

**BYLAWS
AND
GOVERNING BODY GUIDE**

Adopted _____

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BYLAWS

NORTH CAROLINA ASSOCIATION OF COUNTY CLERKS TO THE BOARDS OF COUNTY COMMISSIONERS

Article I - Name.

The name of the organization shall be the North Carolina Association of County Clerks to the Boards of County Commissioners, hereinafter referred to as the Association.

Article II - Membership.

Members of the Association are those who are 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, Deputy Clerk to the Board of County Commissioners, Assistant Clerk to the Board of County Commissioners, Council of Governments Clerk, and Members in Transition. Those who perform clerk duties as defined without holding the title must have the approval of their respective county clerk to become a member.

All the above positions are to be hereinafter referred to as Clerk.

Member in Transition (MIT) will apply to an individual who does similar duties of a Clerk who is transitioning jobs and wants to keep their clerk certification. The member will continue to be responsible for paying yearly dues/fees. Said MIT will have a period of three (3) years to reestablish themselves as a Clerk.

Membership dues are to be paid annually during the first quarter of the fiscal year, with the amount to be set by the Executive Committee. Paid membership dues will follow the Clerk, not the organization.

Article III - Objectives.

The objectives of the Association shall be as follows:

1. To provide a network for the exchange of strategic insights and advanced methodologies that are essential for the superior performance and continuous improvement of Clerks' functions, including, but not limited to, keeping abreast about federal and state regulations affecting county governance, proactively acquiring and sharing insights on various operations across North Carolina's 100 counties, and helping to position Clerks at the forefront of innovative trends and best practices in county administration.
2. 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 IV - Governing Body.

1. Executive Committee: shall be comprised of officers and directors who hereinafter will be known as the Governing Body of the Association.
2. Officers shall be comprised of the President, Vice President, Secretary, Treasurer, and Immediate Past President:
 - a. President: serves as the Chief Executive Officer and Chairperson of the governing body and represents the interests of all members.
 - b. Vice President: occupies the position and performs the duties of the President if, for any reason, the President is absent or unable to delegate his/her duties.
 - c. Secretary: composes a full and accurate account of all actions taken by the governing body and the Association and performs other related work, as necessary.
 - d. Treasurer: maintains an accurate accounting of all monies received and disbursed by the Association.
 - e. Immediate Past President: Serves in a supportive role to the Executive Committee and performs other duties as assigned.
3. Directors: Govern, along with the Officers, the North Carolina Association of County Clerks.

Article V - Election of Officers and Directors.

1. Only active members of the Association shall be eligible to hold a seat as an Officer.
2. The election of Officers shall take place at the Annual Meeting of the Association. The Nominating Committee shall present a slate of nominees comprised of a succession of current officers and members of the 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 election. It shall be explicitly understood that nominations from the floor shall be accepted.
3. The procedure for the selection of candidates for offices of the Association is outlined in the Committee Handbook.

Article VI - Parliamentary Authority and Meetings.

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

1. A quorum of the Association must be present at both regular and special meetings to conduct business. For meetings described in this Article, a quorum is defined as not less than 75% of the dues-paying individuals registered for the event.
2. Only dues-paying members shall be considered in establishing a quorum and allowed to vote. Each dues-paying member shall be entitled to one (1) vote.
3. 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.
4. The Association shall hold one (1) annual meeting each year for the purpose of electing officers and transacting Association business.

5. There may be other regular or special meetings of the Association as determined by the Executive Committee.
6. The Association shall hold at least one (1) educational/training school each year sponsored by the UNC - School of Government (SOG) in Chapel Hill, NC. The program and date for the school each year shall be established through the SOG. The Association shall hold a business meeting during this educational/training school.
7. The Association shall hold one (1) business meeting during the North Carolina Association of County Commissioners Annual Conference.

Article VII - Committees.

Standing Committees:

1. Bylaws Committee
2. Clerks Reference Guide Committee
3. Communications Committee
4. Fundraising Committee
5. History Committee
6. Membership Committee
7. Nominating Committee
8. Outstanding Clerk of the Year Award Committee
9. Professional Development and Conference Planning Committee
10. Scholarship Committee
11. State Certification Committee

Any other committees shall be appointed at the discretion of the President.

Article VIII - Amendments to Bylaws.

Active members of the Association can periodically recommend changes to the Bylaws during a regular 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. To adopt amendment(s), a quorum must be present, and an affirmative vote taken by the majority of the members present.

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GOVERNING BODY OPERATIONS MANUAL

The North Carolina Association of County Clerks to the Boards of County Commissioners (Association) organizational structure begins with the membership, which elects the Governing Body. The Association's governing body is comprised of the Officers who serve as the Executive Committee and the Board of Directors. The Governing Body is vested with policy-making authority.

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

Section 1 - President Responsibilities and Duties.

Information in this section pertains to responsibilities and duties beyond what is stated in the adopted bylaws:

1. Attends all meetings of the Governing Body and Association. If, for any reason, the President cannot attend, the Vice President will be notified in advance of the meeting(s) and will preside over said meeting.
2. Shall work in conjunction with all officers and directors in performing duties necessary to uphold the principles of the Association.
3. Shall serve as the Association's liaison to the North Carolina Association of County Commissioners and the SOG.
4. Following the review by the Governing Body, the President shall forward the minutes, Treasurer's Report, and any Bylaw amendments to the membership no later than 14 days before any scheduled Association business meeting.
5. The President presents certificates for service to the officers, directors, committee chairpersons, and committee members.
6. Upon request, the President shall assign a veteran clerk to mentor a new clerk.
7. The President or designee shall attend all three (3) Association regional academies, the IIMC Region III annual conference, and the IIMC annual conference. The Association shall cover the expenses. If the President is unable to attend an event/conference, an appointed designee will attend in the President's place. The President shall submit reports to IIMC on behalf of the Association as requested.
8. The President prepares the oath(s) of office for the new officers as well as arranges and presides over the installation of the new officers during the Association's annual conference. This task can be handled by the President's designee with prior notification to said designee unless otherwise designated.
9. Any special projects taken on by the President must have prior approval of the Executive Committee.

Section 2 - Vice-President Responsibilities and Duties.

Information in this section pertains to responsibilities and duties beyond what is stated in the adopted bylaws:

1. Attends all meetings of the Governing Body and Association. If, for any reason, the Vice President cannot attend, the President will be notified in advance of the meeting(s).
2. The Vice President shall serve as Chairperson of the Professional Development and Conference Planning Committee and shall appoint subcommittees as needed to conduct the work of this committee.
3. The Vice President may attend all three (3) regional academies in their role as the Professional Development and Conference Planning Committee Chair. The Vice President shall only pay to attend one regional academy, and the Association will incur the cost of the remaining two.
4. Annual conference duties:
 - a. Shall obtain the gavel plaque and gifts for the outgoing President and Host Clerk prior to the annual conference. Without prior Executive Committee approval, the host gift shall not exceed \$50, and the President's gift shall not exceed \$100.
 - b. The Vice-President shall coordinate with the host clerk for corsages for officers, directors, the conference host, retirees, and flowers for the head table.
 - c. Work with the Certification Committee Chair to obtain names for ordering engraved desk nameplates for CMC, MMC, NCCCC, and NCMCC recipients prior to the annual conference.

Section 3 - Secretary Responsibilities and Duties.

