



NORTH CAROLINA COUNTY CLERKS REFERENCE GUIDE

Welcome to the North Carolina Association of County Clerks!

Congratulations on your appointment as Clerk or Deputy Clerk and welcome to the North Carolina Association of County Clerks (NCACC)! We all come to county government from varying backgrounds, but in the beginning most of us asked the very same question following appointment. NOW WHAT? This document has been prepared for you as a new Clerk/Deputy Clerk to give you a quick snapshot of suggestions from veteran clerks on information that was helpful to us along the way or things we wish we had known upfront.

- Visit our Association's website, www.nccountyclerks.org, for a wealth of information. Here you will learn a little bit about the history of the Clerk as well as information on upcoming events, committee listings, resources and more!
- Sign up for listserv so you can immediately connect with other Clerks for information sharing and advice! We are all busy, so there is no need to reinvent the wheel if you don't have to! To connect with other Clerks or Deputy Clerks, go to the [North Carolina County clerks listserv](#). The listserv for the NC City Clerks is [North Carolina City clerks listserv](#).
- Ask for a mentor! As part of the Mentor Program, your Association President will link you with a fellow clerk. All you have to do is ask.
- Attend the City and County Clerk's School offered each year. A one-day workshop for new clerks covers clerks' duties and city and county governing board procedures.
- Attend the two-day UNC School of Government Master Clerks Academy held each year.
- Attend the NC Association of County Clerks annual conference held each spring! Conference locations alternate from the East, the Piedmont and the West. The conference is a three-day event that will not only assist you in earning educational credits, but it is also a valuable networking opportunity! For more information, visit www.nccountyclerks.org.
- Attend a one-day regional conference each fall. One regional is held in each of the three regions (Western, Piedmont and Eastern) and offers educational credits toward certification. Similar topics are shared in each region so that all Clerks receive the same information. To learn more visit www.nccountyclerks.org.
- Contact someone from our Directory Committee in order to share a photograph and contact information with other clerks in the County Clerk Directory. This tool is helpful as you are networking with other clerks and can be found at www.nccountyclerks.org.

- At some point, you will want to pursue certification as a CMC (Certified Municipal Clerk) and/or NCCCC (North Carolina Certified County Clerk). To get started, visit [NC City/County Clerk Certification](#). For more detailed information on the NCCCC certification program, visit [Clerks Certification Requirements](#).
- The UNC School of Government staff/professors are your friends! Clerks work closely with Kristina Wilson, Assistant Professor of Public Law and Government (wilson@sog.unc.edu).
- Join the Association and **GET INVOLVED!** Membership dues are minimal at just \$55 per year. Membership gives you access to a large network of colleagues who are here to help you in your duties. There is always someone willing and able to assist you. Also, volunteer for one of our many committees and begin helping other clerks, just like you, as they work to increase their professionalism and that of the office of Clerk to the Board of County Commissioners. To access the NCACC membership application, go to [NCACC Membership](#).

The remainder of this document is filled with selected emails, websites, and publications that will be useful to you, as well as selected statutes relevant to your duties.

Again, this document is just a quick snapshot to help you get started as Clerk/Deputy Clerk. We hope you will find it helpful as you learn and grow!

Selected Emails, Websites, and Publications Relevant to County Clerks

NC Association of County Clerks [NC County Clerks Association](#)

NC County Clerk Job Description..... [NC County Clerk Job Descriptions](#)

NC Deputy Clerk Job Description [NC Deputy County Clerk Job Descriptions](#)

NC Clerks - Board of Directors Email..... [NC County Clerks](#)

Listserv/School of Government [UNC SOG Listserv](#)

NC Department of the Secretary of State

Notary Home Page [NC Notary Home](#)

NC Department of the Secretary of State Board Appointment

Reporting..... [State Board Appointment Reporting](#)

Coates Canons-NC Local Government Law Blog –

The *School of Government UNC Chapel Hill* created a blog to disseminate information about a broad range of legal issues affecting local governments and other public agencies in North Carolina..... [Coates Canons-Local Government Law Blog](#)

Lloyd, Carolyn (1990). “**The Hub of the Wheel: Clerks Keep Government Running Smoothly.**” *Popular Government*, vol.55, no.4, pp 36-43.
sog.unc.edu/publications/articles/hub-wheel-clerks-keep-government-running-smoothly

Bell, A. Fleming II. Chapel Hill SOG, “**The Attorney and the Clerk.**” *County and Municipal Government in North Carolina*, Second Edition, 2014, Chapter 14.
<https://www.sog.unc.edu/publications/book-chapters/attorney-and-clerk>

Vaughn M. Upshaw. Chapel Hill SOG, “**County and City Governing Boards.**” *County and Municipal Government in North Carolina*. Second Edition, 2014, Chapter 3.
<https://www.sog.unc.edu/publications/book-chapters/county-and-city-governing-boards>

