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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 County 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 16 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 the Executive Committee.

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

(c) Paid membership dues will follow the Clerk, not the organization.

**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 available on the file shared drive. 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 a minimum 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 Communications Committee shall consist of the Secretary serving as the chairperson. This committee will comprise of the website, social media, digital media, the blog, bulletin board and the directory subcommittee. The Purpose of this committee is to promote the Association with these various avenues. Each subcommittee shall be comprised of a minimum of two (2) active members who will report any updates, changes and progress to the Communications Committee chair.

**Section 4.** 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 5.** 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 the Clerk's Association 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 to the County Clerks Listserv, Association website, and file shared drive 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 and upload to the County Clerks Listserv, Association website, and file shared drive 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. 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**

Serves as 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.

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.

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 candidate's 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.

Application forms are available on the file shared drive.

## ***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 a minimum 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.

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 shared drive 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 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 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 declines 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 the 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 Annual Conference Planning 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 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.

## **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 Association, but are beneficial to the experienced Clerk as well.

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

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 the Host Clerk and the Regional Workshop Forms are available on the file shared drive.

## ***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:**

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**LIST SUGGESTIONS OF TOPICS FOR SCHOOLS AND WORKSHOPS:**

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

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**ADDITIONAL COMMENTS:**

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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.

***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 the 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.

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 an additional one (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 or Regional Conference. Scholarships will be given in honor of either Fleming Bell, retired Professor of Public Law and Government from the UNC School of Government, or in honor of Susan Banks, retired Clerk from Wake County.

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.

One Clerk/Deputy Clerk from each region—Eastern, Western and Piedmont will be eligible to receive a scholarship for the regional workshops.

## **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.



# **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 (NCACC) 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 six (6) years may apply for status as a North Carolina Master County Clerk.

### **ADVANCED CERTIFICATION – NCMCC**

The North Carolina Master County Clerk certification will require a prerequisite of six (6) 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.

Application for designation is available on the file shared drive.

## **JOB DESCRIPTIONS**

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

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.

## **DEPUTY CLERK TO THE BOARD OF COUNTY COMMISSIONERS**

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 three (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.