Information in this section pertains to responsibilities and duties beyond what is stated in the adopted bylaws:

1. Shall attend all meetings of the Association and the Governing Body and take accurate minutes thereof. If, for any reason, the Secretary cannot attend, the President will be notified in advance of the meeting(s) and the Vice President will serve in said capacity.
2. Maintain a permanent record of the approved minutes of the Association and the Governing Body, including the Treasurer's Report.
3. The approved minutes of the Association's business meetings shall be posted to the Association's website.
4. Shall send copies of the approved minutes to the State Archives of North Carolina except for the prior two (2) years.
5. Shall email the minutes to the President no later than 21 days prior to the next scheduled business meeting.
6. Shall upload new members' contact information into the email database utilized by the Association.
7. Assist the President in forwarding correspondence and other materials to the full membership as requested.
8. Maintain a record of the recipients of the Howard Holly Outstanding Clerk of the Year Award.

9. Shall make the necessary arrangements for sending flowers to an Association member in the event of the death of an immediate family member (spouse, child, or parent).
10. Shall send cards to Association members in the event of the death or hospitalization of an immediate family member (spouse, child, or parent).

Section 4 - Treasurer Responsibilities and Duties.

Information in this section pertains to responsibilities and duties beyond what is stated in the adopted bylaws:

1. Serves as a non-voting ex-officio member of the Governing Body, with a term length of three (3) years. The Treasurer may serve two (2) consecutive terms but must step down from the Board for one (1) year after completing two terms.
2. May attend all meetings in person or virtually if unable to attend in person.
3. Serves as the custodian of all Association funds, establishes appropriate bank accounts (savings, checking, money market, certificates of deposit), and maintains same. The North Carolina Association of County Commissioners may assist with account reconciliation upon request of the Governing Body.
4. Will place balance funds of more than \$10,000 in an interest earning account.
5. Submits Form 990, "Return of Organization Exempt from Income Tax Report," to the IRS by April 15th annually. The Association employs a Certified Public Accountant to assist with IRS documents.
6. Orders checks as necessary to conduct the Association's financial transactions.
7. Pay bills and issues reimbursements upon receipt of invoices, as approved by the President and/or Vice President.
8. Upon receipt of membership dues and applications, the Treasurer shall immediately notify the Secretary and Membership Committee Chair and send the same copies of membership applications.
9. Prepares and provides the Treasurer's report to the President no later than 21 days prior to any Association business meeting.
10. Shall send copies of the financial records to the State Archives of North Carolina except for the prior two (2) years.

Section 5 - Immediate Past President Responsibilities and Duties.

Information in this section pertains to responsibilities and duties beyond what is stated in the adopted bylaws:

1. Attends all meetings of the Governing Body and Association. If, for any reason, the Immediate Past President cannot attend, the President will be notified in advance of the meeting(s).
2. Serves as the Nominating Committee Chair and shall present a slate of nominees for officers and members of the Board of Directors at the Association's Annual Conference.
3. Serves on the Communications Committee as Chair of the Website Subcommittee and will

work with the North Carolina Association of County Commissioners website administrator to ensure the website remains current.

4. Serves as the Chair of the History Committee and compiles a history of their term as President to include on the Association's website.

Section 6 - Directors Responsibilities and Duties.

Information in this section pertains to responsibilities and duties beyond what is stated in the adopted bylaws:

1. Attends all meetings of the Governing Body and Association. If, for any reason, a Director cannot attend, the President should be notified in advance of the meeting.
2. Each Director shall be responsive to all clerks in bringing matters of concern to the attention of the Governing Body to provide membership a voice in expressing views and/or recommendations.

Section 7 - Expenses.

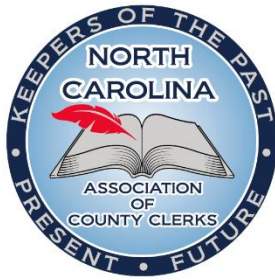
The Association shall reimburse the President for expenses incurred while attending:

1. The International Institute of Municipal Clerks (IIMC) Annual Conference.
2. The IIMC Region III conference.
3. Association Regional Academies outside of their own region.
4. Events President is invited to attend on behalf of the Association.
5. The Association shall reimburse the Vice President for expenses incurred as Chairperson of the Professional Development and Conference Planning Committee including their attendance at the Regional Academies outside of their own region.
6. The President shall authorize reimbursements related to the business of the Association.
7. The Vice President shall approve reimbursements to the President.

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APPENDICES

1. Board of Directors Criteria and Application Form
2. Clerk Reference Guide and Manual
3. Committee's Handbook and Operations Manual and Volunteer Form
4. Howard Holly Outstanding Clerk of the Year Award Guide
5. Job Descriptions for Clerk to the Board and Deputy Clerk to the Board
6. North Carolina Association of County Clerks Membership Application
7. Regional Academies and Annual Conference
8. Scholarships
9. North Carolina Certified County Clerk Program
10. Wording for Various Plaques



BOARD OF DIRECTORS CRITERIA AND APPLICATION FORM

Candidates for the Board of Directors shall have served as a County Clerk, COG Secretary, or North Carolina Association of County Commissioners' Clerk for a minimum of three (3) years.

Candidates for the Board of Directors shall have been active members of NCACC for at least three (3) years. It is desirable, but not required, that candidates for the Board of Directors shall have attained their North Carolina County Clerks Certification (NCCCC) offered through the SOG, IIMC Certified Municipal Clerk (CMC), and/or IIMC Master Municipal Clerk (MMC) designation(s).

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 making every effort to attend the Annual City/County Clerks' Academy, the NCACC Annual Conference, the North Carolina Association of County Commissioners Annual Conference, and the respective Fall Regional Work Session.

NAME: _____ TITLE: _____

COUNTY/ORGANIZATION: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

Years of Service as a County Clerk: _____

Years of Service as a NCACC Member: _____

NCCCC ____ CMC ____ MMC ____

NCACC Committees you have served on over the past three (3) years:
(List the committee and the year served. If additional space is needed, use the back of this form.)

COMMITTEE	YEAR(S)



Clerk Reference Guide and Manual

Prepared and Presented, Complements of 2014 NCACC President Kristin King
and the 2014 NCACC Professional Development Committee
Revised March 2022

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, 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 do not have to! Go to [North Carolina County clerks listserv](#) to connect. 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 (SOG) Master Clerks Academy held each year.
- ❖ Attend the NC Association of County Clerks annual conference held each spring! Conference locations alternate from the East, Piedmont, and the West. The conference is a multi-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 (East, Piedmont, and West) and offers educational credit 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 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 SOG staff/professors are your friend! Clerks work closely with Kristina Wilson, Assistant Professor of Public Law and Government and the Program Manager. You may contact Ms. Wilson with questions at 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 as Clerk. 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 City and County Clerks

- ❖ NC Association of County Clerks:
<https://www.ncacc.org/about/affiliate-related-organizations/north-carolina-county-clerks-association/>
- ❖ NC County Clerk Job Description:
<https://www.ncacc.org/wp-content/uploads/2021/05/County-Clerk-JOB-DESCRIPTION.pdf>
- ❖ NC Deputy Clerk Job Description:
<https://www.ncacc.org/wp-content/uploads/2021/05/Deputy-County-Clerk-JOB-DESCRIPTIONS.pdf>
- ❖ NC County Clerks Email: <https://www.ncacc.org/about/affiliate-related-organizations/north-carolina-county-clerks-association/>
- ❖ NC City Clerks Email: <https://www.ncamc.com/contact>
- ❖ Listserv/SOG: <https://www.sog.unc.edu/resources/microsites/listserv>
- ❖ NC Department of the Secretary of State Notary Home Page:
<https://sosnc.gov/divisions/notary>
- ❖ NC Department of the Secretary of State Board Appointment Reporting:
https://sosnc.gov/divisions/appointment_reporting
- ❖ The SOG 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](#)
- ❖ Allen, Trey (2017). Chapel Hill SOG, "[Suggested Rules of Procedure for the Board of County Commissioners](#)", 4th Edition.
- ❖ Allen, Trey (2017). Chapel Hill SOG, "[Suggested Rules of Procedures for a City Council](#)", 4th Edition.
- ❖ Lloyd, Carolyn (1990). "[The Hub of the Wheel: Clerks Keep Government Running Smoothly.](#)" Popular Government, vol. 55, no. 4, pp 36-43.
- ❖ Bell, A. Fleming II (2014). Chapel Hill SOG, "[The Attorney and the Clerk](#)" Chapter 14, County and Municipal Government in North Carolina, Bluestein, Frayda S., Ed., Second Edition
- ❖ Bell, A. Fleming II (1996). "[City and County Clerks: What They Do and How They Do It.](#)" Popular Government, vol. 61, no. 4, pp 21-30.