Bell, A. Fleming II (2011). “**Ethics, Conflicts, and Offices: A Guide for Local Officials.**”
sog.unc.edu/pblications/books/ethics-conflicts-and-offices-guide-local-officials

Allen, Trey (2017). Chapel Hill SOG, “[Suggested Rules of Procedures for the Board of County Commissioners.](#)”

Lawrence, David M. (2014). Chapel Hill SOG, "[An Overview of Local Government.](#)" Second Edition, Chapter 1, *County and Municipal Government in North Carolina.*

Bluestein, Frayda S. (2014 – Chapter 9). Chapel Hill SOG, "[Open Meetings and Other Legal Requirements for Local Government Boards](#)", Second Edition, *County and Municipal Government in North Carolina.*

Lawrence, David M. (2010). Chapel Hill SOG, "[Public Records Law for North Carolina Local Governments](#)", Second Edition.

[North Carolina Department of Natural and Cultural Resources](#) – Government Records Branch – Local Government Records information, retention and disposition schedules, imaging services information, records analysis, electronic records, forms, workshops, and other topics.

Stenberg, Carl W. III (2014). Chapel Hill SOG, "[County and City Managers.](#)" Second Edition, *County and Municipal Government in North Carolina.*

Berner, Maureen & Stephens, John (2014). Chapel Hill SOG, "[Citizens Involvement.](#)" Second Edition, *County and Municipal Government in North Carolina.*

Selected Statutes Relevant to County Clerks' Duties

Appointment Clerk to the Board of Commissioners	NCGS 153A-111
Administering Oaths of Office	NC Constitution, Article VI, Sections 7 and 10; NC G. S. §§ 11-7, 11-7.1, 11-8, 11-9, and 11-11 NCGS 153A-26
Meetings of Public Bodies and Form of Gov't	NCGS Article 33C and Article 4
Ethics	NCGS 153A-53
Giving Notice of Governing Board Meetings	NCGS 143-318.12, 153A-40, 153A-443
Procedure	NCGS 153A-41
Closed Sessions	NCGS 143-318.11
Minutes	NCGS 153A-42
Conduct of Public Hearings and Public Comment Period During Regular Meetings	NCGS 153A-52, 153A-52.1
County Ordinance Book	NCGS 153A-48
County Code of Ordinances	NCGS 153A-49
Public Comment Period During Regular Meetings	NCGS 1-595 to 1-601
Public Records Law	NCGS 132 ; see also statutes making particular documents confidential and requiring particular documents to be filed in the clerk's office.
Local Government Finance (which includes budget and bond information)	NCGS 159
Privilege Taxes	NCGS 105
Local Planning and Development Regulation	NCGS 160D
Offices and Public Officers	NCGS Chapter 128
Reports on Gender-Proportionate Appointments to Certain Public Bodies.	NCGS 143-157.1

Public Hearings Required By North Carolina General Statute

	Counties
<i>Matter Involving Government Structure</i>	
Changes in area of district (fire protection)	69-25.11
Creation by Commission (sanitary districts)	130A-48
<i>County Service Districts; County Research and Production Service Districts; County Economic Development and Training Districts</i>	Article 16
<i>Financial Matters</i>	
Local Government Purchasing and Contracting	UNC Microsite
Security Interests	160A-20
Acquisition of property for community college	153A-158.2
Levy of room occupancy taxes	153A-155
Stormwater Control	153A-454
Special Assessments	
Preliminary resolution	153A-192
Preliminary assessment roll	153A-195
<i>Measures Involving Streets and Roads</i>	
Closing public roads or easements	153A-241
Naming roads and assigning street numbers in unincorporated areas for counties	153A-239.1
Authorizing bridges over navigable waters	153A-243
<i>Miscellaneous Matters</i>	
Local development (economic, etc.)	158-7.1
Local government solid waste responsibilities	130A-309.09A
Ambulance services	153A-250
Location, opening, and closing of ABC stores	18B-801
Minority business percentage goal	143-128.2

Proclamation/Resolution Template

_____ Board of Commissioners
[PROCLAMATION or RESOLUTION]
Recognizing [Month or Date] as
[National XXXXX Month]

WHEREAS, the _____ County Board of Commissioners, [recognizes the importance of xxxxxx]; and

WHEREAS, [statistical or quantitative information about the issue]; and

WHEREAS, [statistical or quantitative information about the issue]; and

WHEREAS, [why this issue is important in our nation or North Carolina]; and

WHEREAS, [why this issue matters in _____ County]; and

WHEREAS, [anything else that needs to be added];

NOW, THEREFORE BE IT RESOLVED, that the _____ Board of Commissioners does hereby proclaim [Month or Date], as **[EVENT IN ALL CAPS]**, and urges the residents of our community, and communities across the country, to [xxxx support this issue or cause xxxx].

ADOPTED this the XXth day of [Month] [Year].

_____ Chair
_____ Board of Commissioners