

**NC ASSOCIATION OF COUNTY CLERKS
BUSINESS MEETING
Electronic Meeting via Zoom
Friday, August 14, 2020
12:30 P.M.**

The North Carolina Association of County Clerks held a Business Meeting at 12:30 P.M. on Friday, August 14, 2020, as part of the 2020 North Carolina Association of County Commissioners Annual Conference. The meeting was held electronically using Zoom meeting software and was hosted by Glenn Girton, Technology Services Director for the North Carolina Association of County Commissioners. The 2020 Annual County Commissioners Conference was held virtually due to the COVID-19 pandemic flu outbreak resulting in federal and state directives limiting public gatherings.

Officers Participating

Donna Buff, President – Gaston County
Trisha Hogan, Vice-President – Transylvania County
Debbie Harris, Secretary – Davidson County
Lindsay Ray, Treasurer – Chatham County
Jason Robinson, Immediate Past President – Scotland County

Directors Participating

Lauren Linker – Cabarrus County
Melissa Long – Pender County
Phyllis Nowlen – Cleveland County
Vickie King – Lenoir County
Debra Ivey – Southwestern Commission COG

Others Participating

Trey Allen, Associate Professor of Public Law and Government, UNC-School of Government
Nicole Branshaw, City of King
Glenn Girton, NC Association of County Commissioners
Kelly Brown, NC Association of County Commissioners

Call to Order

President Donna Buff called the meeting to order at 12:35 P.M.

Welcome

President Buff welcomed everyone to the virtual meeting. She asked that any new clerks in the Meeting to respond via chat. Rosalyn Covington announced she was the new Deputy Clerk in Forsyth County, and Nicole Branshaw announced she was the new Clerk for the City of King. Both were welcomed to the Clerk family.

The Board of Directors introduced themselves to the group.

President Buff thanked all for what they do, noting everyone in attendance were her heroes, and that she truly valued the relationships built throughout her time as Clerk.

Invocation

Vice-President Trisha Hogan offered the invocation.

Attendance

A total of 53 members participating was required in order to meet quorum requirements. Participating members were reported to the Secretary via the attendance list and email. A quorum was met with this number of members participating.

Clerks and Deputy Clerks participating were:

Aldridge	Kim	Rutherford County
Anderson-Faison	Mary	Halifax County
Bennett	Julie	Washington County
Bowden	Carol	Wayne County
Buff	Donna	Gaston County
Cannon	Denise	Anson County
Cook	Dena	Richmond County
Covington	Rosalyn	Forsyth County
Crowell	Kym	New Hanover County
Cunningham	Morgan	Onslow County
Edwards	Maria	Bladen County
Evans	Janice	Nash County
Fleetwood	Renee	Hertford County
Frink	Tory	Alamance County
Galloway	Jared	Brunswick County
Gamble	Jennifer	Lee County
Gentry	Tanya	Yadkin County
Gilyard	Yvonne	Wake County
Godard	Jessica	Martin County
Hammer	Rachel	Carteret County
Harris	Debbie	Davidson County
Hass	Maria	Cherokee County
Hines	Kimberly	Pitt County
Hogan	Trisha	Transylvania County
Hunnicuttt	Mary	Perquimans County
Ivey	Debra	Southwestern COG
Jimison	Staci	Gaston County
Johnson	Sonya	Lumber River COG
Kianpour	Dahria	New Hanover County
King	Vickie	Lenoir County

King	Kristen	Franklin County
Linker	Lauren	Cabarrus County
Long	Melissa	Pender County
McGougan	Gwen	Hoke County
Mitchell	Cheryl	McDowell County
Moyer	Stacy	Davie County
Norfleet	Courtney	Pamlico County
Nowlen	Phyllis	Cleveland County
Ray	Lindsay	Chatham County
Reaves	Brenda	Person County
Robinson	Jason	Scotland County
Scott	Lynn	Pasquotank County
Seamster	Paula	Caswell County
Sloop	Ashleigh	Forsyth County
Smallwood	Tanya	New Hanover County
Tinkham	Sarah	Bertie County
Toomer	Monica	Durham County
Wand	Julie	Onslow County
Weary	Debra	Granville County
White	Andrea	Brunswick County
Williams	Laura	Moore County
Wilson	Lynn	Davidson County
Woodard	Paula	Johnston County

Approval of Minutes

Julie Bennett noted she had found an error in the March 25, 2020 Minutes, in that they stated the Meeting started at 4:14 P.M. and ended at 3:15, P.M. The Meeting actually started at 3:00 P.M.

Upon motion by Debra Ivey and second by Yvonne Gilyard, the minutes of November 19, 2019 and March 25, 2020 were unanimously adopted, with the change above being made to the March 25, 2020 Minutes.

Approval of Treasurer's Report

Treasurer Lindsay Ray reported the Report had been sent out the prior day, and noted we have a healthy balance and reported on the totals. She added there had not been many transactions since she took over.

Upon motion by Julie Bennett and second by Mary Faison, the August 13, 2020 Treasurers Report was unanimously accepted.

