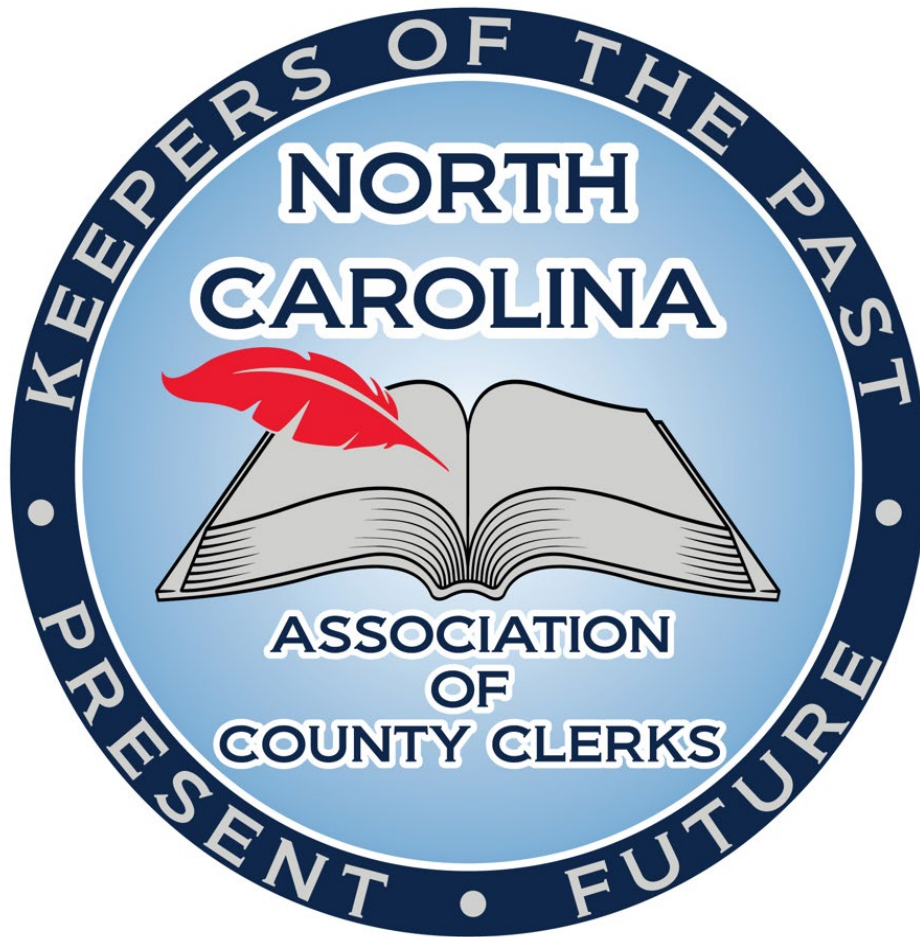


HOWARD HOLLY
OUTSTANDING CLERK OF THE YEAR
AWARD



HOWARD HOLLY OUTSTANDING CLERK OF THE YEAR AWARD

The prestigious Howard Holly Outstanding Clerk of the Year Award is presented during the Annual Conference of the North Carolina Association of County Clerks and is bestowed to a clerk in recognition of their accomplishments superior to accepted standards and distinguished continuing contributions to local government in North Carolina.

The Outstanding Clerk of the Year Award is named after Howard Holly. Each year when this award is presented, we always like to remember the one it is named for, so here is the Howard Holly story.

Howard Holly was perhaps the biggest supporter that the Clerks ever had. To those that knew him, his freshly scrubbed "little boy" clean cut image is imprinted on their memories forever. It is said that his middle name should have been "enthusiasm," and he should have been given a Ph.D. in "Love for People."

Howard was a graduate of Campbell University who went on to serve as a Town Commissioner and Mayor Pro-Tem of Burgaw, a member of the Pender County Board of Education, Tax Supervisor for 14 years, and County Clerk and Finance Officer for 24 years. He was a strong believer in our Association and never failed to educate everyone on the importance of the role of the Clerk and how vital our Association is.

He was nominated to become our Association's President in 1986 but was unable to attend the conference that year because of illness. He had hoped to return to normal health within a couple of months, but sadly, his boyish enthusiasm and unquenchable faith were no match for the cancer that ultimately took his life just four months after having fought a valiant battle.

