

**North Carolina Association of Municipal Clerks
Board of Directors Meeting
Friday, December 2, 2016 at 11:00 AM**

**NCLM Albert Coates Building
215 North Dawson Street
Raleigh, N.C.**

Please park in the Quorum Center Parking Deck!

AGENDA

1. **Call to Order** – President Dora Moore
2. **Invocation** – Katrina Miller, District 3 Director, Magnolia
3. **Approval of Agenda**
4. **Oath of Office** – Myra Heard, District 9 Director, Salisbury
5. **Approval of Minutes** – September 9, 2016 Minutes (*Attachment #1*)
6. **Treasurer's Report** – John Phelps, Corresponding Secretary/Treasurer
 - A. Depository Accounts Authorization (*Attachment #2*)
7. **NCAMC Committee Reports:**
 - A. Finance Committee – Karen Wingo, Wingate (*Attachment #3A*)
 - B. Legislative Committee – Melissa Adams, Hope Mills (*Attachment #3*)
 - C. Legacy Committee – Jayne Danner, Kernersville (*Attachment #4*)
 - D. Membership Committee – Deeda Harris, Wake Forest
 - E. Past Presidents Committee – Penny Spicer-Sidbury, Wilmington
 - F. Program & Education Committee – Amy Miller, Mount Holly
 - G. Publicity Committee – Tammy Hatley, King
 - H. Site Selection Committees:
 - 2017 Site Selection – Cynthia Bennett, Washington
 - 2018 Site Selection – Diana Schreiber, Durham
 - 2019 Site Selection – Jim Byrd, Wilkesboro (*Attachment #5*)
 - I. WSOS Committee – Di Anne Enoch, Elon
 - J. Website Committee – Melody Shuler, Waxhaw
 - K. State Certification Program Committee – Kelly Baker, Salisbury (*Attachment #6*)

8. NCLM Committee Reports:

- A. NCLM Board Member – Melissa Adams, Hope Mills
- B. General Government – Betsey Richardson, Greensboro
- C. Tax & Finance – Jim Byrd, Wilkesboro (*Attachment #7*)
- D. Planning & Environment – Lisa Markland, Zebulon
- E. Regulatory Action – Robin Reif, Rolesville

9. Unfinished Business:

- A. MORE Manual Update – Chapter 13 Public Notices Section – Professor Trey Allen

10. New Business:

- A. 2017 NC League of Municipalities Conference
- B. E-Mail from Kathy Queen, Waxhaw, requesting refund of registration fees for the 2016 Summer Conference in Asheville (*Attachment #8*)
- C. Thank you – Corinne Webb Geer Family (*Attachment #9*)

11. Announcements – For Your Information:

- School Teaching Excellence Award
- Master Municipal Clerks Academy January 18
- Workshop for New Clerks January 18
Research Triangle Park
- City & County Clerk's Academy & Institute January 19-20
Research Triangle Park
- IIMC Region III Meeting February 15-17
Westin Hotel, Birmingham, AL

NCAMC Board of Directors Meeting
September 9, 2016 11:00 AM
NCLM Albert Coates Building
215 North Dawson Street

Officers and members present were: Dora Moore, President; Elaine Hunt, 1st Vice President; Leighanna Worley, 2nd Vice President; Jeanne Giblin, Immediate Past President; John Phelps, Corresponding Secretary/Treasurer NCLM; Jackie Hampton, Recording Secretary, Melissa Corser, District 4; Maggie Burlison, District 12; Pam Casey, District 5; Cynthia Bennett, District 2; Melody Shuler, District 8; Michelle Gray, District 1; Pamela Megill, District 7; Katrina Miller, District 3; Lynn Trivette, District 10; Amy Miller, District 11; DiAnne Enoch, District 6; Jayne Danner, Legacy Committee; Jim Byrd, 2019 Site Selection; Sabrenna Reinhardt, Attendee, Debbie Holland, Attendee; Lisa Stites, Attendee.

CALL TO ORDER

President Moore called the September 9, 2016 NCAMC Board of Directors' meeting to order at 11:04 a.m.

INVOCATION

Cynthia Bennett, District 2 Director gave the invocation.

