Business Meeting.

President Woodard thanked the Board of Directors and Vice President Julie Bennett for working on the proposed amendments noting that it had been a difficult process to get through. President Woodard also thanked Carolyn Barger, Rowan County Clerk, for all her work on the officer terms during her time as President and beyond stating that Ms. Barger was instrumental in understanding the issue and bringing attention to the matter.

Mentor Program

President Woodard stated there have been a lot of new Clerks this year and the Mentor Program is working well. She encouraged veteran Clerks to become a Mentor. President Woodard also encouraged the veteran Clerks to reach out to the new Clerks at the upcoming regional workshops and make them feel welcome. President Woodard stated that Granville County Clerk Debra Weary, Chair of the Membership Committee, will be reaching out to non-members to encourage their participation and membership.

Other Business/Announcements

Carolyn Barger, Rowan County Clerk, stated she still has some unclaimed tote bags that were available for all member Clerks/Deputy Clerks. Ms. Barger asked for help in trying to make sure every member gets their tote bag.

Debbie Harris, Davidson County Clerk, stated since the registration packets for conferences, regionals, etc. are now being sent out via the Clerks Listserv, the bylaws need to be amended to eliminate the language requiring that they be U.S. mailed out. It was the consensus of the Association to amend the bylaws in January to reflect that registration packets can be sent out via the Clerks Listserv instead of US mailing.

Bylaws amendments proposed for consideration at the January 21, 2016 Business Meeting related to Officers/Directors terms:

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. ~~The procedure for selection of candidates to serve as Directors is set forth in Article VIII, Section 1. Members of the Board of Directors shall be elected for terms of three (3) years. (Deleted 08-17-12)~~ 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.** ~~In order to provide staggered terms, one member of the five Directors shall be elected for a one-year term, one member shall be elected for a two-year term, and three members shall be elected for three-year terms. (Adopted 08-17-12)~~ Should a vacancy occur on the Board of Directors before an expiration of term, ~~election/appointment made to fill the election/appointment made to fill the vacancy shall be for the remainder of that term. (Deleted 08-17-12)~~ 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. (Adopted 08-17-12) **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.**

After each Director has served **three (3) consecutive one (1) year terms** ~~a full three-year term~~, 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.**

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.

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 by the provisions set forth in Article VI, Section 2, of the Bylaws of the Association. ~~The selection of candidates to serve as Directors is set forth in Article VIII, Section 1, of the Bylaws. In order to provide staggered terms, one of the five Directors shall be elected for a one-year term in order to stagger the terms of the members of the Board of Directors, one member shall be elected for a two-year term, and three members shall be elected for three-year terms. Three of the five Directors shall be elected for three-year terms. The persons who draw the one and two-year terms shall be eligible for re-election to the Board of Directors for one additional three-year term.~~ (Amended 08-17-12) After each Director has served a full three-year term **three (3) consecutive one (1) year terms**, he or she will 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. **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.** All members of the Board of Directors must be active members of the Association.

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.

Bylaws amendments proposed for consideration at the January 21, 2016 Business Meeting related to e-mailing registration packets in lieu of US mailing:

PROGRAM COMMITTEE

RESPONSIBILITIES

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.**

REGIONAL MEETINGS:

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, **mailing 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 ~~mails transmits~~ the Registration Forms to the Clerks in the region ~~via the School of Government Listservs~~, please be sure to ~~mail a registration packet to every county in the region 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 ~~sent 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. [Amended 3-28-2015 increasing the registration fee by \$15/clerk to cover UNC-SOG administrative costs.]

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.

~~A letter from the President will be mailed to each County Manager and COG approximately five weeks prior to the Workshop. A registration packet should be mailed to each clerk and county in the region-~~ 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.

Bylaws amendments proposed for consideration at the January 21, 2016 Business Meeting related to North Carolina Master County Clerk designation:

VICE PRESIDENT

PROCEDURES

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

And

PROFESSIONAL DEVELOPMENT COMMITTEE

RESPONSIBILITIES

Add the following language to this section:

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__

CERTIFIED COUNTY CLERK (CCC) PROGRAM
School of Government, University of North Carolina – Chapel Hill
North Carolina Association of County Clerks (NCACC)

APPLICATION FOR MASTER CERTIFICATION

PERSONAL INFORMATION

Name (As it will appear on the certificate): _____

Title: _____ Governmental Unit: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail address: _____

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

I am currently an active member of the North Carolina Association of County Clerks.