Howard Holly left an enviable record of local government service and in 1988, the Association voted to name the annual recognition of the Outstanding Clerk of the Year the "Howard Holly Award." Let us never forget Howard's devotion and support to Clerks and our Association.

PREVIOUS AWARD RECIPIENTS

YEAR	NAME	COUNTY
1981	Rachel Goins	Stanly
1982	Belinda Formyduval	Onslow
1983	Virginia Edwards	Carteret
1984	Judy Mathews	Transylvania
1985	Eleanor Creech	Johnston
1986	None listed in history	n/a
1987	Lucie Harrell	New Hanover
1988	Norma Bodsford	Guilford
1989	Odessa Johnson	Rockingham
1990	Oleta Lopez	Hoke
1991	Jane Cole	Forsyth
1992	Alice Fortner	Iredell
1993	Bobbie Wilson	Granville
1994	Charles Mashburn	Alexander
1995	Barbara Moore	Union
1996	Ida Smith	Columbus
1997	Marsha Fogle	Cumberland
1998	Betty Blankenship	Caldwell
1999	Sandra Catherwood	Vance
2000	Wanda Smith	Caldwell
2001	Joyce Ennis	Johnston
2002	Lois Askew	Washington
2003	Pam Robertson	Rockingham
2004	Susan Banks	Pitt
2005	Kay Blanchard	Harnett
2006	Kathy Hughes	Buncombe
2007	Elizabeth "Libby" Corn	Henderson
2008	Brenda Hunter	Davie
2009	Gwen Bryan	Craven
2010	Marcia Wilson	Wayne
2011	Jeanette Deese	Carteret
2012	Debbie Gore	Brunswick

APPLICATION PROCESS

Each year, the Clerk of the Year Committee will notify the members of the North Carolina Association of County Clerks when the application for the Howard Holly Outstanding Clerk of the Year application period is open. All members of the North Carolina Association of County Clerks, if interested, should complete the application packet, and submit it to the Clerk of the Year Committee per the instructions provided at the time.

Applicants are scored based on their level of involvement in both the North Carolina Association of County Clerks and International Institute of Municipal Clerks, education credits, conference attendance, and years of employment in their positions. The application process is meant to be fair and equitable and reflects a commitment to local government service just as Howard Holly embodied.

To maintain the integrity of the Holly Howard Award, applicants will be required to submit documentation of their service and activities, including their transcripts from the UNC School of Government.

Applicants should follow the format and instructions given on the application form.

ELIGIBILITY

A clerk must be an active dues-paying member of the North Carolina Association of County Clerks to be considered eligible for the Howard Holly Outstanding Clerk of the Year Award. The award shall be given to a member who has served as a clerk and/or deputy clerk to a Board of County Commissioners, Council of Government, or the North Carolina Association of County Commissioners for a minimum of 10 years and has accumulated at least 100 points. If no clerk meets these requirements, no award will be given that year. Points earned are cumulative and are carried forward from year to year.

Clerks who do not return the application form within the allotted time will not be considered for the current year's award. Clerks may not submit points from prior years, and they will not be considered by the Clerk of the Year Committee. Past recipients of this award are not eligible for consideration.

HOWARD HOLLY OUTSTANDING CLERK OF THE YEAR AWARD COMMITTEE

The Howard Holly Outstanding Clerk of the Year Award Committee consists of the last five recipients of the award. The most recent recipient serves as the chairperson.

HOWARD HOLLY OUTSTANDING CLERK OF THE YEAR AWARD COMMITTEE PROCEDURES

The chairperson shall announce to all active members of the North Carolina Association of County Clerks when the application period opens for the Howard Holly Outstanding Clerk of the Year Award utilizing the current method of communication established by the North Carolina Association of County Clerks governing body.

Upon receipt of the applications and following the application submission deadline date, the chairperson shall call a meeting of the Outstanding Clerk of the Year Committee.

The Outstanding Clerk of the Year Committee shall:

1. Tally the points of each applicant.
2. Choose the one clerk with the highest number of points.
3. In the event of a tie, the Committee shall bestow two awards for that year.