APPROVAL OF AGENDA

President Moore asked for approval of the September 9, 2016 agenda. The motion was made by Amy Miller, seconded by Maggie Burlison to adopt the agenda and was unanimously approved.

OATH OF OFFICE

The Oath of Office was administered to Pamela Megill, District 7 Director by President Dora Moore and Immediate Past President Jeanne Giblin.

APPROVAL OF MINUTES- JUNE 10, 2016

The motion to accept the minutes was made by Leighanna Worley, seconded by Elaine Hunt and unanimously approved.

TREASURER'S REPORT

Corresponding Secretary/Treasurer reported the Association is in good financial shape. This was the first time since 2010 that the summer conference broke even. There are still some items left. The invoices for dues would be going out shortly. The Treasurer's report is incorporated herein by this reference.

The motion to accept the Treasurer's report was made by Lynn Trivette, seconded by Katrina Miller and unanimously approved.

NCAMC COMMITTEE REPORTS

Finance Committee- Meeting to be held at 1:00.

Legislative Committee- No report

Legacy Committee-Jayne Danner requested the Board to consider establishing a \$500.00 line item to cover the cost of trees and plaques. The motion was made by Jeanne Giblin, seconded by Melissa Corser and unanimously approved.

The motion was made by Amy Miller, seconded by Pam Casey to remove “Item 1” from the Duties of the Legacy Committee. The motion was unanimously approved.

Membership Committee-Deeda Harris, Wake Forest, submitted a report. The committee is monitoring the Clerknet for new clerks. There was some question about a ‘Membership Manual or a Clerks Directory’

Past Presidents Committee—No report

Program & Education Committee—Amy Miller, Mount Holly, reported that some of the presenters at the Summer Academy could have used more time. She reported that Elaine Marshall, Secretary of State would be the guest speaker at the Clerk’s breakfast at the NCLM Conference. John Phelps informed the Board that Clerks may not be able to just attend the Clerk’s breakfast without registering for the Annual Conference. He will check into this and get back with Amy. Lisa Stites explained to the Board about “Athenian Dialog”, something we might want to consider in the future.

Publicity Committee—Tammy Hatley, King, submitted a report. Articles are due by the 10th of the month preceding publication. The list was passed around and each Director chose a month.

2017 Site Selection—Cynthia Bennet, Washington, no report.

2018 Site Selection- Diana Schreiber, Durham, the committee is looking at Pinehurst, no formal report.

2019 Site Selection- Jim Byrd, Wilkesboro, had a very productive meeting, considering western NC as possible locations.

WSOS Committee—DiAnne Enoch, Elon, positive report.

Website Committee—Melody Shuler, Waxhaw, positive report.

State Certification Program Committee—Kelly Baker, Salisbury, presently discussing ways for recertification.

NCLM Committee Reports

NCLM Board Member—Melissa Adams, Hope Mills, no report.

General Government—Betsy Richardson, Greensboro, no report

Tax & Finance—Jim Byrd, Wilkesboro, no report.

Planning & Environment—Lisa Markland, Zebulon, positive report

Regulatory Action—Robin Reif, Rolesville, no report

Unfinished Business –The MORE Manual update of Chapter 13 is going slowly, but it will be done.

New Business:

The motion to appoint Amy Miller and Michelle Gray to the Executive Committee was made by Lynn Trivette, seconded by Elaine Hunt and unanimously approved.

The motion to appoint Hollie Doerr and Sylvia Holleman as at large members of the State Certification Committee was made by Leighanna Worley, seconded by Katrina Miller and unanimously approved.

The motion was made by Amy Miller to donate \$100.00 to the Legacy Committee on behalf of Past President Jeanne Giblin, seconded by Maggie Burleson and unanimously approved.

The motion was made by Leighanna Worley, seconded by Amy Miller to donate \$100.00 in memory of Corinne Webb Greer to the Scholarship Fund.

The NCAMC received \$ 1,000.00 from the IIMC for the Region 3 Conference that was held in Carolina Beach. Past President Jeanne Giblin sent them a “Thank You” letter.