Bank Balance:

8/13/2020

Interest Checking	\$32,872.44
Money Market	\$90,593.98
Share Account	<u>\$21.06</u>

\$123,487.48

Reconciled with Bank Statements Through

7/31/2020

Lindsay K. Ray
 Lindsay K. Ray, NCCC
 Treasurer/Chatham County Clerk

1/16/2020	Deposit	\$350.00		Membership (\$100.00) Vendor Registration (\$250.00)
1/27/2020	Davidson County (Ck# 1008)		\$84.87	Reimbursement - C Pittman Room - Annual Conf. (Speaker)
1/27/2020	The Speedway Club (Ck# 1009)		\$2,000.00	Deposit - Conference Banquet
1/31/2020	Deposit	\$1,375.00		Membership (\$50) Vendor (\$500) Sponsor (\$750) Banquet (\$75)
1/31/2020	Davidson County (Ck# 1010)		\$169.74	Reimbursement - T Allen & D Warner Rooms (Speakers)
1/31/2020	Dividend	\$1.49		Interest Earned
2/4/2020	Deposit	\$250.00		Vendor Registration
2/7/2020	Deposit	\$560.00		Conference Registration (\$310) Vendor Registration (\$250)
2/7/2020	Davidson county (Ck# 1011)		\$84.87	Reimbursement - L Linker Room Deposit
2/10/2020	Deposit	\$200.00		Conference Registration (\$200)
2/10/2020	Deposit	\$750.00		Vendor Registration (\$250) Sponsor (\$500)
2/12/2020	Deposit	\$310.00		Conference Registration (\$310)
2/13/2020	Scotland County (Ck# 1012)		\$1,317.89	Reimbursement - IIMC Region III Conference
2/17/2020	Deposit	\$500.00		Vendor Registration (\$250) Sponsor (\$250)
2/18/2020	Deposit	\$160.00		Membership (\$50) Conf Reg (\$110)
2/18/2020	Deposit	\$100.00		Memberships
2/18/2020	Deposit	\$620.00		Conf Registration
2/19/2020	Kristen King (Ck# 1013)		\$135.92	Reimbursement - Scrapbook
2/20/2020	Kristen King (Ck# 1014)		\$49.03	Reimbursement - Rolling Totes for Scrapbooks
2/27/2020	Deposit	\$310.00		Conf Registration
2/28/2020	Deposit	\$3,720.00		Conf Registration (NCACC Deposit)
3/2/2020	Deposit	\$600.00		Conf Registration
2/29/2020	Dividend	\$1.55		Interest Earned
3/3/2020	Deposit	\$310.00		Conf Registration
3/3/2020	Jones Brady & co., CPAs (Ck# 1015)		\$495.00	2019 Tax Preparation
3/9/2020	Deposit	\$360.00		conf Reg (\$310.00) Membership (\$50)
3/11/2020	Deposit	\$575.00		Sponsor (\$250.00) Vendor (\$250) Banquet (\$75)
3/11/2020	Johnny o's Awards, Inc. (Ck# 1016)		\$528.58	Clerk and President Plaques
3/20/2020	Deposit	\$10,694.01		Conf Registration (NCACC Deposit)
3/24/2020	Deposit	\$100.00		Membership
3/31/2020	Dividend	\$2.79		Interest Earned
4/14/2020	Deposit	\$100.00		Membership

4/15/2020	Deposit	\$1,704.24		Conf Registration (NCACC Deposit)
4/30/2020	Dividend	\$3.62		Interest Earned
5/21/2020	NC Assn. of co. Comm. (Ck#1017)		\$105.98	Credit Card Fees - March 2020
5/21/2020	Johnny o's Awards, Inc. (Ck# 1018)		\$23.54	Clerk Plaque
5/31/2020	Dividend	\$3.85		Interest Earned
6/30/2020	Deposit	\$275.00		Membership
6/30/2020	Dividend	\$3.72		Interest Earned
7/17/2020	Deposit	\$335.00		Membership (NCACC Deposit)
7/23/2020	Deposit	\$770.00		Membership
7/31/2020	Dividend	\$3.92		Interest Earned
8/5/2020	The Goathouse Refuge (Ck#1019)		\$75.00	Donation in memory of Orange County Clerk Donna Baker
8/13/2020	Deposit	\$220.00		Membership
8/13/2020	Deposit	\$1,679.91		Membership (NCACC Deposit)
	Total	\$37,942.86	\$5,070.42	
	Balance	\$32,872.44		
	Balance	In Balance		
Name:	Lindsay K. Ray, Treasurer/Chatham County Clerk			
Date:	8/13/2020			

NC Association of County Clerks
Calendar Year 2019 Share Account Activity

Date	Category Name:	Interest Received	Deposits	Withdrawal
1/1/2020	Opening Balance		\$20.03	
1/31/2020	Dividend	\$0.01	\$0.01	
2/28/2020	Dividend	\$0.01	\$0.01	
3/31/2020	Dividend	\$0.01	\$0.01	
4/30/2020	Dividend	\$0.00	\$0.00	
5/31/2020	Dividend	\$0.00	\$0.00	
6/30/2020	Dividend	\$1.00	\$1.00	

\$1.03 \$21.06

CY2019 Total

Name: Lindsay K. Ray, NCCCC
 Title: Treasurer/Chatham County Clerk
 Date: 8/13/2020

NC Association of County Clerks
 Calendar Year 2019 Money Market Account Activity

Date	Category Name:	Interest Received	Deposits	Withdrawals
1/1/2020	Opening Balance		\$89,415.49	
1/31/2020	Dividend	\$170.56	\$170.56	
2/28/2020	Dividend	\$159.85	\$159.85	
3/31/2020	Dividend	\$171.19	\$171.19	
4/30/2020	Dividend	\$165.98	\$165.98	
5/31/2020	Dividend	\$171.83	\$171.83	
6/30/2020	Dividend	\$166.60	\$166.60	
7/31/2020	Dividend	\$172.48	\$172.48	
		\$1,178.49	\$90,593.98	

CY2020 Total Dividends

Name: Lindsay K. Ray, NCCCC
 Title: Treasurer/Chatham County Clerk
 Date: 8/13/2020

Items of Business

Adoption of Bylaws/Handbook Revisions

President Buff reported the updated Bylaws/Handbook had been sent out approximately 30 days prior to the Meeting. Committee Chair Phyllis Nowlen remarked that she had a fantastic team of clerks who had worked throughout the process. The revisions had also been reviewed by the Board of Directors and Amy Bason. Amy thought the revisions were good, but had made suggestions for two revisions that were included in the revisions sent out in July. Some of the things that had been revised in the new document were how minutes are sent out, when annual dues are paid, combination of a couple of committees, the addition of "member in transition" and change from the Newsletter Committee to a Blog Committee. Phyllis stated she had found an error on Page 54 for the Master Clerk Certification – the document states five years, but should be six years, and she asked for the motion to include this correction. She noted the Bylaws/Handbook had been sent out twice this year, in February and July.

