

North Carolina Association of County Clerks  
Business Committee Meeting  
Onslow County Government Center  
Jacksonville, NC  
April 15, 2016  
5:00 P.M.

The North Carolina Association of County Clerks held a Business Meeting at 5:00 P.M. on April 15, 2016 at the Onslow County Government Center, Jacksonville, North Carolina.

**Officers Present**

Paula G. 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

Others in attendance: Kathy Hughes, Buncombe County

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**Call to Order**

President Paula Woodard, Johnston County, convened the meeting at 5:00 P.M.

**Invocation**

Vice-President Julie Bennett delivered the invocation.

**Introductions**

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

Paula G. Woodard	Johnston County
Julie J. Bennett	Washington County
Kimberly W. Hines	Pitt County
Laura Williams	Moore County
Kristen King	Franklin 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
Marcia R. Wilson	Wayne County
Denise Hogan	Wake County
Julie Wand	Onslow County
Carolyn Barger	Rowan County
Cheryl Mitchell	McDowell County
Angelena Kearney-Dunlap	Warren County
Trisha Hogan	Transylvania County
Melissa Pedersen	Pender County
Sonya Johnson	Lumber River Council of Government
Paula Seamster	Caswell County
Yvonne Gilyard	Wake County
Debra Ivey	Southwestern Commission Council of Government
Dena Cook	Richmond County
June B. Hall	Columbus County
Kathy Hughes	Buncombe County
Gwen Bryan	Craven County
Nathan Bernett	Manager/Yancey County
Retha Gaither	Iredell County
Gaynell Lee	Lee County
Heather Norris	Onslow County
Lois Stotesberry	Hyde County
Amanda Varner	Randolph County
Janice Evans	Nash County
Rachel Hammer	Carteret County
JoJo Singleton	Retired/Beaufort County

#### **Approval of Minutes**

**Donna Buff made a motion to approve the August 21, 2015 Business Meeting minutes as written. Angelena Kearney-Dunlap seconded, motion passed unanimously. It was noted that the January 2016 meeting was not held due to lack of a quorum.**

#### **Approval of Treasurer's Report**

Treasurer Laura Williams distributed the Treasurer's Report for the period of January 1, 2016 – March 15, 2016 which listed a balance of \$8,628.70 in interest checking, \$66,608.43 in the money market account and \$5,036.61 in the share account for a total \$80,273.61.

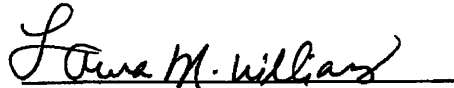
**Debbie Harris made a motion to approve the Treasurer's Report as submitted for the period of January 1, 2016 – March 15, 2016. Kristen King seconded, motion passed unanimously.**



**Bank Balance - March 15, 2016**

Interest Checking	\$8,628.70
Money Market	\$66,608.43
Share Account	<u>\$5,036.61</u>