Announcements

The Board received a “thank you” note from Mable Walden on being awarded a scholarship for the SOG’s Clerk’s Certification Program.

There were questions why the League was not going to allow Clerks to just attend the Clerk’s Breakfast during its annual conference. John Phelps was asked to find out more information and report back.

The question was raised if “Athenian Dialogue” could possible replace the breakfast? The matter will be discussed at a later date.

Adjournment

Being no further discussion, the motion to adjourn was made by



215 NORTH DAWSON STREET
RALEIGH, NC 27603
POST OFFICE BOX 3069 | 27602-3069
919-715-4000 | FAX: 919-733-9519
WWW.NCLM.ORG

MEMORANDUM

To: Board of Directors,
North Carolina Association of Municipal Clerks

From: John M. Phelps, II
League of Municipalities Affiliate Liaison to the Association

Re: Depository Accounts Authorizations

Date: November 23, 2016

For as long as I am aware, the individuals authorized to sign checks on behalf of the Association have been the Corresponding Secretary/Treasurer (League liaison) and the League's Director of Finance. Linda Black, who was the League's Director of Finance for a number of years, resigned in September. As a result, we are now in the process of designating new signers for the depository accounts of the Association.

In an effort to provide clear documentation and authority in this regard, I request that the Board adopt the attached resolutions entitled "Depository Account Authorizations." They provide that three individuals designated as follows will be the authorized signers:

- 1 The Corresponding Secretary/Treasurer;
- 2 The League's Director of Finance (or the individual serving in a corresponding capacity); and,
- 3 An employee of the League's Finance Department recommended by the Corresponding Secretary/Treasurer and appointed by the President

The adoption of this resolution will provide specific Board authorization for the designation of individuals to sign checks. It will also authorize one additional individual as a back-up signer who will be an appropriate employee of the League Finance Department as recommended by the liaison and actually appointed by the President. The resolution is written so that the authorization will apply into the future as different individuals occupy the various capacities named. It also authorizes the President to sign documents as necessary designating the signers.

REQUESTED ACTION: ADOPT RESOLUTIONS

Depository Account Authorizations

RESOLVED, that the following shall be the authorized signers on all depository accounts of the North Carolina Association of Municipal Clerks ("Association"): (1) the individual who serves as the Corresponding Secretary/Treasurer of the Association; (2) the individual serving as the Director of Finance of the North Carolina League of Municipalities ("League") (or the individual serving in a corresponding capacity if differently designated in the future); and, (3) one individual recommended by the Corresponding Secretary/Treasurer and appointed by the President who shall be an employee of the Finance Department of the League.

RESOLVED FURTHER, that the President of the Association is hereby authorized to execute such documents as may be necessary or appropriate to designate the specific individuals serving in the capacities named above to serve as the authorized signers on the depository accounts of the Association.

Adopted by the Board of Directors of the Association, this 2d day of December, 2016.

Dora Moore

From: Karen Wingo <kwingo@townofwingatenc.gov>
Sent: Monday, November 28, 2016 3:12 PM
To: Dora Moore
Subject: RE: NCAMC December Agenda

Hey Dora,

My apologies to be past your deadline. It is busier than usual here as we have been building a new town hall/fire department and are moving in right now.....very exciting but somewhat stressful ☺

If it is not too late, here is my report:

The Finance Committee met on September 9, 2016 and conducted the annual financial audit for Fiscal Year ending June 30, 2016. There were no discrepancies found in the examined documents. Upon completion of the audit, the 990 EZ was filed with the Internal Revenue Service on behalf of the Association.

Hate I will miss the Christmas sweater contest. Hopefully someone will share some pics.

