

**NC ASSOCIATION OF COUNTY CLERKS  
BUSINESS MEETING  
Greenville Convention Center  
Emerald Ballroom  
Greenville, North Carolina  
Thursday, March 21, 2019  
2:15 PM**

The North Carolina Association of County Clerks held a Business Meeting at 2:15 p.m. on Thursday, March 21, 2019 at the Greenville Convention Center, Emerald Ballroom, Greenville, North Carolina.

**Officers Present**

Laura Williams, President – Moore County  
Jason Robinson, Vice President – Scotland County  
Donna Buff, Secretary – Gaston County  
Trisha Hogan, Treasurer – Transylvania County  
Kimberly Hines, Immediate Past President – Pitt County

**Directors Present**

Debbie Harris – Director, Davidson County  
Denise Hogan – Director, Wake County  
Melissa Long – Director, Pender County  
Lindsay Ray – Director, Chatham County  
Julie Wand – Director, Onslow County

**Others Present**

Professor Trey Allen, UNC School of Government

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**Call to Order**

President Laura Williams called the meeting to order at 2:15 pm.

**Invocation**

Vice President Robinson offered the invocation.

**Introductions**

President Williams welcomed everyone and called for introductions.

**Present were:**

Julie	Bennett,	Washington County
Carol	Bowden,	Wayne County
Kym	Crowell,	New Hanover County
Dana	Cuddington,	Johnston County
Morgan	Cunningham,	Onslow County
Karen	Davis,	Camden County
Shannon	Eason,	Harnett County
Janice	Evans,	Nash County

Renee	Fleetwood,	Hertford County
Tory	Frink,	Alamance County
Jared	Galloway,	Brunswick County
Tanya	Gentry,	Yadkin County
Yvonne	Gilyard,	Wake County
Jessica	Godard,	Martin County
June	Hall,	Columbus County
Rachel	Hammer,	Carteret County
Debbie	Harris,	Davidson County
Kimberly	Hines,	Pitt County
Denise	Hogan,	Wake County
Sherri	Ingersoll,	Orange County
Debra	Ivey,	Southwestern COG
Rosemary	Johnson,	Hyde County
Sonya	Johnson,	Lumber River Council of Governments
Robin	Keller,	Guilford County
Vickie	King,	Lenoir County
Kristen	King,	Franklin County
Melissa	Lawrence,	Gates County
Lauren	Linker,	Cabarrus County
Melissa	Long,	Pender County
Gwen	McGougan,	Hoke County
Katie	Mosher,	Beaufort County
Courtney	Norfleet,	Pamlico County
Phyllis	Nowlen,	Cleveland County
Penny	Owens,	Tyrrell County
Kristie	Parker,	Wayne County
Lindsay	Ray,	Chatham County
Brenda	Reaves,	Person County
Lynn	Scott,	Pasquotank County
Paula	Seamster,	Caswell County
Janna	Singleton,	Pitt County
Ashleigh	Sloop,	Forsyth County
Kristine	Smith,	Mecklenburg County
Angela	Stacks,	Gaston County
Lois	Stotesberry,	Hyde County
Monica	Toomer,	Durham County
Leeann	Walton,	Currituck County
Carrie	Watkins,	Montgomery County
Debra	Weary,	Granville County
Gina	Wheeler,	Harnett County
Andrea	White,	Brunswick County
Lynn	Wilson,	Davidson County
Paula	Woodard,	Johnston County

**Approval of Minutes**

Secretary Donna Buff submitted a revision to the August 24, 2018 Executive Committee Minutes to correct President Laura Williams' title and to correct the county listed for Vice-President Jason Robinson.

Julie Bennett made a motion to approve as revised and Robin Keller provided the second. The motion carried unanimously.

**Approval of Treasurer's Report**

Treasurer Trisha Hogan stated the Treasurer's Report (emailed to Association members and provided in meeting folder), was current as of March 15, 2019. She noted that the detailed included transactions that overlapped two Treasurer's reporting periods and summarized as follows:

Interest Checking	\$ 13,180.57
Money Market	\$ 68,343.37
Share Account	<u>\$ 5,114.36</u>

**Reconciled bank balance with transactions through February 26, 2019      \$ 86,638.30**

Kristen King made a motion to approve the Treasurer's Report and Yvonne Gilyard provided the second. The motion carried unanimously.