**Reconciled Bank Balance with Transactions through March 15, 2016** **\$80,273.74**

  
\_\_\_\_\_  
Laura M. Williams, MPA, CMC, NCCCC  
Treasurer/Moore Co. Clerk

**NC Association of County Clerks  
Calendar Year 2016 Checking Account Activity**

Date	Category Name:	Receipts	Debits	Explanation
1/1/2016	Opening Balance	\$8,200.04		
1/4/2016	Deposit	\$550.00		Dues Received
1/12/2016	Deposit	\$1,400.00		Dues Received
1/13/2016	Susanne Gaddis (ch # 1315)		(2,500.00)	50% of speaking fee for annual conference
1/14/2016	Deposit	\$250.00		Dues Received
1/19/2016	Country Gardens Florist (ch # 1316)		(52.04)	arrangement for Paula Woodard (surgery)
1/25/2016	Deposit	\$600.00		Dues Received
1/20/2016	Bank Fee		(1.00)	SECU foundation
1/20/2016	Dividend earned	\$2.13		Interest
2/4/2016	Deposit	\$400.00		Dues Received
2/11/2016	UNC SOG (ch # 1317)		(870.00)	Fees for Training Services for Regional Academies
2/16/2016	Deposit	\$600.00		Dues Received
2/15/2016	Bank Fee		(1.00)	SECU foundation
2/15/2016	Deposit	\$1.52		interest
2/25/2016	Jones, Brady & Co., CPAs (ch# 1318)		(450.00)	tax prep for year ending 12/31/2015
2/29/2016	Deposit	\$300.00		Dues Received
3/7/2016	Paula Woodard (ch # 1319)		(203.31)	reimbursement for frames, mats, certificates
3/8/2016	Deposit	\$150.00		Dues Received
3/10/2016	Ivy Garden Florist (ch # 1321)		(53.38)	flower for Julie Bennett
3/10/2016	Orange Co. (ch# 1322)		(50.00)	refund Donna Baker's dues (paid twice)
3/11/2016	Deposit	\$355.00		conf. reg. & member dues
3/15/2016	Bank Fee		(1.00)	SECU foundation
3/15/2016	Dividend earned	\$1.74		interest
	Totals	\$12,810.43	(\$4,181.73)	
		<b>Balance</b>	<b>\$8,628.70</b>	

Name: Laura M. Williams, MPA, CMC, NCCCC  
 Title: Treasurer/Moore Co. Clerk  
 Date: 3/18/2016



**NC Association of County Clerks  
Calendar Year 2016 Money Market Account Activity**

<b>Date</b>	<b>Category Name:</b>	<b>Interest Received</b>	<b>Deposits</b>	<b>Withdrawals</b>
1/1/2016	Opening Balance		66,442.95	
1/20/2016	Dividend	\$65.46	\$65.46	
2/15/2016	Dividend	\$47.26	\$47.26	
3/15/2016	Dividend	\$52.76	\$52.76	

<b>CY2016 Total</b>	<b>Dividends</b>	<b>\$165.48</b>	<b>\$66,608.43</b>
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<b>Name:</b>	Laura M. Williams, MPA, CMC, NCCCC
<b>Title:</b>	Treasurer/Moore Co. Clerk
<b>Date:</b>	3/18/2016



**NC Association of County Clerks  
Calendar Year 2016 Share Account Activiy**

<b>Date</b>	<b>Category Name:</b>	<b>Interest Received</b>	<b>Deposits</b>	<b>Withdrawal</b>
1/1/2016	Opening Balance		\$5,027.22	
1/20/2016	Dividend	\$3.72	\$3.72	
2/15/2016	Dividend	\$2.68	\$2.68	
3/15/2016	Dividend	\$2.99	\$2.99	

**CY2016 Total** **\$5,036.61**

**Name:** Laura M. Williams, MPA, CMC, NCCCC  
**Title:** Treasurer/Moore Co. Clerk  
**Date:** 3/18/2016



## **Items of Business**

### *Bylaw Amendments*

- 1) *Board of Directors Terms*
- 2) *Transmittal of Registration Packets*
- 3) *NCMAA Designation Name Plates*

President Woodard presented three proposed amendments to the bylaws for consideration. The first was for the Board of Directors terms as was presented in August; the second to allow the transmittal of registration packets to be done via the School of Government's listservs; and the third to account for name plates at the annual conference for those that reach their North Carolina Master County Clerk designation. President Woodard stated these amendments were presented and recommended by the Executive Committee back in January, but due to the weather, a full Association Business Meeting was not held. She noted the proposed amendments were also sent out to the Association via the listserv prior to January and again 30 days prior to this meeting.

**Jason Robinson made a motion to approve the proposed Board of Directors terms as presented. Kristen King seconded, motion passed unanimously. (Proposed amendments attached – Amendment 1)**

**Debbie Harris made a motion to approve the transmittal of registration packets via the listservs as presented. Donna Buff seconded, motion passed unanimously.**

**Janice Evans made a motion to approve the NCMCC designation name plates as presented. Marion Thompson seconded, motion passed unanimously.**

### *Outstanding Clerk Criteria Point Sheet*

President Woodard stated the Executive Committee felt that six points should be allowed for obtaining the Master County Clerk Certification on the Outstanding Clerk Criteria Point Sheet since six points are also allowed for the Master Municipal Clerk Certification.