Many thanks,

Karen Wingo, MMC, NCCMC

Finance Officer & Town Clerk
PO Box 367 | 3918 Hwy. 74 E.
Wingate, NC 28174
(704) 233-4615



www.TownofWingateNC.gov

From: Dora Moore [mailto:townclerk@ruralhall.com]
Sent: Friday, November 18, 2016 10:14 AM
To: Amy Miller <amy.miller@mtholly.us>; Cynthia Bennett <cbennett@washingtonnc.gov>; Di Anne Enoch <denoch@ci.elon.nc.us>; Elaine Hunt <efhunt@cityofclintonnc.us>; Jackie Hampton <jhampton@boltontown.us>; Jeanne Giblin <jeanne.giblin@moreheadcitync.org>; John Phelps <jphelps@nclm.org>; Katrina Miller <magnolia2@intrstar.net>; Leighanna Worley <lworley@wilsonsmillsnc.org>; Lynn Trivette <townclerk@jonesvillenc.gov>; Maggie Burleson <mburleson@ashevillenc.gov>; Melissa Corser <mcorser@goldsboronc.gov>; Melody Shuler <mshuler@waxhaw.com>; Michelle Gray <michelle.gray@nagsheadnc.gov>; Myra Heard <mhear@salisburync.gov>; Pamela Casey <pamela.casey@rockymountnc.gov>; Pamela Megill <pmegill@ci.fay.nc.us>
Cc: Diana Schreiber <diana.schreiber@durhamnc.gov>; Harris, Deeda <dharris@wakeforestnc.gov>; Jayne Danner <jdanner@toknc.com>; Jim Byrd <jbyrd@wilkesboronorthcarolina.com>; Karen Wingo <kwingo@townofwingatenc.gov>; Kelly Baker <kbake@salisburync.gov>; Melissa Adams <mpadams@townofhopemills.com>; Penny.Spicer-Sidbury@wilmingtonnc.gov; Tammy Hatley <thatley@ci.king.nc.us>
Subject: NCAMC December Agenda

Good morning. I hope you all are getting to a point where you can enjoy your Thanksgiving!!!!

MEMORANDUM

TO: Dora Moore, MMC, NCCMC, NCAMC President

**FROM: Melissa P. Adams, MMC, NCCMC– NCLM Board of Directors
Clerk Representative**

DATE: November 15, 2016

**SUBJECT: NC League of Municipalities Board of Directors Meeting &
CityVision 2016 Annual Conference**

The NCLM CityVision 2016 Annual Conference was held October 23 – 25, 2016 at the Raleigh Convention Center in Raleigh, N.C.

On October 23, 2016 the NCLM Board of Directors held a Board of Directors Meeting at the CityVision 2016 Annual Conference. The Board of Directors received reports on Departmental Initiatives for Human Resources, Public and Governmental Affairs, Risk Management and Technology and Business. Executive Director Paul Meyer gave a preview of the CityVision 2016 Annual Conference. In addition, the Board of Directors received reports and updates on the following items; Conflict of Interest: Fulfilling Fiduciary Obligations; Next Steps for Risk Management Services; Finance Department; Strategic Plan; and Recognition of Board Members completing Terms.

The City Vision 2016 Annual Conference kicked off later in the day on October 23, 2016 with a lengthy session on the Advocacy Goals Conference 2017-2018 Biennium. This is where the membership discussed and voted on the legislative priorities for the 2017-2018 NC General Assembly Biennium.

On Monday, October 24, 2016 the NCLM held their opening ceremony, General Session and Town Talks concerning Economic Development; Best Practices for Attracting New Business; From the Business Perspective; Communication; Getting on the Map; Culture and Demographics; Transportation; and Law Enforcement. The League then held their Annual Business Meeting.

Tuesday, October 25, 2016 concluded the conference with Ethics Training for newly elected officials; Public-Private Partnerships for Revitalization in NC Communities; and Getting Future Ready: Strategic Planning for Municipal Governments.

Once again, I would like to take this opportunity to thank the NCAMC for their support in allowing me to serve on the NCLM Board of Directors. I am honored to represent the Clerk's Association.



Leaving a Green Legacy Committee

NCAMC Board of Directors December 2, 2016 Report

The Green Legacy Committee submits the following report:

On Thursday October 27, 2016 a Tree Dedication was held for Jenny Larson, 2013 Clerk of the Year in Fairmont, NC. NCAMC President Dora Moore, Green Legacy Chair Jayne Danner attended the event along with family, friends, co-workers and Town of Fairmont officials.