**Bank Balance - March 15, 2019**

Interest Checking	\$13,180.57
Money Market	\$68,343.37
Share Account	<u>\$5,114.36</u>

**Reconciled Bank Balance with Transactions through February 26, 2019      \$86,638.30**

  
\_\_\_\_\_  
Trisha M. Hogan, CMC, NCCCC  
Treasurer/Transylvania County Clerk

NC ASSOCIATION OF COUNTY CLERKS  
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NC Association of County Clerks  
 Checking Account Activity 1/1/2018-3/15/2019

12/31/2017	Year ending balance	\$12,714.41		
1/12/2018	Deposit	\$900.00		Membership Dues
1/26/2018	Deposit	\$1,300.00		Membership Dues
1/29/2018	Service Fee		(\$1.00)	SECU Foundation
1/29/2018	Dividend Earned	\$1.81		Interest
2/2/2018	Creative Flowers and Interiors (Cl.#1031)		(\$222.36)	Condolences for K. King, M. Honeycutt, C. Bowden
2/5/2018	Deposit	\$1,500.00		Dues and Vendor Sponsor
2/5/2018	Kimberly Hines (Cl.#1032)		(\$50.00)	Gift for Conference Host
2/7/2018	Creative Flowers and Interiors (Cl.#1033)		(\$74.12)	Flowers for Condolences
2/15/2018	Deposit	\$7,675.00		Dues and Annual Conference fees
2/20/2018	A-1 Awards and Promotions (Cl.# 1034)		(\$282.05)	Desk Nameplate Invoice #60061
2/23/2018	Service Fee		(\$1.00)	SECU Foundation
2/23/2018	Dividend Earned	\$1.92		Interest
2/26/2018	Deposit	\$4,600.00		Dues and Annual Conference Fee
2/27/2018	Johnny O's Awards (Cl.#1035)		(\$128.10)	President Plaque
3/8/2018	Deposit	\$175.00		Dues
3/9/2018	Kristen King (Cl.#1036)		(\$185.24)	Scrapbook
3/9/2018	Jefferson Florist (Cl.#1037)		(\$53.50)	Flowers for Condolences
3/12/2018	Deposit	\$6,390.00		Annual Conference
3/19/2018	Awards Gallery (Cl.#1038)		(\$114.34)	Clerk of the Year Plaque
3/19/2018	Tri-City Signs and Awards, Inc. (Cl.#1039)		(\$74.18)	Desk Wedges
3/19/2018	Laura Williams (Cl.#1040)		(\$119.67)	Reimbursement for president gift and shipping
3/20/2018	Deposit	\$355.00		
3/26/2018	Deposit	\$150.00		Banquet fees for spouses, 2018 Annual Conference; Membership for Cabarrus County Deputy Clerk
3/27/2018	Tim Eggebraaten (Cl.#1041)		(\$2,500.00)	2018 Annual Conference speaker, final payment-invoice #351
3/27/2018	Randolph County Govt (Cl.#1042)		(\$550.00)	Scholarship for Amanda Vamer-Annual Conference
3/27/2018	Service Fee		(\$1.00)	SECU Foundation
3/27/2018	Dividend Earned	\$4.09		Interest
4/26/2018	Service Fee		(\$1.00)	SECU Foundation
4/26/2018	Dividend Earned	\$3.99		Interest
4/30/2018	#1043		(\$550.00)	Scholarship for Melissa Lawrence-Annual Conference
4/30/2018	Onslow County Govt (Cl.#1044)		(\$55.00)	Refund to Julie Wand for Regional Workshop
4/30/2018	Cabarrus County Govt (Cl.#1045)		(\$50.00)	Teri Hugel double payment of membership dues
4/30/2018	#1046		(\$15,590.68)	
4/30/2018	Williams (Cl.1047)		(\$74.26)	Nameplate for Pasquotank County Clerk for Annual Conference
4/30/2018	#1048		(\$16.05)	Nameplate for Penny Owens
4/30/2018	Deposit	\$2,265.00		Dues and Annual Conference
4/30/2018	David Jones, CPA (Cl.#1049)		(\$450.00)	Preparation of 2017 annual tax documents
5/24/2018	Service Fee		(\$1.00)	SECU Foundation
5/24/2018	Dividend Earned	\$2.44		Interest
6/27/2018	Service Fee		(\$1.00)	SECU Foundation

