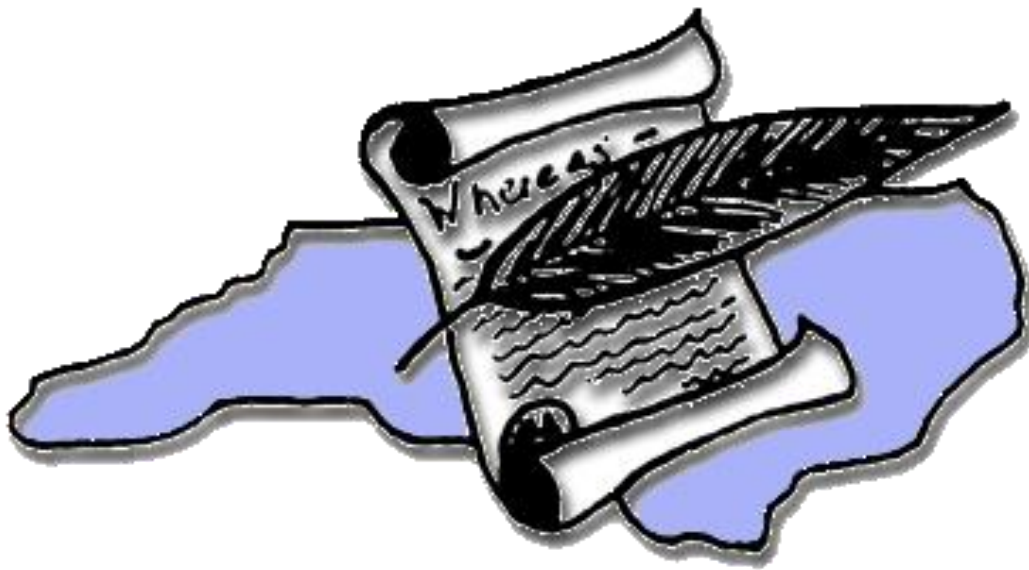


*HELPFUL INFORMATION FOR
NEW CLERKS & DEPUTY CLERKS*



Compliments of Kristen King, NCACC President
&
The 2014 NCACC Professional Development Committee

Marion Thompson, Chairman, Martin County
Michelle Parker, Durham County
Retha Gaither, Iredell County
Denise Hogan, Wake County
Debra Ivey, SW-CCOG
Kathy Young, Mitchell County

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! 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 to give you a quick snapshot of suggestions from veteran clerks on suggestions that were helpful to us along the way or things we wish we had known upfront!

- Visit our Association's website for a wealth of information. The address is www.nccountyclerks.org. It will tell you 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 that you can immediately connect with other Clerks for information sharing and advice! We are all busy, so there is no need to reinvent the wheel if you don't have to! You can connect with County Clerks at countyclerks@listserv.unc.edu. You can connect with both city and county Clerks at clerks@listserv.unc.edu. Visit www.sog.unc.edu/node/265 for more information on becoming connected!
- Ask for a mentor! As part of the Mentor Program, your Association President will link you with a mentor. All you have to do is ask!
- Attend the City and County Clerk's School held each year in January. During the school, a workshop is offered for new clerks that covers clerks' duties and city and county governing board procedures. For more information, visit www.sog.unc.edu/node/3056.
- Attend annual conferences of the NC Association of County Clerks held each spring! Conference locations alternate from the East, the Piedmont and the West. The conference is a three-day event that will not only assist you in earning educational credits, but it is also a valuable networking opportunity! For more information, visit www.nccountyclerks.org.
- Attend a one-day regional conference each fall. One regional is held in each of the three regions (Western, Piedmont and Eastern) and offers educational credit toward certification as well. Similar topics are shared in each region so that all Clerks receive similar information. For more information, visit www.nccountyclerks.org.

- Contact someone from our Directory Committee in order to share a photograph and contact information with other clerks in the County Clerk Directory. This tool is helpful as you are networking with other clerks and can be found at www.nccountyclerks.org.
- At some point, you will want to pursue certification as a CMC (Certified Municipal Clerk) and/or NCCCC (North Carolina Certified County Clerk). To get started, visit www.sog.unc.edu/node/436. For detailed information on the NCCCC, visit <http://www.nccountyclerks.org/Portals/0/Documents/CertificationProgram.pdf>.
- The UNC School of Government staff/professors are your friend! Clerks work closely with Trey Allen, Assistant Professor of Public Law and Government and Carla Stowe, Program Manager. You may contact them with questions at tallen@sog.unc.edu or cstowe@sog.unc.edu.
- Join the Association and GET INVOLVED! Membership dues are minimal at just \$50 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 increasing their professionalism and that of the office of Clerk to the Board of County Commissioners.
- 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 Website	http://www.nccountyclerks.org/Home.aspx
NC Association of County Clerks	Clerk to the Board of County Commissioners for the State of North Carolina Job Description and Deputy Clerk to the Board of County Commissioners Job Description . Available for free download from the Association's website at : http://www.nccountyclerks.org/JobDescriptions.aspx
County Clerks of North Carolina Email	countyclerks@listserv.unc.edu
City and County Clerks Email	clerks@listserv.unc.edu
Listserv/School of Government	http://www.sog.unc.edu/node/430
NC Department of the Secretary of State Notary Home page	http://www.secretary.state.nc.us/notary/qualifications.aspx
NC Department of the Secretary of State Board Appointment Reporting	http://www.secretary.state.nc.us/apprpt/ appoint@sosnc.com
Coates Canons-NC Local Government Law Blog	http://canons.sog.unc.edu The School of Government at UNC Chapel Hill created this blog in order to disseminate information about a broad range of legal issues affecting local governments and other public agencies in North Carolina.
Carolyn Lloyd	"The Hub of the Wheel: Clerks Keep Government Running Smoothly," <i>Popular Government</i> , vol.55, no.4 (spring 1990), pp 36-43.
A. Fleming Bell, II	"The Attorney and the Clerk" , Article 7 in David M. Lawrence, ed. County and Municipal Government in North Carolina (Chapel Hill: SOG, 2007, 2008, 2009).
A. Fleming Bell, II	"City and County Clerks: What They Do and How They Do It," <i>Popular Government</i> , vol. 61, no.4 (Summer 1996), pp. 21-30. Available as a free download from the "Publications" area of the School of Government's website: www.sog.unc.edu