On Monday November 14, 2016 a Tree Dedication was held for Betsey Richardson, 2016 Clerk of the Year in Greensboro, NC. NCAMC President Dora Moore, Green Legacy Chair Jayne Danner, IIMC Region 3 Director Lisa Vierling, several NC Municipal Clerks joined family, friends, co-workers and City of Greensboro officials at the event.

Total expenses, for both trees and plaques, paid from the Green Legacy Committee Fund was \$385.18.

Respectfully Submitted,

Jayne Danner
Leaving a Green Legacy Chair

North Carolina Association of Municipal Clerks
2019 Site Selection Committee
December, 2016

The 2019 Site Selection Committee has been busy for the past several months working on selecting a location for the North Carolina Association of Municipal Clerks Annual Conference to be held in August 2019. The Committee began by considering any location west of US 77, which encompassed approximately one-third of the State of North Carolina. After reviewing on paper many possible sites and removing many possibilities, we currently have a list that consists of six (6) possible locations. Currently, Athena Banks with the League of Municipalities is reviewing with each of those six (6) to determine if there are justified reasons any site may need to be removed from consideration.

Anticipation is that Athena will have information back from each site coordinator in early December. The working model at the moment is during the months of February and March, the Committee will conduct on-site review of each location in order to make a determination if their site would work for our organization.

Stay tuned for more exciting information as we continue to narrow our search.

I would like to thank the committee members for all their hard work thus far. Christine Thompson - Fletcher, Wilene Cunningham - Cramerton, Desiree Perry - Brevard and Angela Murphy - Montreat. A special thank you also to John Phelps and Athena Banks with the League of Municipalities on their input. I also want to acknowledge President Dora Moore and 2nd Vice President Leighanna Worley for meeting in October to review and assisting with location possibilities up to that time.

Respectively submitted,

James (Jim) K. Byrd, MMC/NCCMC/CTC



City of Salisbury
North Carolina

To: NCAMC Board of Directors
From: Kelly Baker, CMC, NCCMC – Chair
Date: November 1, 2016
Re: State Certification Committee Report

The State Certification Committee met via conference call September 2, 2016 to discuss several issues related to the recertification process. The NCCMC designation for the first class of clerks expires June 30, 2016. The Committee discussed a revised application to include an area for recertification, allowing points/hours for each year served on the NCAMC Board of Directors or as chair of a committee, an update to the NCCMC brochure, and the fee for recertification. The committee respectfully requests the Board consider approving the following:

- The attached revised application for NCCMC certification and recertification.
- Allowing 2 hours for each year served as a member of the NCAMC Board of Directors or as chair of a committee. The Committee believed the time required to serve on the Board of Directors or as chair of a committee merits 2 hours. We modeled the time served, and the portion of the application applicable to recertification, after the Certified County Clerk's form (attached)
- The attached NCCMC brochure with changes noted in red.
- A fee of \$50 for recertification. The Committee felt \$50 was a reasonable fee every 5 years. The School of Government will charge \$25 to print the certificates. The committee felt any remaining funds could cover the cost of mailing or be used to support scholarships.

Thank you for all that you do for our organization.

NORTH CAROLINA CERTIFIED MUNICIPAL CLERK PROGRAM
School of Government, University of North Carolina at Chapel Hill
North Carolina Association of Municipal Clerks

Attachment #6
 Initial Certification
 Recertification

APPLICATION FOR DESIGNATION AND RECERTIFICATION
DEADLINE: POSTMARKED BY MARCH 31, 2017

Date: _____

Personal Information (As you want it to appear on the Certificate)

Name (Last, First, MI): _____

Title: _____ Governmental Unit: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

E-mail address _____

Media and/or local government official to receive an e-mail announcing your NCCMC certification status:

(If more than one, send additional information on another sheet)

Name: _____

Title: _____ E-mail _____

For Certification Designation please complete the information below. For Recertifications please go to page 2

Please check each applicable space below and enclose the supporting documentation as indicated:

***BOTH of the following must apply:**

- I am currently a full-time municipal clerk or deputy clerk; AND
 I am currently an active member of the North Carolina Association of Municipal Clerks and have been for a minimum of two (2) years;