6/27/2018	Dividend Earned	\$2.37		Interest
7/26/2018	Service Fee		(\$1.00)	SECU Foundation
7/26/2018	Dividend Earned	\$2.01		Interest
8/13/2018	Deposit	\$50.00		Dues
8/21/2018	(Ck. #1050)		(\$1,665.00)	2018 Clerks Conference Invoice #1712
8/28/2018	Service Fee		(\$1.00)	SECU Foundation
8/28/2018	Dividend Earned	\$2.29		Interest
9/11/2018	The Perfect Workday Company c/o Mike Collins (Ck. 1051)		(\$750.00)	2019 Annual Clerks Conference-Deposit for Speaker
9/12/2018	Deposit	\$50.00		Dues
9/26/2018	Service Fee		(\$1.00)	SECU Foundation
9/26/2018	Dividend Earned	\$1.84		Interest
10/5/2018	Loray Mill (Ck. # 1052)		(\$1,241.20)	Western Regional Clerks Conference-Gaston County-venue rental at Loray Mill
10/11/2018	Deposit	\$1,430.00		Registrations from Western Regional Clerks Conference in Gaston County
10/11/2018	Deposit	\$990.00		Registrations from Western Regional Clerks Conference in Gaston County
10/13/2018	Caswell County Government (Ck. #1053)		(\$293.64)	Piedmont Regional Clerks Conference-Caswell County-reimbursement for food
10/23/2018	Donna Buff (Ck. #1054)		(\$72.90)	Reimbursement to Secretary for purchasing flowers for Melissa Long's father-in-law; personal credit card purchase
10/24/2018	Service Fee		(\$1.00)	SECU Foundation
10/24/2018	Dividend Earned	\$1.73		Interest
10/30/2018	Deposit	\$720.00		and donation from LGFCU for same conference
10/30/2018	Donna Buff (Ck. #1055)		(\$171.07)	Reimbursement for expenses incurred for Western Regional Clerks Conference
11/14/2018	Deposit	\$1,540.00		Registrations from Eastern Regional Clerks Conference in Onslow County
11/14/2018	Transit Return Check		(\$110.00)	Transit Return Check-Hyde County deposited check returned from Eastern Regional
11/15/2018	Transit Return Fee		(\$5.00)	Transit Return Fee associated with above transaction
11/28/2018	Service Fee		(\$1.00)	SECU Foundation
11/28/2018	Dividend Earned	\$2.39		Interest
12/17/2018	Service Fee		(\$1.00)	SECU Foundation
12/27/2018	Dividend Earned	\$2.07		Interest
1/15/2019	Center (Ck. #1056)		(\$2,250.00)	County Clerk
1/15/2019	Deposit	\$1,700.00		2019 Membership Fees
1/29/2019	Service Fee		(\$1.00)	SECU Foundation
1/29/2019	Dividend Earned	\$2.47		Interest
1/29/2019	Deposit	\$1,850.00		
2/6/2019	Greenville Convention Center (Ck. #1057)		(\$1,050.00)	2019 Annual Clerks Conference-Screen/LCD Package; Invoice #3134
2/6/2019	Seth Poppe, Violinist (Ck. #1058)		(\$250.00)	2019 Annual Clerks Conference-Live piano and violin background music; Invoice #101
2/6/2019	Deposit	\$1,000.00		2019 Membership Fees
2/13/2019	Government (Ck. #1059)		(\$55.00)	Reimbursement for Lynn Scott, unable to attend Eastern Regional
2/13/2019	Washington County Government (Ck. #1061)		(\$55.00)	Reimbursement for Julie Bennett, unable to attend Eastern Regional
2/13/2019	City of Whiteville (Ck. #1061)		(\$55.00)	Reimbursement for Bonnie Williams, unable to attend Eastern Regional
2/13/2019	Government (Ck. 1062) Warren County		(\$55.00)	Reimbursement for Penny Owens, unable to attend Eastern Regional
2/13/2019	Government (Ck. 1063)		(\$55.00)	Reimbursement for Paula Pulkey, unable to attend Eastern Regional
2/13/2019	Government (Ck. 1064)		(\$471.54)	Reimbursement for expenses incurred for Eastern Regional
2/15/2019	Deposit	\$1,175.00		Vendor application fees for 2019 Annual Conference
2/15/2019	Deposit	\$110.00		2019 Eastern Regional
2/15/2019	Deposit	\$200.00		2019 Membership Fees
2/24/2019	Kristen King (Ck. #1065)		(\$153.44)	Reimbursement for purchase of 2018 scrapbook
2/28/2019	Deposit	\$110.00		2019 Eastern Regional (Hyde County "Refer to Maker" check
2/28/2019	Deposit	\$250.00		Vendor application fees for 2019 Annual Conference