**Trisha Hogan made a motion to approve an amendment to the Outstanding Clerk Criteria Point Sheet as presented. Penny Owens seconded, motion passed unanimously. (Proposed amendment attached - Amendment 2)**

### *NC Master County Clerk Program Amendments*

Certification Committee Chair Kathy Hughes stated proposed amendments have been recommended to the Master County Clerk Certification Program criteria and application per discussion by the Executive Committee on January 21, 2016 and again on April 14, 2016. She stated the proposed changes require that in order to be eligible for North Carolina Master County Clerk Certification, a Clerk must have a prerequisite of 6 years as a North Carolina 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. She stated 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, this advanced certification can be maintained as long as the Clerk accrues the regular 60 hours of continuing education and participation within the three year period. It was also recommended to keep the certificate fee at \$35 as many clerks prefer to frame their own certificates to match frames in their offices.

**Donna Buff made a motion to approve the proposed amendments as presented. Jason Robinson seconded, motion passed unanimously. (Proposed amendments attached – Amendment 3)**

#### *2017 Annual Conference Update*

Vice President Julie Bennett stated as everyone was aware, Alleghany County and Surry County had agreed to host the 2017 Annual Conference, but with Karen Evans's recent promotion to Finance Officer, Conchita Atkins in Surry County had informed the Association that she would be unable to co-host the 2017 conference; therefore, a host county is needed for 2017. She stated Trisha Hogan, Transylvania County is considering co-hosting with the help of another interested neighboring county. Vice President Bennett stated she would continue to speak with Ms. Hogan regarding the opportunity and also try to reach out to a neighboring county to possibly co-host.

There was discussion about possibly holding the conference Wednesday-Friday, rather than Thursday-Saturday to encourage more participation. Both President Woodard and Vice President Bennett stated the possibility has been raised by other Clerks in the past and they felt it necessary to mention to the Association. President Woodard stated the Executive Committee discussed the possibility and it was the Committee's consensus to discuss it with the full Association. President Woodard noted with many new Clerks coming on that have young families, those Clerks often leave on Friday evening to go back home to their families. She stated because of this, many Clerks miss the banquet that is held on Saturday evenings and she spoke on the amount of work that is involved with the banquet and how disappointing it can be that many Clerks do not stay and attend.

Vice President Bennett also commented that by having the conference on Wednesday – Friday, it would allow Clerks more time to stay over in the host County through the weekend to sightsee. Vice President Bennett agreed that a lot of work and planning goes into the banquet and she too would like to do something that would encourage more Clerks to stay.

Following discussion, it was agreed to let the idea circulate and receive more feedback with more discussion to be held during August at the next Business Meeting.

#### *Proposed Slate of Officers for 2016-2017*

Immediate Past President and Nominating Committee Chair Kristen King presented the proposed slate of officers for 2016-2017 noting that two applications were received for the two open Board of Directors positions. She stated Onslow County Clerk Julie Wand and Transylvania County Clerk Trisha Hogan each applied. Ms. King stated based on their applications and willingness to



serve included with the support from their Boards, the Nominating Committee felt Ms. Hogan and Ms. Wand would make excellent Directors.

**Janice Evans made a motion to approve the proposed slate of officers as recommended by the Nominating Committee. Debbie Harris seconded, motion passed unanimously. (Proposed slate of officers attached - Amendment 4)**

President Woodard informed the Executive Committee that no one applied for a scholarship this year for the Annual Conference even after the deadline was extended twice. She stated she felt the three year rule could possibly be holding many Clerks back from applying for scholarships but that chances are, if a Clerk needed a scholarship before, then they would also need one again. President Woodard suggested relaxing the three year rule in the hopes of encouraging more Clerks to apply for scholarships. She stated the Association is doing well financially and that is the purpose of the money, to benefit the educational advancement of Clerks. She noted it was the consensus of the Executive Committee to recommend a bylaws amendment relaxing the scholarship requirements so hopefully more Clerks would apply.

Rowan County Clerk Carolyn Barger suggested drafting a bylaws amendment that would simply give more flexibility to the Scholarship Committee and/or the Executive Committee to allow scholarships to be granted based on need without adding time limitations. It was the consensus of the Association to look at a draft amendment to the bylaws in August.