The selection will be made solely on the criteria of the application. The Outstanding Clerk of the Year will remain confidential. The announcement of the Outstanding Clerk of the Year will occur at the Annual Conference.

HOWARD HOLLY
OUTSTANDING CLERK OF THE YEAR AWARD
CRITERIA POINT SHEET

DATES OF SERVICE	MARCH 1	2024		THROUGH	FEBRUARY 28	2025
		YEAR				YEAR

 FIRST & MIDDLE NAME

 LAST NAME

COUNTY/ORGANIZATION

ADDRESS

EMPLOYMENT DATES

DATE APPOINTED CLERK

DATE APPOINTED
 DEPUTY CLERK

SIGNATURE & DATE OF
 SUBMISSION

CLERK'S SIGNATURE

DATE

Date received by COY Committee:

Criteria for Eligibility		Points Allowed Per Event	Points Awarded	Total Points
1.	Current Position			
1a.	Clerk to the Board Award 2 points if your current position is Clerk to the Board.	2		
1b.	Deputy Clerk Award 1 point if your current position is Deputy Clerk.	1		
2.	Executive Committee/Board of Directors			
2a.	President Award 8 points if you served as President during the service period.	8		
2b.	Vice-President Award 5 points if you served as Vice-President during the service period.	5		
2c.	Secretary Award 3 points if you served as Secretary during the service period.	3		
2d.	Treasurer Award 3 points if you served as Treasurer during the service period.	3		
2e.	Immediate Past President Award 2 points if you served as Immediate Past President during the service period.	2		
2f.	Board of Directors Award 2 points if you served on the Board of Directors during the service period.	2		
3.	Committees Each clerk should maintain a record of their committee participation. Information about a clerk's involvement may be found on the NC Association of County Clerks website or by contacting the current President of the Association. Please note that the chairperson does not receive the additional point for being an active member.			

3a.	<p>Chairperson</p> <p>Award 2 points for each committee in which you served as chair. The committee must be considered active.</p>	2		
3b.	<p>Active Member</p> <p>Award 1 point for each committee in which you served as a member. The committee must be considered active. Chairpersons of a committee are not awarded this additional point.</p>	1		
4.	Certifications			
4a.	<p>NC Certified County Clerk (NCCCC) through the UNC School of Government</p> <p>Award 5 points if you received your certification or recertification as a NC Certified County Clerk during the service period. Applicants must provide documentation to receive credit.</p>	5		
4b.	<p>Certified Municipal Clerk (CMC) through the International Institute of Municipal Clerks (IIMC)</p> <p>Award 5 points if you received your certification as a Certified Municipal Clerk during the service period. There is no recertification process. Applicants must provide documentation to receive credit.</p>	5		

4c.	<p>NC Certified Master County Clerk (NCMCC) through the UNC School of Government</p> <p>Award 6 points if you received your certification or recertification as a NC Certified Master County Clerk during the service period. Applicants must provide documentation to receive credit.</p>	6		
4d.	<p>Master Municipal Clerk (MMC) through the International Institute of Municipal Clerks (IIMC)</p> <p>Award 6 points if you received your certification as a Master Municipal Clerk during the service period. There is no recertification process. Applicants must provide documentation to receive credit.</p>	6		
5.	Conference Host			
5a.	<p>Annual Conference</p> <p>If your county hosted the NC Association of County Clerks Annual Conference and you served as the Clerk to the Board or Deputy Clerk, and actively participated in the planning, award yourself 3 points and 2 points, respectively.</p>	<p>Clerk: 3</p> <p>Deputy Clerk: 2</p>		
5b.	<p>Regional Conference</p> <p>If your county hosted a Regional Conference/Workshop, award yourself 1 point.</p>	Clerk/Deputy Clerk: 1		
6.	Project Service			
6a.	<p>Specify project for consideration</p> <p>If you participated in or were responsible for a project that benefited the NC Association of County Clerks, attach the documentation for consideration by the Clerk of the Year Committee. Currently, no points are awarded for participation in a community service project at a regional conference, the annual conference, NCACC conference, or joint clerks academy. See last page for examples.</p>	1 (per project)		