2/28/2019	Deposit	\$700.00		2019 Membership Fees
2/28/2019	Hampton Inn Greenville (Ck. #1066)		(\$471.21)	Hotel expenses for Paula Seamster, Caswell Co Clerk, for annual conference, scholarship award, paid hotel directly
2/26/2019	Service Fee		(\$1.00)	SECU Foundation
2/26/2019	Dividend Earned	\$2.30		Interest
3/13/2019	Pamlico county Government (Ck. Awards Gallery (Ck. #1068)		(\$471.21)	Hotel expenses for Courtney Norfleet, Pamlico Co Clerk, for annual conference, scholarship award, reimbursed Pamlico County
3/14/2019	Hilton Greenville (Ck. #1069)		(\$101.41)	Invoice #1418, Clerk of the Year Plaque
3/14/2019	Cox Floral Expressions (Ck. #1070)		(\$5,269.44)	Invoice #'s 384090, 384091, 384095 Food and beverage for annual conference
3/14/2019	Center (Ck. #1071)		(\$342.94)	Order # 126632 Flower arrangements for banquet during annual conference
3/14/2019	Greenville Convention Center (Ck. #1072)		(\$120.00)	Invoice #3134-V, vendor tables at annual conference
3/14/2019	CVD Productions (Ck. #1073)		(\$700.00)	Invoice #3134-6, bartenders for annual conference
3/14/2019	Pitt County (Ck. #1074)		(\$539.01)	Invoice #2019113, banquet entertainment during annual conference
3/15/2019	Deposit	\$875.00		Reimbursement for Trey Allen's (UNC SOG) lodging at annual conference
3/15/2019	Deposit	\$500.00		\$600 annual membership dues; \$275 annual conference registration-\$875
	Total	\$51,308.13	(\$38,127.56)	Vendor application fees for 2019 Annual Conference
	Balance	\$13,180.57		

Name: Trisha M. Hogan, Treasurer/Transylvania County Clerk  
 Date: 3/15/2019

## Items of Business

### ***Proposed Slate of Officers:***

President Williams introduced the proposed *Slate of Officers for 2019-20* and noted a copy was also provided in the meeting folder:

**President:** Jason Robinson, Scotland County  
**Vice-President:** Donna Buff, Gaston County  
**Secretary:** Trisha Hogan, Transylvania County  
**Treasurer:** Debbie Harris, Davidson County  
**Director:** Denise Hogan, Wake County  
**Director:** Lauren Linker, Cabarrus County  
**Director:** Melissa Long, Pender County  
**Director:** Lindsay Ray, Chatham County  
**Director:** Julie Wand, Onslow County

Kimberly Hines, Immediate Past President and Chair of the Nominating Committee, reported that the current officers agreed to continue their service on the board and Debbie Harris, Davidson County, has agreed to move up to Treasurer. She added that the vacancy for a director's position was advertised on the ListServ and Lauren Linker of Cabarrus County submitted her application and commitment letter from her Board Chair. She noted the Committee recommended the proposed slate of officers to serve for a one-year term through 2020.