I received my last certification in _____ (year).

Designation as a North Carolina Master County Clerk will require a prerequisite of 6 years as a NC Certified County Clerk and 45 hours of continuing education in addition to the required regular 60 hours that must be obtained within a three year period. The additional 45 hours 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.

Recertification is required every three (3) years and the recertification period begins January 1 in the year you received your certification. Recertification forms must be received by the Association on or before January 31 in the year your certification expires. *A copy of your transcript from the NC School of Government or other proof of attendance at North Carolina Association of County Clerk's academy classes and schools is required for proof of the required **sixty (60) hours plus 45 additional hours for Master certification.***

Please list trainings/conferences attended since last certification (attached required documentation):

Clerks' regional academies
Dates attended/hrs _____ total _____

Master Municipal Clerk Academy Classes
Dates attended/hrs _____ total _____

Other School of Government Courses/work related course
Course name/date/hrs _____ total _____

Member Executive Board (4 hrs per year served)
Dates served _____ total _____

Chair of Clerks' Association Committee (2 hrs per year served) **and/or**
Member (1hr per year) of Committee/date _____ total _____

NC Association of County Commissioners Annual Conference (3 hrs per
conference—*must show proof of registration*) location/date _____ total _____

National Association of Counties Annual Conference or Legislative Goals Conference (1 hr) -- *must show proof of registration* location/date _____ total _____

Hosting the Clerk's Annual Conference or a State Association Conference (NCACC, NACo, or other) (3 hrs) location/date _____ total _____

Other course work; webinars; certifications that enhance the ability to perform Duties as Clerk (hourly credit) *must show proof of registration* location/date _____ total _____

Total: _____

I have enclosed the \$35 recertification fee, which includes a certificate. (Please make checks payable to the School of Government.)

I hereby apply for Master 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 MCCC Designation.

Signature: _____

Date: _____

Designation as a North Carolina Master County Clerk is valid for 3 years. Recertification with 60 credit hours is required and failure to submit a recertification form, fee and required documentation to the Chair of the Recertification Committee for the Clerk's Association on or before January 31 of the year recertification is required will result in a lapse of said designation. To reinstate said designation, a new application must be submitted.

OUTSTANDING CLERK CRITERIA POINT SHEET

Dates of Services: March 1, 2015 – February 29, 2016

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	
	NC Association of County Commissioners Conference	1	
	Advanced Academy Course	1	
Other Significant	(Specify):	1	
Professional Recognition			
Total Points			

Definitions:

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

Email to: carolyn.barger@rowancountync.gov

Fax: (704) 216-8195

Or mail to:

**Carolyn Barger, Clerk to the Board of Commissioners
130 West Innes Street
Salisbury, NC 28144**

(Form last amended 3-28-15)

President Woodard noted the following upcoming events:

- 2015 Fall Regional Workshops:
 - ❖ Western - Burke County September 11, 2015
 - ❖ Eastern - Martin County September 25, 2015
 - ❖ Piedmont - Davidson County October 9, 2015

- 2016 Clerks Certification Institute:
 - ❖ February 29, 2016 – March 4, 2016
 - ❖ May 9-13, 2015
 - ❖ August 29 – September 2, 2016
 - ❖ October 24 – 28, 2016

- 2016 Annual Conference
 - ❖ Onslow County April 14 – 16, 2016

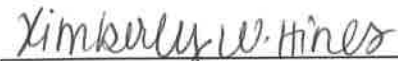
- 2017 Annual Conference
 - ❖ Surry and Allegheny Counties Date TBD

Adjournment

Kristen King, Franklin County Clerk, made a motion to adjourn the meeting. Debbie Harris, Davidson County Clerk, seconded and the motion passed unanimously. With no further business to come before the Association, President Woodard declared the meeting adjourned at 11:45 a.m.



Paula Woodard, President



Kimberly W. Hines, Secretary

Date approved: 4-15-16