- ❖ Bell, A. Fleming II (2007, 2008, 2009). Chapel Hill SOG, "[County and City Governing Boards](#)" Chapter 3, County and Municipal Government in North Carolina, Bluestein, Frayda S., Ed., Second Edition
- ❖ Bell, A. Fleming II (2011). "[Ethics, Conflicts, and Offices: A Guide for Local Officials.](#)"
- ❖ Bell, A. Fleming II (1997). "Public Comment at Meetings of Local Government Boards." Parts 1 and 2, Popular Government, vol. 62, no. 4 and vol. 63, no. 1.
- ❖ Bell, A. Fleming II (2019). Chapel Hill SOG, "[Suggested Rules of Procedures for Small Local Government Boards](#)" Second Edition.
- ❖ 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. & Lawrence, David M. (2017). Chapel Hill SOG, "[Open Meetings and Local Governments in North Carolina – Some Questions and Answers](#)", Eighth Edition.
- ❖ Bluestein, Frayda S. (2014). 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 Association of County Clerks, Handbook and Bylaws.](#)
- ❖ North Carolina Association of Municipal Clerks, "[M.O.R.E. \(Minutes, Ordinances, Resolutions, Etc.\) Common Sense Guide](#)"
- ❖ North Carolina Association of Municipal Clerks, "[Reference Guide for North Carolina Municipal Clerks](#)"
- ❖ [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.

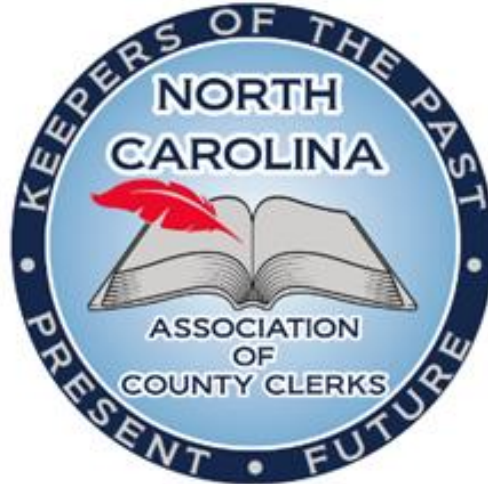
Selected Statutes Relevant to City and County Clerks' Duties

Appointment	NC G.S. §§ 153A-111, 160A-171, 160A-172
Administering Oaths of Office	NC Constitution, Article VI, Sections 7 and 10; NC G. S. §§ 11-7, 11-7.1, 11-8, 11-9, 11-11, 153A-26, 160A-61
Giving Notice of Governing Board Meetings	NC G.S. §§ 143-318.12, 153A-40, 153A-443, 160A-71
Governing Board Procedures	NC G.S. §§ 143-318.9 to 143-318.18 (the Open Meetings Law); 153A-25 to 153A-52.1 (counties); 160A-59 to 160A-82.1 (cities)
Agenda and Parliamentary Procedure	NC G.S. § 153A-41, 160A-71(c)
Closed Sessions	NC G.S. § 143-318.11
Minutes	NC G.S. § 153A-42, 160A-72
Public Hearings and Public Comment Periods	NC G.S. §§ 153A-52, 153A-52.1, 160A-81, 160A-81.1
Ordinances	NC G.S. §§ 153A-45 to 153A-50 (counties); 160A-75 to 160A-79 (cities)
Publication of Notices	NC G.S. §§ 1-595 to 1-601
Public Records Law	NC G. S. § 132 ; see also statutes making specific documents confidential and requiring specific documents to be filed in the clerk's office.
Administration of Closing-Out Sales	NC G.S. §§ 66-76 to 66-83
Local Government Finance	NC G.S. §§ 159-7 to 159-42 (the Local Government Budget and Fiscal Control Act)
Privilege License Taxation	NC G. S. § 105, Article 2
Multiple Office-Holding Rules	NC Constitution, Article VI, Section 9; NC G.S. §§ 128-1, 128-1.1, 128-1.2, 128.2
Reports on gender-proportionate appointments to statutorily created decision-making regulatory bodies	NC G.S. § 143-157.1

Public Hearings Required By North Carolina General Statutes

	Counties	Cities
<i>Adoption of Regulatory Ordinances</i>		
Sunday-closing ordinances		160A-191
<i>Matter Involving Government Structure</i>		
Ordinances changing city form of government of council structure		160A-102
Actions changing the area of fire protection districts	69-25.11	
Creation of sanitary districts	130A-48	
Resolution establishing city parking authorities		160A-552
<i>Matters Involving Service Districts</i>		
Resolutions establishing service districts	153A-302	160A-537
Resolutions adding territory to service districts	153A-303	160A-538
Resolutions reducing territory of service districts		160A-538.1
Resolutions consolidating service districts	153A-304	160A-539
Resolutions adjusting service district boundaries	153A-304.3	
Resolutions abolishing service districts	153A-306	160A-541
Resolutions establishing certain fire service districts	153A-309.2	
Resolutions establishing industrial fire service districts	153A-309.3	
Resolutions establishing certain rescue service district	153A-310	
Resolutions establishing research/production districts	153A-312	
Resolutions extending research/production districts	153A-314	
Resolutions removing land from research/production districts	153A-314.1	
Resolutions abolishing research/production districts	153A-316	
Resolutions establishing economic development/training districts	153A-317.12	
Resolutions extending economic development/training districts	153A-317.14	
Resolutions abolishing economic development/training districts	153A-317.16	
<i>Municipal Annexation</i>		
Voluntary contiguous annexation		160A-31
Voluntary noncontiguous (satellite) annexation		160A-58.2
Annexation agreements		160A-58.24
<i>Financial Matters</i>		
Annual budget ordinance	159-12	159-12

General obligation bond orders	159-57	159-57
Installment financing agreements	160A-20	160A-20
Acquisition of property for community college	153A-158.2	
Levy of room occupancy taxes	153A-155	160A-215
Establishing stormwater fees	153A-277	160A-314
Special Assessments		
Preliminary resolution	153A-192	160A-225
Preliminary assessment roll	153A-195	160A-228
<i>Measures Involving Streets and Roads</i>		
Orders closing public streets and roads	153A-241	160A-299
Ordinances naming roads or assigning street numbers	153A-239.1	
Orders permitting bridges over navigable waters	153A-243	
<i>Miscellaneous Matters</i>		
Economic development incentives	158-7.1	158-7.1
Solid waste management plans	130A-309.09A	130A-309.09A
Ordinances regulation ambulance services	153A-250	153A-250
Location of ABC stores		18B-801(b1)
Minority business percentage goal	143-128.2	143-128.2



COMMITTEE HANDBOOK AND OPERATIONS MANUAL

The North Carolina Association of County Clerks has several committees that advise the President and Governing Body.