Jason Robinson moved to approve the revised Bylaws/Handbook, with the correction on Page 54 from five years to six years. This motion was seconded by Kristen King and was approved by unanimous consent and without any objection.

2020 Virtual Annual Conference Discussion (September 10 – 11)

President Buff reported the Board of Directors had worked very hard putting together the details for the virtual Conference, and she thanked the NCACC for working with us to host the virtual conference. She specifically thanked Glenn Girton, Donald Czysz, Jason King and Kelly Brown of the Association, and also thanked Trey Allen for putting a whole new itinerary together for the Conference in the matter of a couple of weeks. Lauren Linker reported we would be back at Great Wolf Lodge in 2022 and that refunds for room deposits had been issued by Great Wolf Lodge. Debbie Harris reported registration for the virtual conference would come out on Monday, August 17, 2020, and would be open until Friday, September 4, 2020. Registration would be offered electronically or by mail. Also, refunds for 2020 Conference fees would be made upon request, and there was also the option to roll the funds forward to the 2021 Conference. She asked that those registered for the 2020 Conference let her, Lauren Linker or Lindsay Ray know if they wanted to roll the funds forward or were requesting refunds.

2021 Annual Conference Update

Melissa Long reported that the 2021 Conference was scheduled for April 21st through 23rd at the Holiday Inn Sunspree in Wrightsville Beach. Standard rooms would be \$169.00 and ocean front rooms would be \$189.00. The same room rate would also be available the day prior and the day after the Conference. The Banquet is scheduled to be at Poplar Grove Plantation in Pender County. The possibility of a virtual offering has been discussed with the venue. She and Kym Crowell continue to monitor COVID-19 with Sunspree, and there will be more conversations with the Sunspree in November, and further information will be provided to members at the November Business Meeting.

2022 Annual Conference Update

President Buff stated Great Wolf Lodge had been great to work with, and had allowed us to move to 2022. Lauren added the dates for the 2022 Conference are March 16th through 18th, and to look for something special for St. Patrick's Day. The Banquet will still be held at the Speedway Club on Thursday evening. Donna thanked Lauren Linker, Lynn Wilson and Debbie Harris for all of the hard work they had put into the Conference this year.

Professional Development Program Committee Update

Vice-President Trisha Hogan stated the link for the September Conference was going out on August 17th, and it was a great agenda. Some of the 2020 Conference programming had been shifted to 2021 in Wrightsville Beach, and programming for the Conference was almost completely planned. She would be working with Trey Allen and the Municipal Clerk Association Planner on the November Academies. Trey Allen reported the New Clerk's Institute was scheduled for December 10, 2020, and was going to be separated from the November Academies. He felt the November Academies would most likely be virtual offerings, scheduled for November 19th and 20th.

New Committee – Communications Committee

President Buff noted the Bylaws/Handbook updated earlier in the meeting had changed the Newsletter Committee to the Blog Committee, but recent discussions kept leading to how we could get more frequent/updated information out to our members. A bulletin board and Facebook had been suggested, and even more utilization of the website, so combining all communication-type Committees together under one umbrella seemed a good fit. She asked that we start a conversation on moving toward a Communications Committee, as we have a lot of modern tools now that can be used. Lauren Linker reported as we were getting ready for the 2020 Conference in March, there were a lot of folks who were communicating with her and Debbie, because many do not follow the listservs very closely, and this started a conversation on how we could better communicate with our members. Suggestions were how a bulletin board, chat group, listserv and social media could help, whether totally work related or not. Email is the easiest while we are working, but putting the same information out across all available platforms would catch more people. She hoped to take advantage of the new NCACC website, and the blog would only be as good if folks read it. Lauren stated she had created a private Facebook Page for the group, where more personal information can be shared, and felt we could network better via that platform. Melissa Long remarked that the big thing was we were looking for avenues to reach everyone and get information out quicker. Lauren added the same information would go out across all platforms used, so people would not be confused or feel left out. Julie Bennett felt this was a great idea, as she was not sure the listserv was where everything should be posted. Trey Allen noted that the listservs are subject to public records requests, and that the other platforms could also be subject, depending on the content. Lauren added that if approved, the Communications Chair would be over the Facebook Page, so information could be vetted before it was posted. Donna asked for thoughts and suggestions, and felt having the other Committees under one Chair would lead to more cohesive responses. She felt we could put this on the September Business Meeting Agenda to ask for feedback and thoughts. Carol Bowden felt it was a great idea because it would create more access to information. Donna felt the nucleus makeup may take a little work, to make sure we are using the tools to their full potential. She asked folks who wanted to be part of the Committee to reach out to her before the September Meeting, and to send any thoughts out to the listservs. Further discussion on this topic will be on the September Business Meeting Agenda.