Kristen King made a motion to approve the slate of officers as presented and Vice-President Jason Robinson provided the second. The motion carried unanimously.

### **Scholarships:**

President Williams announced the 2019 Fleming Bell Scholarship Recipients as follows:

- Courtney Norfleet, Pamlico County
- Jessica Godard, Martin County
- Paula Seamster, Caswell County

She encouraged Association Members to continue applying for scholarships, noting there had been years when no one applied. She also stated that Professor Bell would be in attendance at the banquet and this year's recipients would be introduced during the event.

### **Bylaws Handbook Revision – Certification:**

President Williams stated the proposed revisions were distributed on the ListServ and were provided in the meeting packet.

Kym Crowell introduced a motion to approve and Lindsay Ray provided the second.

Hearing no discussion, President Williams called for the vote and the motion carried unanimously.

President Williams stated the revisions would be retroactive for the certification/recertification period ending January, 2019 and would be applied to any pending applications.

### **Bylaws / Handbook Revision – Outstanding Clerk Award**

President Williams recalled that the proposed bylaw revisions were originally sent out to the Association and were scheduled to be on the Business Meeting agenda for a vote. However, the Committee received some feedback and it was decided the item would be added for discussion only and any final amendments would be provided to the Association for the August meeting. She also noted that the revisions were discussed at the Executive Committee meeting yesterday and there were no objections. She introduced Paula Woodard, Johnston County - Committee Chair, for comments.

Paula presented the following amendments:

#### **Point Sheet – Note #3 / Bylaws – Page 38 #7:**

- Clerk may not submit points from prior years: Paula stated the intent was discourage the submission of points from multiple years on a single year's point sheet. She explained this created a lot of work for the Chair/Committee and made it difficult to verify the points and



thus language was proposed to address the issue. Association members were notified that the next submission period would be the only year members could report past attendance to qualifying courses/events. Paula noted that a few members expressed confusion about losing prior year points and she clarified that accumulated points from prior submissions would be carried forward each year.

**Point Sheet:**

• **REMOVAL:** *Other Significant and Professional Recognition Categories:*

Paula noted these categories are subjective and unclear and place the burden of discretion on the committee/committee chair. She noted that specific criteria were added to replace these categories including the IIMC Regional and Annual Conferences, the NACo Conference and the Municipal and County Administration Course.

• **ADDITION: Notes Section # 2:** *"Clerk must be an active dues paying member of the Association in order to submit points."*

• **ADDITIONAL LANGUAGE ADDED - Advanced Academy Course:**

*(For any course designated as 'Advanced Academy', clerks are allowed an additional point, in addition to the Annual Conference point. See Example.)*

**Bylaws – Page 38 - #2:**

• 100 points/10 years of Combined Service as a Clerk/Deputy Clerk:

Paula reported receiving feedback that 100 points should suffice and the 10-year requirement should not be added.

Kristen King, Franklin County and Committee member, explained the intent of the addition of the 10-year requirement was to maintain the prestigiousness and spirit of the Howard Holly Outstanding Clerk Award.

Discussion ensued.

Various members questioned if the intent of the award was longevity or performance.

Paula stated she believed the original intent of the award was to recognize tenure, dedication to the clerk profession, commitment to continued education and service to the Association.

Kristen agreed and pointed out that if the proposed 10-year requirement is added, there may be some years when the award is not presented.

Tory Frink, Alamance County, objected to the 10-year requirement noting that 100 points should be sufficient. She also expressed concern that the award may not be presented in some years.

Robin Keller, Guilford County, inquired if there was an honorary award that recognized clerk performance or outstanding achievement. She added this may be a way to recognize clerks earlier in their tenure and more often.



Paula responded there was no other award. She noted, however, that clerks receive certificates for their participation on committees. The Association may want to consider including a presentation of the certificates to recognize this participation.