The President shall appoint all committees, unless stated otherwise, and their members and ensure that all committees function effectively. The President shall also appoint and dissolve such "standing or special committees" as deemed necessary for the proper transaction of business of the Association.

All committees shall meet at least once annually, either in person or virtually. The Chair of each committee shall submit an annual report to the President at least forty-five (45) days before the Annual Conference, to be included in the agenda packet.

BYLAWS COMMITTEE

Purpose/Duties:

The purpose of the Bylaws Committee is to conduct periodic reviews of the Association's bylaws and its appendices to ensure they remain up to date with current practices and make recommendations to the Association's membership on proposed revisions. The Bylaws Committee shall send the proposed revisions to the full membership of the Association at least fourteen (14) days prior to the date intended for adoption. The Chair shall provide an annual report to the President at least forty-five (45) days prior to the Annual Conference to be included in the agenda packet.

Membership:

The President appoints members to include the following:

- Chair
- Secretary of the Governing Body
- Other members as deemed necessary

Meeting Schedule:

The committee shall meet at least once annually.

CLERKS REFERENCE GUIDE COMMITTEE

Purpose/Duties:

The purpose of the Clerks Reference Guide Committee is to maintain a list of helpful resources and update them as needed. An annual report on activities shall be provided to the President by February of each year. A copy of the Clerks Reference Guide is contained as an Appendix.

Membership:

The President appoints members to include the following:

- Chair
- At least one (1) member of the Association

Meeting Schedule:

The committee shall meet at least once annually.

COMMUNICATIONS COMMITTEE

Purpose/Duties:

The purpose of the Communication Committee is to promote the Association and provide information through various means of communication. It is composed of the following subcommittees:

- Birthdays
- Blog
- Directory
- Social Media
- Website

Membership:

The President appoints members to include the following:

- Secretary of the Association - serves as Chair
- The Chair of each subcommittee
- Each subcommittee shall be comprised of a minimum of two (2) members and shall report all activities to the Chair

Subcommittees:

- **Birthdays:**
The purpose of the subcommittee is to collect the birthdays of members who would like to participate and provide the information to the Chair who will recognize individuals on their birthdays utilizing the Association's current communications method. An annual report on activities shall be provided to the Communication Committee Chair by February of each year.
- **Blog:**
The purpose of the subcommittee is to solicit, plan, and write blog posts on a regular basis for distribution. Topics for the Blog should come from the interests of the membership. An annual report on activities shall be provided to the Communication Committee Chair by February of each year.
- **Directory:**
The purpose of the subcommittee is to compile a list of contact information for the Clerk and/or Deputy Clerk for each County and Council of Governments to be shared with the membership. The Directory is updated on a quarterly basis and posted to the Association's website. An annual report on activities shall be provided to the Communication Committee Chair by February of each year.
- **Social Media:**
The purpose of the subcommittee is to share information in a timely manner and advertise events. The subcommittee may share photos and posts from events to highlight the activities of the Association. An annual report on activities shall be provided to the Communication Committee Chair by February of each year.
- **Website:**
The purpose of the subcommittee is to ensure the accuracy of the information contained

on the website. The Immediate Past President serves as the Chair of the subcommittee. An annual report on activities shall be provided to the Communication Committee Chair by February of each year.

Meeting Schedule:

The Committee shall meet as deemed necessary to perform its duties.

FUNDRAISING COMMITTEE

Purpose/Duties:

The purpose of the Fundraising Committee is to raise funds as needed for the Association. Activation of the Committee will be deemed necessary by the Governing Body. On years when the Committee is active, an annual report on activities shall be provided to the President by February of that year.

Membership:

The President appoints members to include the following:

- Chair
- At least three (3) members of the Association

Meeting Schedule:

The Committee shall meet as deemed necessary to perform its duties. The Committee may not be active each year.

HISTORY COMMITTEE

Purpose/Duties:

The purpose of the History Committee is to keep a record of the history and activities of the Association. The Committee shall be charged with taking pictures during conferences and schools, including the regional academies, and with collecting brochures and other information. The Immediate Past President shall provide a written history of their year as President.

Membership:

The President appoints members to include the following:

- The Immediate Past President - serves as Chair
- At least two (2) members of the Association

Meeting Schedule:

The Committee shall meet as deemed necessary to perform its duties.

MEMBERSHIP COMMITTEE

Purpose/Duties:

The purpose of the Membership Committee is to maintain and expand the membership of the Association. The membership application/renewal process will be open from July 1st through September 30th of each year. It shall be the Chair's responsibility to ensure that this occurs. After September 30th of each year, the Committee shall contact non-members to encourage Association membership and participation in Association activities.

Upon receipt of the membership applications, the Chair shall update the membership list and share it with the Secretary and Directory Chair as it is updated.

The Chair is responsible for compiling a list of all clerks who are eligible for lifetime membership. Lifetime membership is eligible for a clerk or deputy clerk retiring after ten (10) years of active membership in the Association. The Chair is responsible for preparing the resolution(s) for retirees for the annual conference and inviting same to attend the annual banquet.

Membership:

The President appoints members to include the following:

- Chair
- Up to six (6) additional members with the intent to have representation from all three (3) regions

Meeting Schedule:

The committee shall meet at least once annually.

NOMINATING COMMITTEE

Purpose/Duties:

The purpose of the Nominating Committee is to present a slate of nominees for the Governing Body to the membership at the Association's annual business meeting. The Nominating Committee should solicit and screen applicants to fill positions by persons who have a direct interest in the ongoing success of the Association. The Chair will obtain the latest membership list from the Membership Committee Chair.

The Nominating Committee Chair shall contact current members of the Governing Body for confirmation of their intent to continue serving. The application period will open in January. All new members must submit an application. The Treasurer will need to submit a new application for each term. After the application period ends, the Committee shall discuss the qualifications of all candidates and compile a proposed slate. In the event additional candidates are needed, the Committee may suggest others to the Chair. The Committee will be advised when the proposed slate is confirmed.

Once a Director has served the maximum number of terms, they are ineligible for re-election to the Board of Directors for at least one year unless they move into an officer role. However, this one-year gap requirement may be waived if it serves the best interest of the Association. Additionally, if deemed beneficial by the Nominating Committee, the Treasurer may be reappointed for an extra one-year term after completing two consecutive terms.

Should a vacancy occur on the Governing Body before the expiration of the term, the Nominating Committee will submit names of qualified candidates to the Governing Body to fulfill the remainder of the term. The Governing Body will be the final appointing authority in filling the vacancy.

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

- Which directors have an interest in moving up to an officer position
- Length of service on the Board of Directors
- Length of active membership in the Association
- Length of service as Clerk

Membership:

The Nominating Committee shall consist of:

- Immediate Past President of the Association - serves as Chair
- At least one (1) member from the Board of Directors - appointed by the President
- At least one (1) active member of the Association - appointed by the President

Meeting Schedule:

The committee shall meet as needed between January and the annual conference.

OUTSTANDING CLERK OF THE YEAR COMMITTEE

Purpose/Duties:

The purpose of the Outstanding Clerk of the Year Committee is to determine the Association member who meets the qualifications for the Howard Holly Outstanding Clerk of the Year award.