***AT LEAST ONE (1) OF THE FOLLOWING MUST APPLY:**

- I have previously received the Certified Municipal Clerk or Master Municipal Clerk designation from the International Institute of Municipal Clerks; (Enclose copy of award letter or certificate from IIMC); **OR**
 I have successfully completed all course requirements for the IIMC Clerks' Certification Institute at the School of Government (SOG), including passage of the written examinations. (Enclose copy of certificate); **OR**
 I have successfully completed the Municipal and County Administration Course at the SOG. (Enclose copy of certificate); **OR**
 I have a minimum of three (3) years' experience as a full-time municipal clerk or deputy clerk, and will need to take the NCCMC Examination. The NCCMC Exam passing score is 80. All applicants are given two (2) opportunities to take the exam per year, or a new application fee will be required.

- I have enclosed the \$100 non-refundable application fee, which includes a framed North Carolina Certified Municipal Clerk Certificate. **Checks should be made payable to: NCAMC**
 I hereby apply for the North Carolina Certified Municipal Clerk status with the North Carolina Association of Municipal Clerks and the School of Government. I acknowledge that continuous membership in the North Carolina Association of Municipal Clerks, and recertification every five years, is required to retain and use the North Carolina Certified Municipal Clerk designation.

Signature: _____

Date: _____

Please mail checks and applications to: Kelly Baker, City of Salisbury, PO Box 479, Salisbury, NC 29144-0479

CERTIFICATES WILL BE PRESENTED ANNUALLY AT THE NCAMC SUMMER ACADEMY

Please enclose supporting documentation; incomplete applications will be returned. Any questions may be addressed to Kelly Baker by calling (704) 638-5233, or by emailing kbake@salisburync.gov

THIS SECTION MUST BE COMPLETED FOR RECERTIFICATION

Recertification as a North Carolina Certified Municipal Clerk can be maintained as long as the Clerk obtains 30 hours of continuing education and participation every five (5) years. Recertification is required every five (5) years and the recertification period begins July 1 in the year you received your certification. Recertification forms must be postmarked by March 31 in the year your certification expires.

Please list all continuing education and participation points accumulated since last certification (all documentation supporting the points must be attached)

Clerks' regional academies
 Dates attended/hrs _____ total _____

Master Municipal Clerk Academy Classes
 Dates attended/hrs _____ total _____

Other School of Government Courses/work related course
 Course name/date/hrs _____ total _____

Member of the Executive Board (2 hours per year served)
 Dates served _____ total _____

Chair of NCAMC Committee (2 hours per year served)
 Committee/date _____ total _____

Total _____
 (Must total at least 30 hours)

I have enclosed the \$50 non-refundable application fee, which includes a new North Carolina Certified Municipal Clerk certificate. **Checks should be made payable to: NCAMC**

I hereby re-apply for the North Carolina Certified Municipal Clerk status with the North Carolina Association of Municipal Clerks and the School of Government. I acknowledge that continuous membership in the North Carolina Association of Municipal Clerk, and recertification every five years, is required to retain and use the North Carolina Certified Municipal Clerk designation.

Signature: _____ Date: _____

Please mail checks and applications to: Kelly Baker, City of Salisbury, PO Box 479, Salisbury, NC 29144-0479

CERTIFICATES WILL BE MAILED IN JULY 2017

Please enclose supporting documentation; incomplete applications will be returned. Any questions may be addressed to Kelly Baker by calling (704) 638-5233, or by emailing kbake@salisburync.gov

North Carolina Certified Municipal Clerk Program



Mission Statement

The mission of the North Carolina Association of Municipal Clerks, in cooperation with the International Institute of Municipal Clerks, the School of Government at The University of North Carolina at Chapel Hill, and the North Carolina League of Municipalities in Raleigh, is to provide a professional organization of city, town, and village clerks from across the state, dedicated to the continued growth and development of municipal clerks and their municipalities.

North Carolina Association of Municipal Clerks
www.ncamc.com

Awards and Recognition

North Carolina Certified Municipal Clerk program certificates will be presented to the recipients at the annual North Carolina Association of Municipal Clerks Academy, which is held in August of each year.