7.	Attendance			
7a.	NC Association of County Clerks Annual Conference – MMC Advanced Academy I: Day 1 <i>Award 1 point if you attended the Advanced Academy I on the 1st day of the conference.</i>	1		
7b.	NC Association of County Clerks Annual Conference – MMC Advanced Academy II: Days 2-3 <i>Award 1 point if you attended the Advanced Academy II on the 2nd and 3rd days of the conference. Only 1 point is allowed for Advanced Academy II.</i>	1		
7c.	New Clerks Institute <i>Award 1 point if you attended the New Clerks Institute hosted by the UNC School of Government.</i>	1		
7d.	Master Clerk Academies (joint Municipal and County) – Master Clerks Academy I <i>Award 1 point if you attended the Advanced Academy I on the 1st day of the joint academy.</i>	1		
7e.	Master Clerk Academies (joint Municipal and County) – Master Clerks Academy II <i>Award 1 point if you attended the Advanced Academy II on the 2nd and 3rd days of the joint academy. Only 1 point is allowed for Advanced Academy II.</i>	1		
7f.	Other Master Clerk/Advanced Academy Courses <i>Award 1 point per other Advanced Academy Course attended during the service period. Applicants must provide documentation to receive credit.</i>	1		

7g.	<p>NC Association of County Clerk Regional Conference</p> <p>Award 1 point if you attended a regional workshop during the service period. Three regional workshops are held annually – Western, Piedmont, and Eastern. If you attended more than one regional, you will only be awarded 1 point total due to the agenda being the same for each regional.</p>	1		
7h.	<p>NC Association of County Commissioners Annual Conference</p> <p>Award 1 point for registering and attending the full conference. Attendance at only the NC Association of County Clerks Business Meeting does not qualify. Applicants must provide documentation to receive credit.</p>	1		
7i.	<p>Municipal and County Administration (8-week course)</p> <p>Award 2 points if you attended and completed this 8-week course that is offered by the UNC School of Government.</p>	2		
7j.	<p>International Institute of Municipal Clerks Annual Conference</p> <p>Award 1 point for attending the IIMC Annual Conference. Applicants must provide documentation to receive credit.</p>	1		
7k.	<p>International Institute of Municipal Clerks Region III Conference</p> <p>Award 1 point for attending the IIMC Region III Conference. Applicants must provide documentation to receive credit.</p>	1		
7l.	<p>National Association of Counties Annual Conference</p> <p>Award 1 point for attending the full NACo Annual Conference. Applicants must provide documentation to receive credit.</p>	1		

8.	Other			
8a.	<p>Other Professional Development or Significant Professional Recognition</p> <p>Award 1 point if you participated in other professional development courses that were significant to your role as Clerk to the Board or Deputy Clerk OR if you received significant professional recognition.</p> <p>To receive credit, a professional development course must be at least 6 hours or multiple courses must total at least 6 hours. Applicants must provide documentation to receive credit.</p>	1		
9.	Prior Points			
9a.	<p>Points Accumulated from Previous Years of Service</p> <p>The Clerk of the Year Committee shall complete this section according to the COY Committee's records.</p>			To be completed by the COY Committee
10.	Total Points			
10a.	<p>Total points accumulated from this service period and previous years of service</p> <p>Add total points awarded from this service period. The Clerk of the Year Committee keeps records of the carryforward points and will record the final total in the last column.</p>		Tally points here.	To be completed by the COY Committee

Project Service Examples (6a):

1. Clerk Training Initiatives:

- Organize or co-host a workshop, webinar, or conference session focused on professional development for clerks, separate from the regional, annual conference, and joint academy.
- Develop a guidebook or resource toolkit for clerks to enhance their knowledge on specific topics (e.g., managing minutes, public records laws, or board relations).

2. Mentorship Programs:

- Create a "buddy system" for first-time conference attendees to feel welcomed and engaged.

3. Resource Sharing:

- Develop a digital library or repository for templates, forms, and best practices to be shared among clerks.
- Create a standardized checklist for board meeting preparation or disaster response protocols.

4. Clerk Recognition Programs:

- Propose and manage an initiative to highlight clerks' achievements through newsletters or social media.

5. Historical Preservation:

- Launch a project to document the history of the Association and its members, such as a timeline or digital archive.

6. Scholarships:

- Organize a scholarship program to support clerks' attendance at conferences or further education.
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