The Committee shall follow the guidelines for selection of the "Outstanding Clerk of the Year" award as outlined in the Appendix.

The Chair shall forward the application packet to all members of the Association on or near the first of February each year. Applications shall be due no later than the last day of February.

Membership:

The Committee shall be comprised of the last five (5) years' recipients of the Howard Holly Outstanding Clerk of the Year Award. The most recent recipient shall serve as Chair.

Meeting Schedule:

After the application deadline, the Chair will call a meeting of the Committee.

PROFESSIONAL DEVELOPMENT AND CONFERENCE PLANNING COMMITTEE**Purpose/Duties:**

The purpose of the Professional Development and Conference Planning Committee is to establish educational and training programs for the Association, including the joint City and County Clerks Academies, the Annual Conference, Regional Academies, and other educational offerings to encourage professional growth and networking of the membership.

The President and Vice President shall collaborate with their counterparts of the NC Municipal Clerks Association and the SOG liaison to determine programming for the SOG annual clerk academies to provide interesting and beneficial programs, specifically interjecting ideas for professional development as it relates to the clerk's duties, responsibilities, and performance.

For regional academies, the Committee shall collaborate with each host clerk who will be responsible for making logistical arrangements for the academy, sending out notices of said meeting, and arranging meals and other related functions.

It is the responsibility of the Committee to determine locations for annual conferences. The Clerk in the selected County shall be invited to assist in conference planning as a committee member. Should the host Clerk decide not to participate, it shall be the responsibility of the Committee to undertake all conference planning.

The Chair of the Committee, in coordination with the President, shall appoint members to serve on the subcommittees as set out below:

Membership:

The President appoints members to include the following:

- Vice President serves as Chair
- President
- Immediate Past President
- Secretary
- Treasurer
- Host clerk(s) for that year's annual conference (if applicable)
- Regional academy hosts
- Advisor from the SOG
- Additional members as deemed necessary

Subcommittees:

The Professional Development and Program Committee shall include the following

subcommittees:

- **Registration:**

The Registration Subcommittee manages the registration at the Annual Conference. The Chair shall make certain that at least one member of this subcommittee is always available when the registration area is open to help as needed.

- **Goody Bags and Door Prizes:**

If the Professional Development and Conference Planning Committee decides to have goody bags, a subcommittee should be appointed to assume the responsibility of obtaining goodies for the bags and preparing them for distribution at the Annual Conference. The Door Prizes subcommittee shall manage obtaining door prizes and distributing the prizes during the Annual Conference. The Chair shall coordinate the effort of the subcommittee to make sure that door prize drawings are managed in a fair manner.

Meeting Schedule:

The Committee shall meet as deemed necessary to perform its duties.

SCHOLARSHIP COMMITTEE

Purpose/Duties:

The Scholarship Fund was established to allow participation by a clerk who could not otherwise attend annual or regional conferences. The purpose of the Scholarship Committee is to award a maximum of three (3) scholarships each year for the annual conference (registration and/or lodging), one (1) scholarship for each regional academy (registration only), and two (2) scholarships for the SOG annual clerk academies (registration only) unless otherwise requested by the Scholarship Committee and approved by the Governing Body.

A notice calling for clerks to apply for a scholarship should be included in the registration materials for the annual conference, regional academies, and the SOG Annual Clerk Academies. The notice shall indicate that applicants need to submit a letter of desire stating the reason for applying for the scholarship and the criteria that qualifies them to receive the scholarship over other applicants. The committee shall review the letters received from all applicants for financial need and consider whether their county typically sends the clerk/deputy clerk to the annual conference or regional academies. The committee shall review the applicants' letters, noting the criteria below and then decide which applicant(s) will receive the scholarship:

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

The Scholarship Committee shall maintain an ongoing record of scholarship recipients. Following

a decision, the President shall send a letter of acknowledgment to the scholarship recipients, as well as the applicants who did not receive a scholarship encouraging them to apply in the future. Scholarship recipients are not eligible to reapply for a scholarship for three (3) years after their award.

Membership:

The Committee shall be comprised of the President, Immediate Past President, Treasurer, a member of the Board of Directors, and at least one (1) member of the Association.

Meeting Schedule:

The Committee shall meet as deemed necessary to perform its duties.

STATE CERTIFICATION COMMITTEE

Purpose/Duties:

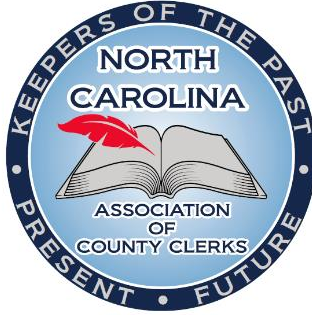
The State Certification Committee is instrumental in overseeing the certification process within a broader accreditation program aimed at County Clerks and Council of Government Clerks. This initiative, a collaborative effort with the SOG, seeks to elevate the professional standards for Clerks by setting benchmarks for competence, assessing knowledge and administrative skills, recognizing professional accomplishments, and emphasizing relevant training. The certification process not only enhances the Clerks' efficiency and effectiveness in their roles but also serves as a structured pathway for continuous professional growth and recognition of excellence. The opportunity to submit certification or recertification applications runs annually from December 1 to January 31.

Membership:

The State Certification Committee shall comprise the President, Vice-President, and a member of the Association. The Committee shall work directly with the SOG to process applications.

Meeting Schedule:

As needed between December 1 and the end of February of the following year.



North Carolina Association of County Clerks Committee Volunteer Form (Year)

Application Deadline: _____

If you are currently serving on a committee and wish to be considered for reappointment, please resubmit an application.

Name: _____ Title: _____

County: _____ Address: _____

Telephone: _____ E-Mail: _____

Years as a Clerk: ____ or Deputy Clerk: ____

Certifications: CMC [] MMC [] NCCCC [] NCMCC []

I am interested in serving on the following committee[s]:

Committee (please list in order of preference):	Have you previously served on this committee? Y or N	Are you interested in serving as chairman?

Have you ever served on a committee? If so, please list them here:

Choose from the following list of Committees:

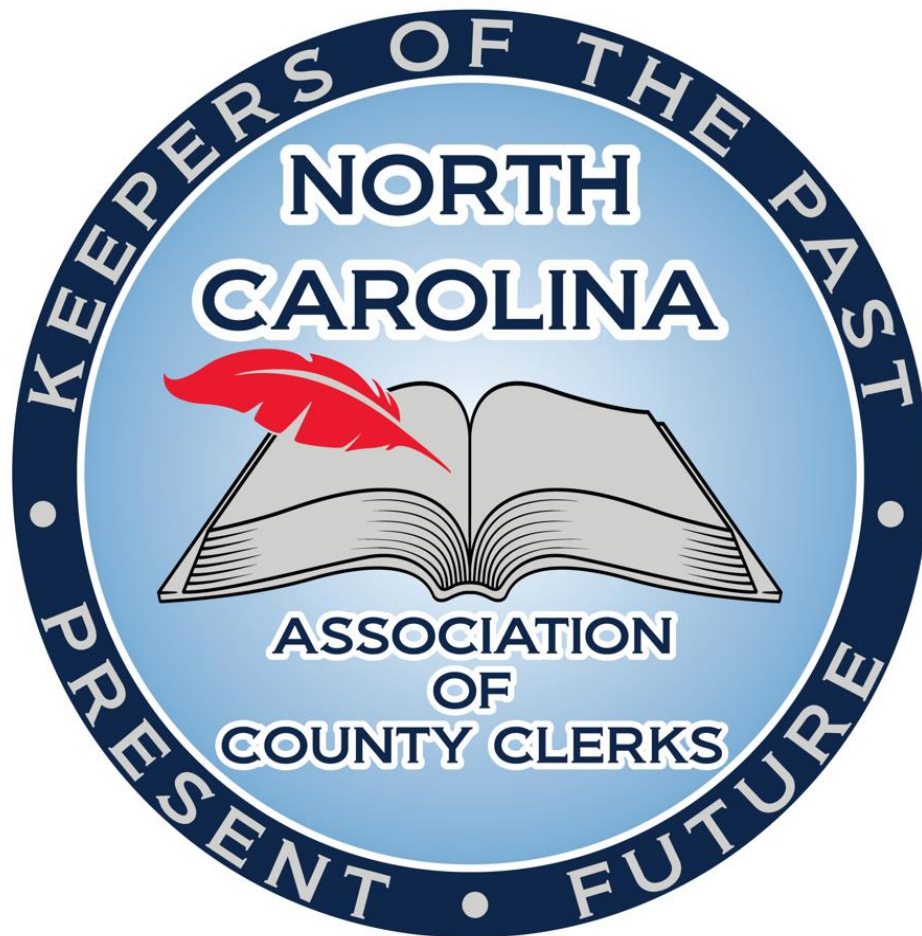
• Bylaws Committee	• Professional Development and Conference Planning Committee**
• Clerks Reference Guide Committee	• Membership Committee
• Communications Committee*	• Nominating Committee
• Fundraising Committee	• Scholarship Committee
• History Committee	• State Certification Committee

**Subcommittees under the Communications Committee include Birthdays, Blog, Directory, Social Media, Website*

***Subcommittees under the Professional Development and Conference Planning Committee include Registration and Goody Bags and Door Prizes*

- **Please submit your completed form to Vice President (Name).**
- **You may mail or email the form to (Contact Information).**
- **Call (Contact) at (Phone Number) with any questions.**

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 CLERK OF THE YEAR 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
2013	Kathy Greene	Caldwell

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	2023	THROUGH	FEBRUARY 28	2024
		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 (Effective April 1, 2025) Award 2 points if you served as Treasurer during the service period.	2		
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 participation on the NC Association of County Clerks committees. 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			

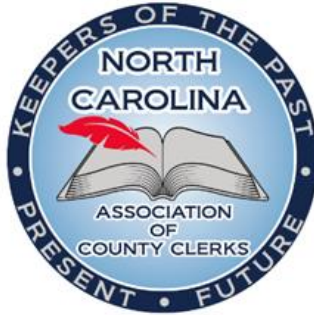
	additional point for being an active member.			
3a.	Chairperson Award 2 points for each committee in which you served as chair. The committee must be considered active.	2		
3b.	Active Member Award 1 point for each committee in which you served as a member. The committee must be considered active. Chairpersons of a committee are not awarded this additional point.	1		
4	Certifications			
4a.	NC Certified County Clerk (NCCCC) through the UNC School of Government 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.	5		
4b.	Certified Municipal Clerk (CMC) through the International Institute of Municipal Clerks (IIMC) 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.	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, list those here OR as an attachment for consideration by the Clerk of the Year Committee. If approved, the Clerk of the Year Committee shall award 1 point per project.</p>	1 (per project)		
7.	Attendance			

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

	attended more than one regional, you will only be awarded 1 point total due to the agenda being the same for each regional.			
7h.	NC Association of County Commissioners Annual Conference 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.	1		
7i.	Municipal and County Administration (8-week course) Award 2 points if you attended and completed this 8-week course that is offered by the UNC School of Government.	2		
7j.	International Institute of Municipal Clerks Annual Conference Award 1 point for attending the IIMC Annual Conference. Applicants must provide documentation to receive credit.	1		
7k.	International Institute of Municipal Clerks Region III Conference Award 1 point for attending the IIMC Region III Conference. Applicants must provide documentation to receive credit.	1		
7l.	National Association of Counties Annual Conference Award 1 point for attending the full NACo Annual Conference. Applicants must provide documentation to receive credit.	1		
8.	Other			

8a.	<p>Other 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. 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>			
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



JOB DESCRIPTIONS FOR CLERK TO THE BOARD AND DEPUTY CLERK TO THE BOARD IN THE STATE OF NORTH CAROLINA

CLERK TO THE BOARD OF COUNTY COMMISSIONERS

The Clerk to the Board of County Commissioners is a pivotal legal and official role, mandated by North Carolina General Statute 153A-111, requiring formal appointment and oath-taking. Integral to the county's Management/Administrative Team, this position ensures the integrity and accessibility of Board records, both historical and current. The role demands independent judgment, handling of confidential information, and adherence to statutory Board processes. Additionally, it involves corresponding with the public, media, and county employees, underscoring its significance in maintaining transparent and efficient governance.

Essential Job Functions and Duties of the Clerk to the Board of County Commissioners:

- 1. Meeting Preparation and Management:**
 - Organizes and prepares agendas for Board meetings, compiles information for agenda packets, and notifies Commissioners, County staff, media, and other stakeholders of meeting schedules.
 - Attends Board meetings, hearings, and workshops, ensuring a detailed record of all decisions and actions taken by the Board.
- 2. Record Keeping and Documentation:**
 - Precisely documents and indexes meeting minutes for historical reference and public inspection.
 - Drafts follow-up correspondence to communicate Board decisions and required actions to relevant departments or individuals.
 - Manages and responds to inquiries from the media and public regarding Board decisions and activities.
- 3. Official Records and Legal Compliance:**

- Oversees the maintenance of the County seal and the retention of official records, including minutes, ordinances, resolutions, contracts, and leases, in compliance with North Carolina General Statutes.
 - Prepares and certifies official documents and legal copies as adopted by the Board, ensuring the validity of Board actions through appropriate legal advertisements and statutory adherence.
4. **Board and Commission Oversight:**
 - Maintains updated records of County Board and Commission appointments, alerting the Board to upcoming appointment needs.
 - Coordinates the advertisement and interview processes for appointments and prepares official appointment and appreciation correspondence.
 5. **Oath Administration:**
 - As a duly sworn official, administers the oath of office to elected and appointed County officials as required.
 6. **Public Interaction and Information Dissemination:**
 - Fields inquiries and provides information to the public, leveraging extensive knowledge of County operations and statutes to ensure accurate and helpful responses.

These duties underscore the Clerk's critical role in facilitating effective governance, ensuring legal compliance, and fostering transparency and communication between the County Board, its constituents, and various stakeholders.

Key Qualifications for the Clerk to the Board Role:

1. **Comprehensive Knowledge Base:**
 - Deep understanding of the Board of County Commissioners' procedures, responsibilities, and the functions of various County departments.
 - Expertise in North Carolina General Statutes and local ordinances relevant to County governance and the Clerk's duties.
 - Familiarity with state laws on open meetings and public records, ensuring transparency and compliance in Board operations.
 - Proficiency in essential computer applications, including word processing, spreadsheets, and database management, for efficient administration.
2. **Advanced Communication and Writing Skills:**
 - Strong command of grammar, punctuation, and syntax, enabling effective composition and clear communication.
 - Ability to articulate ideas clearly, both orally and in writing, ensuring accurate documentation and effective stakeholder communication.
3. **Organizational Excellence:**
 - In-depth understanding of administrative practices and modern office procedures, with a focus on efficiency and best practices.
 - Exceptional organizational skills, adept at planning meetings, managing

schedules, and coordinating travel arrangements with attention to detail.