Other Business /Announcements

2020 Clerk of the Year Recognition Moved to 2021 Conference

President Buff stated that since we had moved to a Virtual Conference for 2020, the Board of Directors felt it was best to move this award to the 2021 Conference. Points would still accumulate, but it was felt the award was so prestigious that it needed to be done live, and in person. Julie Bennett reported her Committee was ready to present the award, but in speaking with the Board of Directors on August 13th, concerns had been raised of whether someone could bypass the 2021 winner, which she reported could not happen. She suggested that two awards be presented in 2021, both the 2020 and 2021 winners. Donna felt it was unfortunate that we could not present the award in September, but felt it was more meaningful to do it in person.

Julie spoke about the Mentoring Program that matches up new clerks with someone who can work with them.

2020 Recognition of Newly Certified Clerks – Desk Plates and Plaques

President Buff stated we normally recognize all newly certified and recertified clerks at the banquet each year, and now that we had moved to a virtual platform, we will get all of the desk plates and plaques distributed to the 2020 group. They will all be recognized during the virtual Conference, and will also be recognized at the 2021 in-person Conference as well.

Next Business Meeting

The next Business Meeting is scheduled for September 10, 2020, at 1:00 p.m.

Other Business

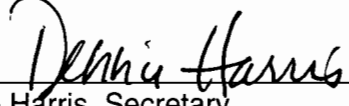
Vice-President Hogan asked Phyllis Nowlen to get the Bylaws/Handbook put in final form and sent out. Phyllis thanked those on her Committee for their hard work. Immediate Past President Jason Robinson also thanked all on the Committee for their work on the revisions.

Adjournment

Carol Bowden moved to adjourn the meeting at 1:45 P.M., this was seconded by Rachel Hammer and unanimously carried.



Donna Buff, President



Debbie Harris, Secretary

Date Approved: 11.19.2020

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North Carolina Association of County Clerks to the Boards of County Commissioners

Code of Ethics

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

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

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

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

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

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

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

_____ Clerk Signature

_____ Date

North Carolina Association of County Clerks to the Boards of County Commissioners Bylaws

ARTICLE I

Name

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

ARTICLE II

Objectives

Section 1. The objectives of this Association shall be:

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

ARTICLE III

Membership

Section 1. Membership shall be open to the following:

- (a) The person who has been appointed and duly sworn into official public office in accordance with North Carolina General Statute § 153A-111 bearing the title of Clerk to the Board of County Commissioners or Deputy Clerk to the Board of County Commissioners or Executive Assistant/Clerk to the Board of County Commissioners.
- (b) The Executive Assistant/Clerk to the Board responsible for recording minutes and maintaining records for the 17 regional councils of government in the State of North Carolina.

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

(d) "Member in Transition" will apply to a County Clerk who is currently transitioning jobs and is wanting to keep his/her clerk certification. This member is still responsible for paying yearly dues/fees.

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

(a) Dues/fees will be reviewed annually and set by Executive Committee.

(b) Dues shall be payable the first quarter of each fiscal year.

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

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

ARTICLE IV

Governing Body

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

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

candidates to the Executive Committee to fulfill the remainder of that term. The Executive Committee will be the final appointing authority in filling the vacancy for the remainder of the term. If a director fills the vacancy of an unexpired term then they are still eligible to serve their own three (3) consecutive one (1) year terms.

Section 4. The immediate Past President of the Clerks Association shall have voting privileges on the Executive Committee. A simple majority is required for voting. If there is no simple majority – the vote fails.

ARTICLE V

Meetings

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

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

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

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

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

Section 6. Only dues paying members shall be considered in establishing a quorum and allowed to vote. On all issues, including selection of officers, each dues paying member shall be entitled to one vote.

ARTICLE VI

Election of Officers

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

Section 2. The election of officers shall take place at the Annual meeting of the Association. The slate of nominees presented by the Nominating Committee to the members shall be comprised of a succession of current officers and members of the Board of Directors. The

nominee for each office receiving the highest number of votes cast shall be declared duly elected thereto and shall begin their term of office immediately upon their election. It shall be explicitly understood that nominations from the floor shall be accepted.

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

ARTICLE VII

Powers and Duties

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

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

Section 3. The Secretary shall keep all minutes and correspondence of the Clerks Association. These records shall be open to each dues-paying member of the Association. The Secretary shall upload copies of the Minutes to the Association's website.

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

ARTICLE VIII

Committees

Section 1. The Nominating Committee shall consist of the immediate Past President, one (1) member from the Board of Directors, and one (1) active member of the Association. The President shall appoint the member of the Board of Directors and the active member to the Nominating Committee. The Immediate Past President will serve as Chairperson. A slate of nominees for officers and members of the Board of Directors shall be presented to the membership at the Annual meeting.

Section 2. The Professional Development Program Committee shall be appointed by the President and shall consist of five (5) or more active members of the Association to include the host clerk(s) for that year's annual conference, and the Vice President shall be designated as Chairperson. The Professional Development Program Committee shall be responsible for establishing the program for each Annual meeting and shall work jointly with the School of Government in determining needed educational/training programs for the Association.

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

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

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

ARTICLE IX

Section 1. Amendments to these Bylaws may be made by the active members of the Clerks Association at the Annual Meeting. A special meeting may be called for the purpose of proposing amendments to the Bylaws; however, no such amendments shall be voted upon until a copy of the proposed revisions has been furnished to each active member at least fourteen (14) days prior to the meeting. In order to adopt amendment(s), a quorum must be present and an affirmative vote taken by the majority of the active members present.

ARTICLE X

Expenses

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

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

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

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

ARTICLE XI

Parliamentary Authority

The latest edition of Robert's Rules of Order shall be the parliamentary authority of the Association on questions not covered in these Bylaws.

North Carolina Association of County Clerks to the Boards of County Commissioners Handbook

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

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

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

DUTIES AND RESPONSIBILITIES

PRESIDENT

PURPOSE

The President shall be the Chief Executive Officer and Chairperson of the governing body.