President Williams polled the members in order to provide direction to the Committee. Forty-two (42) members were in favor of keeping the 10-year requirement in the proposed bylaws amendment and six members were opposed. She noted the issue would be voted on at the August Business Meeting in Guilford County.

Following additional discussion regarding the Point Sheet, President Williams stated that two additional amendments would be added for clarification purposes:

- **January Clerk School** – change to “Annual Clerk School”
- **Certifications** – change to “Certifications and Recertifications” (Points counted upon initial certification/recertification only....)

### ***Program Committee Update / 2020 Annual Conference:***

Vice President Robinson thanked Tory Frink, Alamance County for stepping up and agreeing to chair the Program Committee during his absence. Tory received a round of applause.

He reported as follows:

- **Annual Conference**

Lauren Linker, Cabarrus County and Debbie Harris, Davidson County, have volunteered to co-host the 2020 conference in Cabarrus. No dates have been set at this point. He added that he hoped to have an update on the 2021 Conference by the August meeting.

- **Regional Workshops**

No one had signed up to host a 2019 Regional Workshop. The process for hosting was outlined and discussion ensued.

The following clerks agreed to host:

Western Regional:	Phyllis Nowlen, Cleveland County
Piedmont Regional:	Robin Keller, Guilford County
Eastern Regional:	Lynn Scott, Pasquotank County (Co-hosts: Melissa Lawrence, Gates County; LeeAnn Walton, Currituck County)

Julie Bennett, Washington County, indicated she would also be willing to host a Regional Workshop.

### **Clerk License Plates**

Debbie Harris reported that Representative Larry Potts (former Davidson County Commissioner) submitted a new bill for a county/municipal clerk license plate. The original

legislation sunset in 2014 because the 300 minimum was not met, however, the new bill minimum is set at 50. She also explained that the tag vanity plate fee revenue must be assigned to a non-profit entity and Rep. Potts selected NC Kids Digital Library. She noted the tag will display the Association acronyms to avoid any confusion with the Superior Court Clerks. She concluded that the Executive Committee expressed support of the non-profit entity and hearing no objection from Association members, she stated she would inform Rep. Potts to move forward with the bill.

### **Other Business/Announcements**

President Williams made the following announcements:

- August Business Meeting at NCACC Conference, August 23, 2019, Grandover Resort, Guilford County
- Regional Workshops – will provide dates on Listserv as soon as possible
- November Clerks Academy – Academy will be held at the Sheraton Imperial Hotel & Convention Center-RTP instead of the School of Government
- Annual Conference/Cabarrus County - will provide conference date on Listserv as soon as possible.

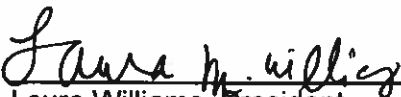
President Williams thanked Kym Crowell for stepping up and agreeing to Chair the Certification Committee after Amanda Varner left the Association. Kym received a round of applause.

Robin Keller, Guilford County, was recognized for comments.

Robin noted the NCACC selected the Grandover Resort for the Conference even though Guilford County expressly opposed having it at that location because it is not large enough to host the Commissioners. She stated they are currently working on overflow arrangements at the Koury Convention Center.

### **Adjournment**

Julie Bennett introduced a motion to adjourn the meeting. Kristen King provided the second and the motion carried unanimously. With no further business to come before the Association, President Williams declared the meeting adjourned at 3:08 p.m.

  
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Laura Williams, President

  
\_\_\_\_\_  
Donna Buff, Secretary

Date Approved: 8/23/19

**PROPOSED SLATE OF OFFICERS  
2019-20**

**President**

Jason Robinson, Scotland County

**Vice-President**

Donna Buff, Gaston County

**Secretary**

Trisha Hogan, Transylvania County

**Treasurer**

Debbie Harris, Davidson County

<b>DIRECTORS</b>	<b>COUNTY</b>	<b>YEAR OF APPOINTMENT</b>	<b>TERM LENGTH</b>	<b>TERM ENDING</b>
Julie Wand	Onslow	2019	1 year term	2020
Lauren Linker	Cabarrus	2019	1 year term	2020
Lindsay Ray	Chatham	2019	1 year term	2020
Denise Hogan	Wake	2019	1 year term	2020
Melissa Long	Pender	2019	1 year term	2020

## 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 \_\_\_\_



# **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 satisfying one of the criteria for accreditation ~~completion of the HMC 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 on or before January 31. 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 during the banquet at the annual ~~City and County Clerks' School, which is held in January of each year~~ spring conference of the North Carolina Association of County Clerks.