4. Strategic Planning and Execution:

- Skill in organizing and executing meetings, coupled with the ability to manage complex scheduling and logistics.
- Competence in assembling detailed documents and maintaining complex filing systems, demonstrating meticulous attention to detail.

5. Independent Judgment and Interpersonal Skills:

- Ability to apply independent judgment to a range of work situations, showing initiative and problem-solving skills.
- Strong interpersonal skills, capable of handling interactions with diplomacy, especially in challenging situations with public officials, media, and citizens.

Minimum Training and Experience:

Requires a minimum of three years in administrative roles, with a preference for experience in government or similar settings. Equivalent combinations of education and experience that furnish the necessary knowledge, skills, and abilities will also be considered.

Certification and Professional Development:

Required to be a certified notary public or able to obtain such certification. Commitment to ongoing professional development through courses offered by the School of Government (SOG) at The University of North Carolina at Chapel Hill, aiming for certifications relevant to municipal and county clerical roles and aspiring to advanced designations through continued education and training.

These qualifications highlight the indispensable role of the Clerk to the Board in ensuring the effective, efficient, and compliant operation of County governance, emphasizing the need for a multifaceted skill set, comprehensive knowledge, and a commitment to ongoing professional growth.

DEPUTY CLERK TO THE BOARD OF COUNTY COMMISSIONERS

The Deputy Clerk to the Board of County Commissioners is a key support role, tasked with assisting the Clerk to the Board of County Commissioners in managing and preserving the County's official documents. This includes organizing a comprehensive archive of Board actions, both historical and current, ensuring these records are accurately maintained for posterity. The role also involves researching and compiling various reports, contributing to the efficient operation of the office. Given the sensitive nature of the information managed, the position demands a high level of discretion and confidentiality.

Essential Job Functions of the Deputy Clerk to the Board of County Commissioners:

1. Office Operations and Meeting Coordination:

- Steps in for the Clerk to the Board in their absence, ensuring the seamless operation of the office. This includes preparing meeting agendas, compiling

agenda packets, and communicating meeting details to Commissioners, staff, and media.

- Participates in Board meetings, hearings, and workshops, maintaining the official record of proceedings and actions.
- 2. Record Keeping and Communication:**
 - Assists in the indexing and documentation of meeting minutes for public record. Prepares and disseminates follow-up communications to relay Board decisions to relevant parties.
 - 3. Appointment and Scheduling Management:**
 - Aids in managing the appointment process for County Boards and Commissions, including the creation of appointment-related correspondence.
 - Coordinates logistics for Commissioner meetings and official gatherings, ensuring the provision of necessary rooms, equipment, and materials.
 - 4. Information and Inquiry Response:**
 - Supports the Clerk in responding to inquiries, requiring a thorough understanding of County Ordinances and North Carolina General Statutes to provide accurate information to the Board, staff, and public.
 - 5. Administrative Support:**
 - Utilizes various software tools for data entry, information retrieval, and document formatting to support office functions.
 - Manages travel and scheduling arrangements for Commissioners and officials, including accommodations and transportation.
 - 6. Additional Responsibilities:**
 - Performs other duties as assigned by the Clerk to ensure the efficient functioning of the Board's administrative operations.

Key Qualifications for the Deputy Clerk to the Board Role:

- 1. Communication and Interpersonal Skills:**
 - Exceptional ability to communicate with clarity and professionalism, demonstrating empathy, judgment, and a positive demeanor.
 - Must possess strong organizational skills to manage complex tasks and schedules efficiently.
- 2. Numerical Proficiency:**
 - Competence in applying basic mathematical principles and formulas to perform tasks accurately and within required timeframes.
- 3. Interpersonal Dynamics:**
 - The role demands a high level of tact, discretion, and empathy, coupled with the energy to handle diverse personalities across various socio-economic backgrounds effectively.
- 4. Knowledge and Expertise:**
 - Fundamental understanding of the Board of County Commissioners' operations and the functions of various County departments.

- Familiarity with North Carolina General Statutes and local ordinances relevant to County governance and the Clerk's responsibilities.
- Proficient in using computer applications, including word processing, spreadsheets, and database management, to support administrative tasks.
- Solid grasp of grammar, punctuation, and composition skills necessary for drafting clear and effective communications.

5. Administrative Skills:

- Proven ability to organize and coordinate meetings, manage schedules, and make travel arrangements, including familiarity with logistical aspects of hotels, airlines, and car rentals.
- Demonstrated capability to articulate ideas effectively, both verbally and in writing, ensuring the precision of minutes, reports, and official correspondence.
- Adept at interacting with public officials, media representatives, and the community with a high degree of professionalism and courtesy, even in challenging situations.

Minimum Training and Experience:

Requires a minimum of three years in administrative roles, with a preference for experience in government or similar settings. Equivalent combinations of education and experience that furnish the necessary knowledge, skills, and abilities will also be considered.

Certification and Professional Development:

- Required to be a certified notary public or able to obtain such certification.
- Commitment to ongoing professional development through courses offered by the School of Government (SOG) at The University of North Carolina at Chapel Hill, aiming for certifications relevant to municipal and county clerical roles and aspiring to advanced designations through continued education and training.

These qualifications underscore the Deputy Clerk's pivotal role in supporting the Board's operations, requiring a blend of technical skills, knowledge, and interpersonal abilities to ensure efficient and effective governance.



NORTH CAROLINA ASSOCIATION OF COUNTY CLERKS ANNUAL MEMBERSHIP APPLICATION

Please mail Annual Membership Dues payment of \$55.00 along with this form to:

[Name of Treasurer], Treasurer

[Title]

[Address]

[City, State, Zip]

**Dues shall be payable during the first quarter of each fiscal year
and are due no later than September 30th**

Please Complete:

NAME: _____ **COUNTY:** _____

TITLE: _____ **DATE OF APPOINTMENT:** _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

WORK PHONE: _____ **WORK FAX:** _____

EMAIL ADDRESS: _____

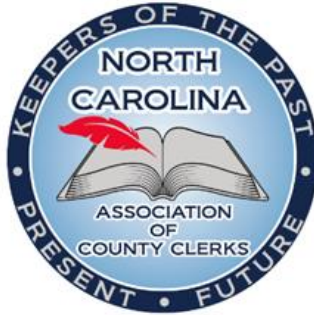
ADDRESS: _____ **New Address? Y/N**

CITY/STATE/ZIP: _____

CELL PHONE: _____ **HOME PHONE:** _____

PERSONAL EMAIL ADDRESS: _____

North Carolina Association of County Clerks' Dues \$55.00



Regional Academies and Annual Conference

Regional Academies:

Regional Academies are provided in each region (Western, Piedmont, Eastern) to allow more Clerks to participate in obtaining information from other Clerks and to keep abreast of new trends, laws, and issues that may directly affect the Clerk's job. These workshops encourage membership and participation in the Clerk's Association and benefit the experienced Clerk.

The Professional Development and Conference Planning Committee is responsible for and oversees the planning of the regional workshops. The President shall solicit Host Clerk(s) for the regional workshops yearly. The Professional Development and Conference Planning Committee, Host Clerk(s), and School of Government Clerk's Advisor will work jointly to establish a program for each workshop. The Professional Development and Conference Planning Committee shall work with the Host Clerk(s) for each region, who will make logistical arrangements, send out notices of said meeting, and arrange meals and other related functions.

The Executive Committee will annually set the Registration Fee.

Annual Conference:

The traditional date for the Annual Conference is March or April, rotating among the eastern, western, and central regions of the state.