Overview

The North Carolina Certified Municipal Clerks program is a **voluntary** accreditation program for North Carolina municipal clerks. It was initiated under the sponsorship of the North Carolina Association of Municipal Clerks and in cooperation with the School of Government of The University of North Carolina at Chapel Hill. This program is designed as an alternative to the Certified Municipal Clerk and Master Municipal Clerk program sponsored by the International Institute of Municipal Clerks (IIMC); however, municipal clerks will still have the option of participating in the IIMC programs.

An effort to design such a program evolved from the realization that municipal clerks wanted educational and professional growth, but limited budgets and reduced staff placed a hardship on the municipalities.

Objectives

The primary objective of this program is to professionalize the office of the municipal clerk by:

- Establishing a minimum level of competence;
- Establishing a method of measuring the knowledge of North Carolina's municipal clerks regarding their duties, both statutory and general, along with their administrative and managerial competence;
- Recognizing professional achievement through the award of certificates of accreditation;
- Maintaining focus on training that is germane to North Carolina issues for the initial certification; and
- Broadening areas of focus to include more generalized professional and management training for advanced levels of certification.

The secondary objective is to enable North Carolina's municipal clerks to perform their duties more efficiently and effectively.

Criteria for Certification

To qualify as a North Carolina Certified Municipal Clerk through the North Carolina Association of Municipal Clerks, a candidate must be a member of the North Carolina Association of Municipal Clerks for two years. All candidates must meet one of the following criteria:

- Have successfully completed all of the course requirements of the IIMC Clerks' Certification Institute of the School of Government of The University of North Carolina, including completion of the Institute's written examinations with passing scores; **or**
 - Have a minimum of three years experience as a full-time municipal clerk, deputy municipal clerk, assistant municipal clerk or secretary for an independent authority and complete the written examination with a passing score **or**
 - Have a minimum of five years experience as a part-time municipal clerk, deputy municipal clerk, assistant municipal clerk or secretary for an independent authority and complete the written examination with a passing score **or**
 - Have previously received the Certified Municipal Clerk or Master Municipal Clerk designation from the International Institute of Municipal Clerks (IIMC); **or**
 - Have successfully completed the Municipal and County Administration Course at the School of Government of The University of North Carolina at Chapel Hill.
- Passing scores will be determined by the State Certification Committee and the Association's liaison at the University of North Carolina at Chapel Hill School of Government.

How Does It Work?

The certification examinations will be administered at least once annually. The subject areas will be determined by the State Certification Committee in consultation with the Association's liaison at the University of North Carolina at Chapel Hill School of Government.

Criteria for Recertification

Recertification will be required every five years.

The five year recertification period will begin on July 1st of the year the recipient is scheduled to receive certification at the annual North Carolina Association of Municipal Clerks Academy.

- Clerks will need a minimum of 30 continuing education hours within a five year period following certification to recertify.
- OR**
- Clerks unable to attend continuing education classes will need a letter of hardship signed by the manager or mayor reflecting the restrictions on the Clerk's travel and training and will need to take an exam every five years to recertify.

Clerks are required to keep track of their own continuing education hours. Transcripts or copies of certificates will need to be submitted at the same time as the recertification application. Below is a list of acceptable recertification courses.

List of Acceptable Courses

- Courses offered by the School of Government of The University of North Carolina at Chapel Hill.
- Courses offered by agencies of the State of North Carolina; i.e. Secretary of State, Department of Transportation (DOT), Department of Environment and Natural Resources (DENR), Board of Elections, etc.
- Courses offered by agencies of the federal government; i.e. Federal Emergency Management Association (FEMA), Census Bureau, etc.
- Courses offered by the North Carolina League of Municipalities (NCLM).
- Other courses approved by the NCAMC State Certification Committee.

Attachment #6

CERTIFIED COUNTY CLERK (CCC) PROGRAM
 School of Government, University of North Carolina – Chapel Hill
 North Carolina Association of County Clerks (NCACC)

APPLICATION FOR MASTER RE-CERTIFICATION

PERSONAL INFORMATION

Name (As it will appear on the certificate): _____

Title: _____ Governmental Unit: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail address: _____

Please check each applicable space below and enclose the supporting documentation, as indicated:

I am currently an active member of the North Carolina Association of County Clerks.