President Woodard also stated that because no one had applied for scholarships, Treasurer Laura Williams recommended to the Scholarship Committee that it would be a good gesture to recommend a one-time special door prize drawing which would reimburse one Clerk's County for their conference registration fee and lodging expense (at the regular state level). The drawing could take place at the banquet and the recipient must be present to win. President Woodard stated the Scholarship Committee was in agreement with the idea as well as the Executive Committee.

**Carolyn Barger made a motion to allow a one-time special door prize drawing which would reimburse one Clerk's County their conference registration fee and lodging expense (at the regular state level) to be held at the banquet on Saturday night and the recipient must be present to win. Amanda Varner seconded, motion passed unanimously.**

#### **Other Business/Announcements**

President Woodard presented the following dates of upcoming events.

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

**Adjournment**

**Kristen King made a motion to adjourn the meeting. Retha Gaither seconded, motion passed unanimously.** With no further business to come before the Business Committee, President Woodard declared the meeting adjourned at 5:45 P.M.

Paula G. Woodard  
**Paula Woodard, President**

Kimberly W. Hines  
**Kimberly W. Hines, Secretary**

**Date approved:** 8/12/16

## Amendment 1

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\_\_





**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](mailto: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)

## NORTH CAROLINA CERTIFIED COUNTY CLERK PROGRAM

### OVERVIEW

The North Carolina Certified County Clerk program is a voluntary certification program for North Carolina County Clerks, which 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 program sponsored by the International Institute of Municipal Clerks; however, county clerks will still have the option of participating in the IIMC programs.

The program evolved from the realization that North Carolina County Commissioners may place greater value on a state certification program, which is tailored specifically to North Carolina counties.

### OBJECTIVES

The primary objective of this program is to professionalize the office of 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 certification;
- Maintaining focus on training 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 for advanced levels of certification.

Its 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 CERTIFICATION

To qualify as a North Carolina Certified County Clerk through the North Carolina Association of County Clerks Accreditation, 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 Clerks' Certification Institute at the School of Government, including completing the Institute's written examinations with passing scores; or
2. Have a minimum of three (3) years experience as a full time county clerk, deputy county clerk, COG secretary or NCACC executive assistant and complete and pass the written examinations given at the IIMC Clerks' Certification Institute; or
3. Have previously received the Certified Municipal Clerk or Master Municipal Clerk designation from the International Institute of Municipal Clerks; or
4. Have successfully completed the Municipal and County Administration Course at the UNC School of Government.

The certification 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.

## **AWARD AND RECOGNITION**

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. A name plate and pin will be presented to the recipients at the annual conference of the North Carolina Association of County Clerks.

## **RECERTIFICATION & ADVANCEMENT**

Designation as a NCCCC requires recertification every 3 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 NC School of Government transcript (including MMC Academies; Clerks' Regional Academy; Annual Clerk's School of Government 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 Conference (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 their 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 their 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 6 years may apply for status as North Carolina Master County Clerk (NCMCC).

## **ADVANCED CERTIFICATION – NCMCC**

The North Carolina Master County Clerk *certification* 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. For more information about this program or the NC Clerk's Association, check out [nccountyclerks.org](http://nccountyclerks.org)

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

**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.



**Amendment 4**

**PROPOSED SLATE OF OFFICERS  
2016-17**

**President**

Julie Bennett, Washington County

**Vice-President**

Kimberly Hines, Pitt County

**Secretary**

Laura Williams, Moore County

**Treasurer**

Michelle Parker-Evans, Durham County

<b>DIRECTORS</b>	<b>COUNTY</b>	<b>YEAR OF APPOINTMENT</b>	<b>TERM LENGTH</b>	<b>TERM ENDING</b>
Penny Owens	Tyrrell	2016	1 year term	2017
Jason Robinson	Yancey	2016	1 year term	2017
Donna Buff	Gaston	2016	1 year term	2017
Julie Wand	Onslow	2016	1 year term	2017
Trisha Hogan	Transylvania	2016	1 year term	2017