The Executive Committee will be consulted by the Professional Development and 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 on Friday evening or beginning on Thursday and ending on Saturday evening). In selecting the date, care must be taken to avoid conflicts with other meetings of the SOG, North Carolina Association of County Commissioners, holidays, and organized functions involving Clerks.

Select the conference site, date, hotel accommodation, and other related functions.

The hotel(s) selected for the conference must meet the following requirements:

- A block of sufficient sleeping rooms
- One meeting room

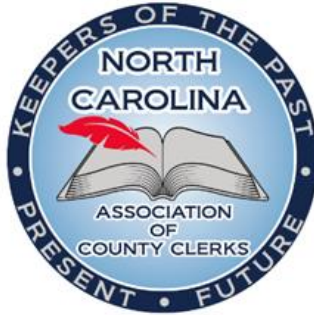
The conference site must meet the following criteria:

- Conference meeting room
- Space(s) for Door Prizes/Goody Bags and Service Project donations

The Executive Committee will annually set the registration fees.

Refund Policy:

- The refund policy mirrors the SOG policy for all events.
- Link to said policy: <https://www.sog.unc.edu/cancellation-and-refund-policy>



SCHOLARSHIPS

The Scholarship Fund was established 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, a retired UNC-School of Government Professor of Public Law and Government, or in honor of Susan Banks, a retired Clerk from Wake County.

A notice shall go into the registration materials for the Annual Clerks Conference and the Regional Workshops stating the opportunity to apply for the County Clerks Scholarship Fund. This notice indicates that applicants must 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.

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 the 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. One Clerk/Deputy Clerk from each region (Eastern, Western, and Piedmont) will be eligible for a scholarship for the regional workshops, which will cover the registration fee and the cost of mileage and lodging if requested, and funds are available.

Scholarship recipients are not eligible to reapply for three (3) years.



NORTH CAROLINA ASSOCIATION OF COUNTY CLERKS

NORTH CAROLINA CERTIFIED COUNTY CLERK PROGRAM

OVERVIEW

A voluntary accreditation program for North Carolina county clerks was initiated under the sponsorship of the North Carolina Association of County Clerks and in cooperation with the UNC-School of Government 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 (IIMC); 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; and
- 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 – NORTH CAROLINA CERTIFIED COUNTY CLERK

To qualify as a North Carolina Certified County Clerk (NCCCC) through the North Carolina Association of County Clerks (NCACC) program, a candidate must be a member of the NCACC and must meet the criteria outlined in one of the following categories:

1. Have successfully completed all the course requirements of the IIMC Clerk's Certification Institute at the SOG, 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, Council of Governments (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 IIMC; **or**
4. Have successfully completed the Municipal and County Administration Course at the SOG.

MECHANICS OF EXAMINATION

The accreditation examination shall be administered at least once annually by SOG. The Accreditation Board of Review in consultation with the SOG liaison will the subject areas.

FEES

A fee structure will be established by the SOG in consultation with the Professional Development Committee of the NCACC.

AWARD AND RECOGNITION

Upon satisfying one of the criteria for accreditation, an application will need to be completed and associated fee of \$75 paid via the SOG site: <https://www.sog.unc.edu/courses/county-clerks-certification-applications> on or before January 31. The fee covers the SOG framed North Carolina Certified County Clerk certificate. The NCCCC program certificates will be presented to the recipients during the banquet at the annual spring conference of the NCACC.

The Association will incur the costs of and present a NCCCC name plate and pin to the recipients at the annual conference of the NCACC.

RECERTIFICATION - NORTH CAROLINA CERTIFIED COUNTY CLERK

Designation as a NCCCC requires recertification every three years. An application must accompany proof of membership in good standing in the NCACC and completion of thirty (30) hours of continuing education, service, and/or details as follows:

- Continuing education as documented by the SOG transcript (including MMC Academies, Clerks' Regional Academy, Annual Clerks' School, and Annual Conference Academies)
- Registration and attendance at North Carolina Association of County Commissioners conference work blocks (credit hours based on actual hours in work block - must have proof of registration and accompanying certification identifying work blocks attended)
- Registration and attendance at National Association of Counties Conferences (three [3] hours per conference – must have proof of registration)
- Registration and attendance at a conference or class of an affiliate association or one approved by the SOG (three [3] hours per conference; must have proof of registration and completion)

- Service as a member of the Executive Board for the NCACC (four [4] hours for each year served)
- Service as Chair of a NCACC committee (two [2] hours for each year served)
- Other educational opportunities as approved by the Certification Committee (documentation can be submitted at time of application for recertification)
- If budgetary constraints prevent a clerk from satisfying the continuing education requirement, the clerk may nonetheless qualify for recertification by (1) providing the State Certification Committee with a letter from the county manager that explains the funding restrictions on the clerk's travel and training, and (2) passing a recertification examination administered by the 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 receives certification. Certificates will be dated March 1 of the year the certificate is presented. Excess credit hours can be carried over.

Upon satisfying criteria for reaccreditation, an application will need to be completed and associated fee of \$45 paid via the SOG site <https://www.sog.unc.edu/courses/county-clerks-certification-applications> on or before January 31 in the year of recertification. Failure to submit a complete application could result in loss of certification.

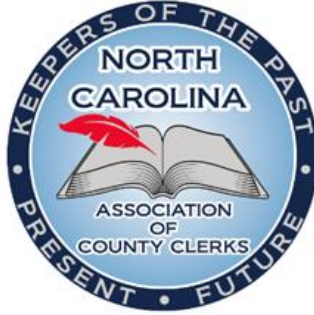
ADVANCED CERTIFICATION – NORTH CAROLINA MASTER COUNTY CLERK

Clerks who have maintained their NCCCC certification for at least six years may apply for status as a North Carolina Master County Clerk (NCMCC). The NCMCC certification will require a prerequisite of six years as a NCCCC, and 45 hours of continuing education that must be obtained within the three-year period prior to application for Master County Clerk. See bullet points above.

An application will need to be completed and associated fee of \$75 paid via the SOG site <https://www.sog.unc.edu/courses/county-clerks-certification-applications> on or before January 31. The fee covers the SOG unframed NCMCC certificate. The Association will incur the costs of and present a NCMCC name plate along with the certificate to the recipients at the annual spring conference of the NCACC.

Designation as a NCMCC also requires recertification every three years. An application must accompany proof of membership in good standing in the NCACC and completion of thirty (30) hours of continuing education, service, and/or details listed in the bullet points above and under RECERTIFICATION.

An application will need to be completed and associated fee of \$45 paid via the SOG site <https://www.sog.unc.edu/courses/county-clerks-certification-applications> on or before January 31 in the year of recertification. Failure to submit a complete application could result in loss of certification.



WORDING FOR VARIOUS PLAQUES

Outgoing President Plaque:

Presented to
(name)
This the [date] Day of [month, 20__]
In grateful appreciation for your devoted leadership as
President
of the
N.C. Association of County Clerks to the
Boards of Commissioners
(20__ - 20__)

Certification Plaques:

Certified County Clerk:

[Name], [designation NCCCC (and possibly CMC)]
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 [Month, 20__]

Master County Clerk:

[Name], [designation NCMCC (and possibly CMC or MMC)]
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 [Month, 20__]

Howard Holly Outstanding Clerk Award:

HOWARD HOLLY OUTSTANDING CLERK OF THE YEAR AWARD

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

Presented by:
N.C. ASSOCIATION
OF COUNTY CLERKS

[Date]