COMPOSITION

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

RESPONSIBILITIES

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

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

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

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

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

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

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

PROCEDURES

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

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

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

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

The President shall maintain good public relations with all Clerks by contacting and ascertaining the activities in their respective counties, seeking their input in educational interests, discussing mutual interests and/or problems and providing research and/or solutions when possible, providing means whereby efficiency and improvements may be achieved in the operation of the clerk's office in each county.

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

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

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

The President shall attend all three regional workshops and the Regional 3 IIMC Conference. If he/she is unable to attend any of these events, an appointed designee will attend in the President's place. The President shall only pay to attend one regional workshop and attend the other two at no cost. The Association will incur the costs of the two remaining workshops and the IIMC Conference.

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

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

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

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

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

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

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

VICE PRESIDENT

PURPOSE

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

COMPOSITION

The Vice President is elected by the general membership and serves a one-year (1) term.

RESPONSIBILITIES

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

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

PROCEDURES

The Vice-President, serving as Professional Development Program Committee Chairperson, shall appoint subcommittees as needed to carry out the work of the Professional Development Program Committee.

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

PRESENTED TO
(NAME)

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

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

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

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

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

SECRETARY

PURPOSE

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

COMPOSITION

The Secretary is elected by the general membership to serve a one-year (1) term, serves as a member of the Executive Committee, and is the official custodian of the records for the North Carolina Association of County Clerks.

RESPONSIBILITIES

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

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

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

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

PROCEDURES

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

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

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

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

The Secretary shall maintain all changes and/or amendments to the Bylaws. Any proposed changes in Bylaws and/or amendments shall be uploaded to the Association's website fourteen days prior to action on such proposals.

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

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

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

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

TREASURER

PURPOSE

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

COMPOSITION

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

RESPONSIBILITIES

Is the custodian of all Association funds. Establishes appropriate bank accounts (savings, checking, money market, certificates of deposit) and maintains same. Assistance with reconciliation of the accounts is authorized to be provided by the North Carolina Association of County Commissioners.

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

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

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

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

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

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

PROCEDURES

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

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

Places balance funds in excess of \$10,000 in an interest earning account. Orders checks in maximum quantities of 25 to 50.

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

Prepares and uploads copies of Treasurer's report to the Association website for general membership approval.

DIRECTORS

PURPOSE

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

COMPOSITION

There shall be five (5) members of the Board of Directors who shall be elected in accordance with the provisions set forth in Article VI. Section 2. Candidates for the Board of Directors shall have served as a County Clerk, COG Secretary or NC Association of County Commissioner's Clerk for a minimum of three (3) years. Members of the Board of Directors shall be elected to serve a term of one (1) years and shall be limited to three (3) consecutive one (1) year terms and shall be limited to three (3) consecutive one (1) year terms. Candidates must complete the Criteria and Application form and submit it to the Chairperson of the Nominating Committee. A copy of this form is included in the bylaws/handbook. When reviewing an application, the longevity of the candidate as a qualified member shall not be the only factor considered but rather shall include the candidate's overall service, commitment and involvement as a member of the Association. Should a vacancy occur on the Board of Directors before an expiration of the term, the Nominating Committee will submit at least two names, when possible, of qualified candidates to the Executive Committee to fulfill the remainder of that term. The Executive Committee will be the final appointing authority in filling the vacancy for the remainder of the term.

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

RESPONSIBILITIES

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

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

PROCEDURES

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

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

The individual Directors shall be responsive to all Clerks in bringing matters of concern to the attention of the Executive Board in an effort to provide membership voice

in expressing views and/or recommendations.

The Directors shall perform tasks as delegated by the President.

The Directors shall, upon request, assist any Chairperson.

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

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

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

**NORTH CAROLINA 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.)
COMMITTEE YEAR(S)

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:

PROFESSIONAL DEVELOPMENT PROGRAM COMMITTEE

PURPOSE

The purpose of the Professional Development Program Committee is to plan and implement educational training programs for the North Carolina Association of County Clerks including the joint City/County Clerks' School in Chapel Hill, the Annual Spring Conference, the North Carolina Association of County Commissioners Conference, regional workshops, and other meetings as may be required, and to encourage professional growth and networking of the membership. This committee shall work with the Association's Advisor from the School of Government to provide interesting and beneficial programs. Specifically, interjecting ideas for professional development as it relates to the Clerk's duties, responsibilities and performance.

COMPOSITION

Chairperson. The Vice President shall automatically serve as the Professional Development Program Committee Chairperson and the Committee shall consist of five (5) active, dues paid members of the Association who shall be appointed by the President. The host clerk shall serve as one of the five (5) appointed members. Yearly regional host clerks shall also serve as members of this Committee.

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

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

RESPONSIBILITIES

The Chairperson shall oversee planning of all schools and conferences.

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

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

In June or July, the Chairperson shall convene the Committee, along with the School of Government's Clerk's Advisor, to establish programming for the fall Regional Conferences. This work should be finalized as nearly as possible by mid-August.

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

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

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

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

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

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

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

_____, CMC
Certified Municipal Clerk

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

Presented by the

North Carolina Association of County Clerks

This the ____ day of ____, 20__

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

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

_____, MMC
Master Municipal Clerk

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

Presented by the North Carolina Association
of County Clerks

This the ____ day of ____, 20__

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

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

_____, NCCCC
North Carolina Certified County Clerk

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

Presented by the
North Carolina Association of County Clerks

This the ____ day of ____, 20__

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

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

_____, NCMCC
North Carolina Master County Clerk

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

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

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

PROCEDURES

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

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

Meeting Attendance

The President, the Staff Coordinator for the North Carolina Association of County Commissioners, and the Clerk's Advisor from the School of Government should be invited to attend Professional Development Program Committee meetings. The Chairperson shall appoint the subcommittees. It is suggested that these committees be composed of members of the Membership Committee when possible.