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~~ 30 hours of continuing education, service, and/or details 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 Commissioners conference work blocks (3 credit hours ~~per conference~~ based on actual hours in work blocks—must have proof of registration and accompanying certification identifying work blocks attended)
- 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)
- If budgetary constraints prevent a clerk from satisfying the continuing education requirement, the clerk may nonetheless qualify for recertification by (1) providing the State Certification Committee with a letter from the county manager that explains the funding restrictions on the clerk's travel and training, and (2) passing a recertification examination administered by the UNC SOG. The passing score on the examination will be determined by the Association's liaison at the SOG and the State Certification Committee.

The three-year recertification period begins on ~~January~~ March 1 of the year the recipient ~~is scheduled to~~ receives certification. Certificates will be dated ~~January~~ March 1 of the year the certificate is presented. Excess credit hours can be carried over.

Application and payment (\$25) 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 County Clerk certification will require a prerequisite of six years as a NC Certified County Clerk, ~~the required regular 60~~ and 45 hours of continuing education that must be obtained within the three-year period prior to application for Master County Clerk. ~~, 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.~~ See bullet points

~~MOVE Once the master certification is achieved, the advanced certification can be maintained as long as the Clerk accrues the regular 60 30 hours of continuing education and participation every three years. Excess credit hours can be carried over.~~

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 by January 31. 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 along with the certificate to the recipients at the annual spring conference of the North Carolina Association of County Clerks.

Designation as a NCMCC also 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 30 hours of continuing education, service, and/or details listed in the bullet points above and under RECERTIFICATION.

Application and payment (\$25) 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.

**OUTSTANDING CLERK CRITERIA POINT SHEET**

Dates of Services:      March 01, 20 - February 28, 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* (see Notes)	1	
<u>Certifications (Points counted upon initial certification only). Please list year of initial certification beside points accumulated.</u>	UNC-SOG Clerks Certification (NCCCC)	5	
	IIMC – Certified Municipal Clerk (CMC)	5	
	IIMC – Master Municipal Clerk (MMC)	6	
	UNC-SOG Clerks 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 [For any course designated as "Advanced Academy", clerks are allowed an additional point. (See example)]	1	
	IIMC Annual Conference	1	
	IIMC Regional Conference	1	
	NACO Conference	1	
	County Administration Course	2	
Other Significant Professional Recognition	(Specify)	1	
Total Points			

**Definitions Notes:**

- 1) Active membership on committees means attending the committee meetings and being involved in the issues and recommendations of the committee.
- 2) A clerk must be an active dues paying member of the Association to be considered
- 3) Applications must be submitted each year with current points. Points from prior years may not be submitted. Note: for new "Attendance" categories added in 2019, prior points will be accepted during the 2019 submittals only.

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Email to: Current Committee Chair (to be updated each year)  
 Or mail to:  
 Current Committee Chair (to be updated each year)

**Example:**

Clerks are eligible for additional points for Advanced Academy courses taken. For example, if a clerk attends the Wednesday session January Clerks' School and it is designated as an Advanced Academy course, then they are allowed 1 point. If the clerk also attends the Thursday/Friday morning session of January Clerks' School and it is designated as an Advanced Academy course, then they are allowed an additional 1 point.

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(Form last amended April 15, 2016 proposed to be amended in March 2019)

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. Clerks must have at least 100 points to be considered and a combined total of at least 10 years of service as a Deputy Clerk and Clerk. If no clerk meets these requirements, then no award shall be given for that year.
  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.
  7. A clerk must be an active dues paying member of the Association to be considered.
8. Applications must be submitted each year with current points. A clerk may not submit points from prior years. Note: for new "Attendance" categories added in 2019, prior points will be accepted during the 2019 submittals only.

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