I received my last certification in _____ (year).

Re-certification as a North Carolina Master County Clerk can be maintained as long as the Clerk accrues the regular 60 hours of continuing education and participation every three years. Recertification is required every three (3) years and the recertification period begins January 1 in the year you received your certification. Recertification forms must be received by the Association on or before January 31 in the year your certification expires.

Please list trainings/conferences attended since last certification (attached required documentation):

Clerks' regional academies
 Dates attended/hrs _____ total _____

Master Municipal Clerk Academy Classes
 Dates attended/hrs _____ total _____

Other School of Government Courses/work related course
 Course name/date/hrs _____ total _____

Member Executive Board (4 hrs per year served)
 Dates served _____ total _____

Chair of Clerks' Association Committee (2 hrs per year served) and/or
 Member(1hr per year) of Committee/date _____ total _____

NC Association of County Commissioners Annual Conference (3 hrs per
 conference—*must show proof of registration*) location/date _____ total _____

National Association of Counties Annual Conference or Legislative Goals
 Conference (1 hr) -- *must show proof of registration* location/date _____ total _____

Hosting the Clerk's Conference or a State Association (NCACC, NACo or other)

(3 hrs) location/date _____ total _____

Other course work; webinars; certifications that enhance the ability to perform
Duties as Clerk (hourly credit) *must show proof of registration* location/date total _____

Total: _____

I have enclosed the \$35 recertification fee, which includes a certificate.
(Please make checks payable to the School of Government.)

I hereby apply for recertification of my Master Certified County Clerk status with the North Carolina Association of County Clerks and the School of Government. I acknowledge that continuous membership in the North Carolina Association of County Clerks is required to retain and use the NCMCC Designation.

Signature: _____

Date: _____

Designation as a North Carolina Master County Clerk is valid for 3 years. Recertification with 60 credit hours is required and failure to submit a recertification form, fee and required documentation to the Chair of the Recertification Committee for the Clerk's Association on or before January 31 of the year recertification is required will result in a lapse of said designation. To reinstate said designation, a new application must be submitted.

North Carolina Association of Municipal Clerks
Tax and Finance Legislative Action Committee
December, 2016

Sunday, October 23 thru Tuesday, October 25 North Carolina League of Municipalities met for the CityVision 2016 Annual Conference at the Raleigh Convention Center and held a productive business meeting. Officials from jurisdictions across the state attended this annual event. Municipal Advocacy Goals for 2017 – 2018 were approved from goals derived from the four committees (General Government, Tax and Finance, Planning and Environment and Regulatory Action) each had developed the past year.

Respectively submitted,

James (Jim) K. Byrd, MMC/NCCMC/CTC

Dora Moore

From: Kathy Queen <kqueen@waxhaw.com>
Sent: Monday, October 17, 2016 11:39 AM
To: Dora Moore
Subject: Cancellation Refund

Hello Dora,

This past August, we nearly lost my dad. I had to cancel my plans to attend Asheville at the last minute. Who do I need to speak to request reimbursement of the \$435.00 registration fee?

Thank you,

Kathy



KATHY QUEEN
DEPUTY CLERK & ASSISTANT TO THE TOWN MANAGER

Town of Waxhaw
1150 N. Broome St., PO Box 6
Waxhaw, NC. 28173
office 704-843-2195 x269
fax 704-843-2196
email kqueen@waxhaw.com
Visit us at www.waxhaw.com



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"Waxhaw is a friendly, vibrant prosperous town where history and creativity build an enduring, safe and healthy community for people of all ages to live, learn, work, play or grow a business."

Pursuant to North Carolina General Statutes, Chapter 132, email correspondence to and from this address may be considered public record under the North Carolina Public Records Law and may be disclosed to third parties.

16 October 2016

Dear Dora,

Thank you + the Board of Directors
for your kind words + donation
made in honor of our Mother;
Caroline Webb Heer.

Her passion for education +
service is well served within
your organization. The lonest + supported
class everywhere.

Again, Thank you.
Heer W. Heer