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

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

when it is open.

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

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

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

November Clerks Institute

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

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

Annual Spring Conference

It is recommended to all Clerks, to use every opportunity to encourage and talk to their fellow Clerks.

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

- a) Menu planning for entire conference.

- b) Speaker and/or entertainment for Wednesday Reception and/or Thursday dinner. Requests or prepares a brief biographical sketch on guest speakers and guests to be recognized at the conference or banquet.
- c) Activities for spouse/guest attendees.
- d) "Goody Bags" and content of same; door prizes, if desired. Door prizes should come from all over North Carolina. Members of the Clerks Association should be asked to solicit these from their home counties to bring to the conference. Requests that names and addresses of donors be taped to prizes so that the receiver may forward a note of thanks.
- e) Registration desk duty.
- f) Table decorations for meal functions. Items such as beverages, flowers, table decorations, etc. (anything the committee needs for the conference), may be donated by merchants, companies, etc.

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

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

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

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

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

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

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

The Chairperson should be available to greet all program participants, show them to their accommodations, be prepared to introduce each one on the program or arrange for someone

else to make the introductions.

Recommended Meeting Schedule

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

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

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

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

The Chairperson and the Committee shall develop an estimated budget for the Conference and set registration fees and meal prices at a level necessary to make the Conference self-supporting.

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

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

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

The Chairperson and Committee will ensure the award presentation to certified clerks will be ready for the spring conference. The out-going President will make the presentation during the Thursday night banquet.

ANNUAL CONFERENCE PLANNING COMMITTEE

PURPOSE

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

COMPOSITION

The President shall appoint an annual conference planning committee composed of a rotating Chairperson, who is the host county clerk for that year's conference, should he/she be willing to be part of the Committee, and other appointed members to also include past host clerks. Should the clerk of the county in which the Annual Conference is to be held decline to participate in the Committee, the Chairperson shall be appointed by the President.

RESPONSIBILITIES

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

The Chairperson is responsible for maintaining Committee Records and shall transmit such records to the newly 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 with written recommendations that would improve the efficiency of the committee based on experience.

PROCEDURES

The Chairperson shall ask each member to check on one or more specific hotel/motel facilities within the conference region and determine if the facilities can meet requirements outlined in this handbook. The Committee shall request in writing a tentative hold from the hotel facility.

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

GENERAL BACKGROUND

Conference Site

The policy of the governing body of the N.C. Association of County Clerks shall be to rotate the annual spring conference site among the eastern western, and central regions of the State.

Conference Dates

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

Conference Facilities

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

CONFERENCE GUIDELINES CHECK LIST

1 YEAR IN ADVANCE

Meet with Hotel (*approved by Association and Annual Conference Planning Committee Selection Committee*) to reserve suitable room block and meeting space, banquet space, hospitality suite and president's suite and space for vendors (*must provide electricity and tables for vendors*)

Meet with Professional Development Program Committee to begin choosing conference topics

Conferences should breakeven – get a budget outline from the previous host clerk and review expense guidelines with the President

Schedule speakers and presenters for draft program

- Speaker expenses not to exceed \$5,000 (*or amount set by Association*)
- Determine if an MMC class should be included
- Sponsorships for speakers also acceptable

6 MONTHS IN ADVANCE

- Meet with Hotel to review menus and finalize pricing
 - Coffee for First day of Conference lunch is on their own)
 - Breakfast for each day
 - Lunch for second day
 - Banquet meal for second night
 - Review meeting space & banquet space

Research local resources and vendors for donations to assist with conference expenses
Breaks, reception, lunch and banquet
Hospitality Suite

Begin a spreadsheet of expenses

- Check with President and Scholarship Committee on guidelines and handling of scholarship attendees
- Finalize education program with Professional Development Program Committee and finalize the draft program
- MMC Presenters must be approved by School of Government

3 MONTHS IN ADVANCE

- Meet with Professional Development Program Committee and Executive Committee to go over final details of the conference (***this can be done at Clerk's School in November***).
- Finalize:
 - Registration form
 - Agenda – timing, lunches, format
 - Vendors, presentations and breaks, entertainment and fun events
 - banquet format and meals (flowers)*

- door prizes given out at end of banquet and/or during the conference
- special presentations or speakers during banquet

Speakers

ONE MONTH IN ADVANCE

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

TWO WEEKS IN ADVANCE

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

ONE WEEK IN ADVANCE

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

DURING CONFERENCE

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

AFTER CONFERENCE

- Thank you letters to presenters, vendors etc.
- Evaluation forms to President and Professional Development Program Committee
- Finalize the spreadsheet of expenses and forward it to the next conference host and President

THINGS TO REMEMBER

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

*If the President wants flowers for the head table at the banquet and/or corsages for the officers, they will need to be ordered in advance.

(Sample)

CONTRACT FOR EXHIBIT SPACE

NORTH CAROLINA CLERKS' ASSOCIATION
ANNUAL CONFERENCE
LOCATION/HOTEL NAME
ADDRESS
DATES

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

Exhibitor Company Name: _____

Primary Representative in charge of Exhibit: _____

Telephone: _____

Fax: _____

E-mail: _____

Business Address: _____

Address to be printed in conference program: _____

Description of products or services promoted through your exhibit:

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

Date: _____

Vendor Representative

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

The cost is \$_____ per exhibit space and must be received by March ____, 20__

Total Enclosed for Exhibit Space \$_____

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

RETURN COMPLETED CONTRACT AND PAYMENT TO:

Conference Host Clerk(s)
NC Clerks' Association

Make checks payable to:
North Carolina Association of County Clerks

If you have any questions, contact:

Conference Host Clerk(s)
NC Clerks' Association

TERMS OF EXHIBIT CONTRACT

North Carolina Clerks' Association
Annual Conference
Location/Hotel
Address
Dates

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

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

Payment for Space - Vendors must pay a registration fee of \$____.