A. Fleming Bell, II	“City and County Governing Boards.” Article 3 in David Lawrence, ed. County and Municipal Government in North Carolina (Chapel Hill: SOG, 2007,2008,2009).
A. Fleming Bell, II	Ethics, Conflicts, and Offices: A Guide for Local Officials, 2d ed. (Chapel Hill: SOG, 2010).
A. Fleming Bell, II	“The Police Power,” Article 4 in David M. Lawrence, ed. County and Municipal Government in North Carolina (Chapel Hill: SOG, 2007, 2008, 2009).
A. Fleming Bell, II	“Public Comment at Meetings of Local Government Boards, Parts 1 and 2,” (with John B. Stephens and Christopher M. Bass), Popular Government, vol. 62 no.4 (Summer 1997) and vol. 63, no.1 (Fall 1997) Available as free downloads from the “Publications” area of the SOG’s website: www.sog.unc.edu
A. Fleming Bell, II	Suggested Rules of Procedures for a City Council, 3d ed. (Chapel Hill: SOG, 2010).
A. Fleming Bell, II	Suggested Rules of Procedures for Small Local Government Boards, 2d ed. (Chapel Hill: SOG, 1998)
Civic Education Consortium	Local Government Works (Chapel Hill: SOG, 2006) http://database.civics.unc.edu/
Joseph S. Ferrell	Suggest Rules of Procedures for the Board of County Commissioners, 3d ed. (Chapel Hill: SOG, 2002).
Joseph S. Ferrell	Handbook for North Carolina County Commissioners, 3d ed. (Chapel Hill: SOG, 2006)
David M. Lawrence	“An Overview of Local Government,” Article 1 in David M. Lawrence, ed. County and Municipal Government in North Carolina (Chapel Hill: SOG, 2007, 2008, 2009)
David M. Lawrence	North Carolina City Council Procedure, 2d ed. (Chapel Hill: SOG, 1997).
David M. Lawrence	Open Meetings and Local Governments in North Carolina – Some Questions and Answers, 7 th ed. (Chapel Hill: SOG, 2008).

David M. Lawrence	“Open Meetings and Public Records,” Article 8 in David M. Lawrence, ed. County and Municipal Government in North Carolina (Chapel Hill: SOG, 2007, 2008, 2009).
David M. Lawrence	Public Records Law for North Carolina Local Governments, 2d ed. (Chapel Hill: SOG, 2009).
NC Association of County Clerks	Reference Guide (Raleigh: NC Association of County Commissioners).
NC Association of Municipal Clerks	M.O.R.E. (Minutes, Ordinances, Resolutions, Etc.) - Common Sense Guide. Available for free from the :Document Library” on the Association’s website at: http://www.ncamc.com/nc_document.php
NC Association of Municipal Clerks	Reference Guide for North Carolina Municipal Clerks (Raleigh: NC League of Municipalities)
NC Dept. of Cultural Resources Government Records Branch	Local Government Records (Counties and Municipalities, also includes information for Regional Councils) Raleigh: The Department. Records retention and disposition schedules, as well as, information about imaging services, records analysis, electronic records, forms, workshops, and other topics are available for free form the Department’s website at: http://www.ah.dcr.state.nc.us/records/local.htm .
Andrew L. Romanet, Jr.	“Governance in Mayor-Council Cities,” Article 6 in David M. Lawrence ed. County and Municipal Government in North Carolina (Chapel Hill: SOG, 2007, 2008, 2009)
Carl W. Stenberg III	“Leading and Governing in Council-Manager Counties and Cities,” Article 5 in David M. Lawrence ed. County and Municipal Government in North Carolina (Chapel Hill: SOG, 2007, 2008, 2009)
John B. Stevens and Maureen M. Berner	“Citizen’s Involvement,” Article 9 in David M. Lawrence ed. 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 particular documents confidential and requiring particular 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 STATUTE
David Lawrence – August 2009

	Counties	Cities
<i>Adoption of Regulatory Ordinances</i>		
Ordinances regulation land use and development	153A-323	160A-364
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
Involuntary annexation by cities under 5,000		160A-37
Involuntary annexation by cities 5,000 or larger		160A-49
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
<i>Special Assessments</i>		
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