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

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

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

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

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

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

Exhibit Hours

Thursday, Date _____
9 a.m. - 1 p.m. Exhibitors Setup
1 p.m. - 5 p.m. Exhibits Open
Friday, Date _____
9 a.m. - Noon Exhibits Open

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

Supplies Provided to Exhibitors - The association will furnish each exhibitor with one 6-foot skirted table and two chairs. If you have additional equipment needs you should contact the hotel directly.

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

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

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

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

Conference Host Clerk(s)

NC Clerks' Association

by **Date** _____.

REGIONAL MEETINGS:

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

The Professional Development Program Committee shall be responsible for and oversee the planning of the regional workshops. The Professional Development Program Committee, Host Clerk(s), and School of Government Clerk's Advisor will work jointly to establish a program for each workshop. Host Clerk(s) for the regional workshops shall be solicited by the President on a yearly basis. The Professional Development Program Committee shall work with the Host Clerk(s) for each region who will be responsible for making logistical arrangements for the meeting, sending out notices of said meeting and arranging meals and other related functions.

RESPONSIBILITIES OF HOST CLERK FOR REGIONAL WORKSHOPS

Secure location for Meeting

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

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

Chairperson for pictures to be made at Regional Meeting

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

Name tags

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

Evaluation Forms

Manning a registration table the day of workshop

Maps to the location

Maintain an expense record the Clerk and the Host County incur for this workshop so these

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 may be put together in a variety of ways. This is left to the discretion of the host(s) 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 Professional Development Program Chairperson.

The host clerk(s) may opt to have individuals from his/her County to welcome the Clerks. 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 clerk(s) transmits the Registration Forms to the Clerks in the region via the School of Government Listservs, please be sure to encourage all Clerks to attend whether or not the county is a member. The Association wants to encourage non- members to attend. A package should also be e-mailed to the President. Also, be sure to allow a deadline and plenty of time to respond prior to the workshop for coordination of lunch, etc.

The Registration Fee will be set annually by the Executive Committee.

It is the goal that the registration fee for the regional workshops 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, contact the Professional Development Program Chairperson for discussion of the fee required.

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

**SAMPLE:
REGIONAL WORKSHOP EVALUATION FORM**

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

Yes_____ No_____

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

Yes_____ No_____

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

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

Yes_____ No_____

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

NAME: _____

TITLE: _____

COUNTY: _____

DATE: _____

NOMINATING COMMITTEE

PURPOSE

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

COMPOSITION

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

RESPONSIBILITIES

To seek for nomination the most qualified active Association members 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 Chairperson of the Professional

Development Program 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 direct 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 should contact the candidates for confirmation and advise the committee of the findings. In the event additional candidates are needed, the committee may suggest others to the Chairperson and, upon making contact, the committee will be advised when the proposed slate is confirmed.

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

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

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

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

MEMBERSHIP COMMITTEE

PURPOSE

To expand and maintain the membership of the North Carolina Association of County Clerks and to encourage membership to the International Institute of Municipal Clerks (IIMC).

COMPOSITION

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

RESPONSIBILITIES

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

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

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

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

PROCEDURES

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

NORTH CAROLINA ASSOCIATION OF COUNTY CLERKS

Please mail your Annual Membership
Dues in the amount of _____ along
with this form to:

Treasurer: _____
Treasurer NC Association of County Clerks
County: _____
Address: _____

MEMBERSHIP APPLICATION

Dues Shall Be Payable During the First Quarter of Each Fiscal Year

(Please Complete)

2020 North Carolina Association of County Clerks Dues\$ _____

NAME _____ COUNTY _____

TITLE _____ DATE OF APPOINTMENT _____

MAILING ADDRESS _____

CITY/STATE _____ ZIP _____

WORK PHONE _____ FAX _____

E-MAIL ADDRESS _____

HOME ADDRESS _____

HOME PHONE _____

LIST COMMITTEES ON WHICH YOU WISH TO SERVE:

LIST SUGGESTIONS OF TOPICS FOR SCHOOLS AND WORKSHOPS:

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

ADDITIONAL COMMENTS:

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

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

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

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

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

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

BLOG CHAIR

PURPOSE

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

COMPOSITION

The Blog Chair shall be appointed by the President.

RESPONSIBILITIES

To coordinate blog posts for the Association's website.

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

The Blog Chair, prior to the expiration of his/her term, shall review this portion of the Association Handbook and furnish the incoming President and Chairperson of the Professional Development Program Committee with written recommendations that would improve the

efficiency of the committee based on working experience.

PROCEDURES

The Chairperson shall:

Obtain a quarterly "Letter from the President" for the blog.

Gather and solicit information for the blog.

Ensure that blog posts are made at least quarterly, if not more often.

HISTORIAN

PURPOSE

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

COMPOSITION

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

RESPONSIBILITIES

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

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

The Historian, prior to the expiration of his/her term, shall review this portion of the Association handbook and furnish the incoming President and Chairperson of the Professional Development Program 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 outlined in the Bylaws.

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 Chairperson of the Professional Development Program 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 7.

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 Chairperson will call a meeting of the Outstanding Clerk Committee. Then committee will:

1. Tally the points of each applicant.
2. Choose the one Clerk with the highest number of points.
3. In case of a tie, there will be two outstanding clerks for that year.
4. The selection will be made solely on the applications.

5. The Outstanding Clerk will remain confidential by the committee and will be announced at the Spring Conference in the same manner as currently done.
6. Any clerk who has already received the award may not be considered again.

OUTSTANDING CLERK CRITERIA POINT SHEET

Dates of Services: March 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	
Certifications (Points counted upon initial certification only). Please list year of initial certification beside points accumulated.	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	
	November 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	
Total Points			

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.

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.

Definitions:

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

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

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

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

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

SCHOLARSHIP COMMITTEE

PURPOSE

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

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

COMPOSITION

The Committee will be comprised of the President, immediate Past President, Treasurer, a member of the Board of Directors, and an active member of the Association.

RESPONSIBILITIES

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

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

The Scholarship Fund for each of the three Regional Workshops will cover the registration fee and the cost for mileage, and lodging, if requested.

PROCEDURES

A notice shall go into the registration materials for the Annual Clerks Conference and for the Regional Workshops stating the opportunity to apply for the County Clerks Scholarship Fund. This notice shall indicate that applicants need to submit a letter of desire stating the reason for applying for the scholarship and what criteria they feel should qualify them to receive the scholarship above other applicants.

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

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

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

A maximum of three (3) scholarships may be available annually for the Regional Workshops. The total amount to be distributed each year for the Regional Workshop scholarships shall not exceed

\$300 for Regional Workshops without approval of the Executive Committee.

Scholarship recipients are not eligible to reapply for one (1) year.

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

Following the decision, a letter of acknowledgement would be sent to the scholarship recipient(s) applicant from the President. Letters should also be sent to those applicants, who receive the scholarship, encouraging them to apply in the future.

RECORDS RETENTION COMMITTEE

PURPOSE

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

COMPOSITION

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

RESPONSIBILITIES

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

Continued maintenance and supervision of these records will be required.

Establish and maintain an index of the records stored.

PROCEDURES

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

HOMEPAGE ADMINISTRATOR

PURPOSE

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

COMPOSITION

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

RESPONSIBILITIES

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

PROCEDURES

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

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

Other information as needed may be added.

DIRECTORY ADMINISTRATOR

PURPOSE

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

COMPOSITION

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

RESPONSIBILITIES

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

PROCEDURES

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

NORTH CAROLINA ASSOCIATION OF COUNTY CLERKS 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, an application will need to be completed and returned with the fee, as set from time to time by the Executive Committee, 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 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 (NCAACC) and completion of 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 Commissioner conference work blocks (credit hours 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) three 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) three hours per conference – must have proof of registration/completion

- Service as a member of the Executive Board for the NCACC (4) four hours for each year served
- Service as Chair of a NCACC committee (2) two 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 March 1 of the year the recipient is scheduled to receive certification. Certificates will be dated 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.

Clerks who have maintained their NCCCC certification for at least five (5) 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 five (5) years as a NC Certified County Clerk, and 45 hours of continuing education that must be obtained within a three-year period prior to application for Master County Clerk ,

An application will need to be completed for the North Carolina Master County Clerk certification and returned with the fee (as set from time to time by the Executive Committee) 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 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, as set from time to time by the Executive Committee, 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.

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

Date: _____

Personal Information

Name (Last, First, MI): _____

Title: _____

Government Unit: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail Address: _____

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

Name: _____

Title: _____ E-mail: _____

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

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

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

designation.

Signature: _____ Date: _____

JOB DESCRIPTIONS

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

General Statement of Job

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

Specific Duties and Responsibilities

Essential Job Functions

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

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

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

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

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

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

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

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

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

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

Minimum Training and Experience

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

Minimum Qualifications of Standards Required To Perform Essential Job Functions

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

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

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

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

Knowledge, Skills and Abilities

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

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

Thorough knowledge of State open meetings and public records laws.

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

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

Thorough knowledge of administrative practices and procedures.

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

Skill in planning and setting up meetings.

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

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

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

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

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

Special Requirements

Must be a certified notary public or have the ability to obtain certification. Must be willing to attend and successfully complete courses at the School of Government (SOG) of The University of North Carolina at Chapel Hill that apply toward certification by either the International Institute of Municipal

Clerks (IIMC) as a Certified Municipal Clerk, or the SOG as North Carolina Certified County Clerk. Be willing, once certified, to meet the requirements for entry into IIMC's Master Municipal Clerks Academy and progress toward receiving the Master Municipal Clerk designation, or meet the requirements for obtaining the SOG's North Carolina Master County Clerk designation.

JOB DESCRIPTION

DEPUTY CLERK TO THE BOARD OF COUNTY COMMISSIONERS

General Statement of Job

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

Specific Duties and Responsibilities

Essential Job Functions

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

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

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

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

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

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

Minimum Training and Experience

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

Minimum Qualifications of Standards Required To Perform Essential Job Functions

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

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

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

Knowledge, Skills and Abilities

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

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

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

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

Thorough knowledge of administrative practices and procedures.

Skill in planning and setting up meetings.

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

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

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

Special Requirements

Must be a certified notary public or have the ability to obtain certification. Must be willing to attend and successfully complete courses at the School of Government (SOG) of The University of North Carolina at Chapel Hill that apply toward certification by either the International Institute

of Municipal Clerks (IIMC) as a Certified Municipal Clerk, or the SOG as a North Carolina Certified County Clerk. Be willing, once certified, to meet the requirements for entry into IIMC's Master Municipal Clerks Academy and progress toward receiving the Master Municipal Clerk designation, or meet the requirements for obtaining the SOG's North Carolina Master County Clerk designation.

