

NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
BOARD OF DIRECTORS MEETING
Friday, March 10, 2023 – 11a.m.
VIA ZOOM

1. Call to Order and Welcome

2. Invocation: Tracey Shearin, Red Oak

3. Approval of Agenda

4. Approval of Minutes:

1. December 9, 2022 Board of Directors Meeting

5. Treasurer's Report – Heather James, Corresponding Secretary/Treasurer

6. NCAMC Committee Reports:

A. Finance Committee – Sabrena Reinhardt, Leland

B. Legislative Committee – Brenda Blanco, New Bern

C. Legacy Committee – Keith Hooker, Kernersville

D. Membership Committee – Jamie Whitley, Manteo

E. Past Presidents Committee – Penny Spicer-Sidbury

F. Program & Education Committee – Betsy Shores, Davidson

G. Publicity Committee – Michael O’Dell, Kill Devil Hills

H. State Certification Program Committee – Laura Getz, Goldsboro

I. Site Selection Committees:

- 2023 Site Selection – Penny Spicer-Sidbury, Wilmington

- 2024 Site Selection – Beth Price, Kernersville

- 2025 Site Selection – Hydeia Hayes, Bessemer City

J. WSOS Committee – Linda Christopher, Whispering Pines

7. Other Reports:

A. District Director Reports

B. Update from President Enoch

8. New Business:

A. Nomination for District 11 Director

B. Consider reappointing Brenda Blanco as the NCAMC’s representative on the NCLM Board of Directors. The term for this seat is one year. The League is now soliciting a representative for the 2023-24 year.

C. Consider the amendments made to the State Certification Bylaws.

Announcements – For Your Information:

- Upcoming events:
 - NCLM Annual Conference, Concord, NC, April 25-27, 2023
 - One Day Regional School Academies
 - Friday, March 24 | Greensboro | [Register Here](#)
 - Friday, March 31 | Virtual | [Register Here](#)
 - Friday, April 14 | Ayden | [Register Here](#)
 - Friday, April 21 | Belmont | [Register Here](#)
 - IIMC Annual Conference, Minneapolis, MN – May 14-17, 2023
 - NCAMC Summer Conference, The Embassy Suites by Hilton, Wilmington Riverfront, Wilmington, NC – August 24 - 26, 2023

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS
BOARD OF DIRECTORS MEETING
Friday, December 9, 2022– 11:00 a.m.
VIA ZOOM**

OFFICERS AND MEMBERS PRESENT: President DiAnne Enoch, presiding; First Vice President Sarah Radcliff; Second Vice President Sabrena Reinhardt; Jamie Whitley, District 1; Jackie Nicholson, District 3; Laura Getz, District 4; Linda Christopher, District 7; Keith Hooker, District 9; Hillary Group, District 10; and Jessica Bargsley, District 11.

Also Present: Lisa Stites, Past President; Penny Spicer-Sidbury, Chairman, Past President's Committee, and Chairman, 2023 Site Selection Committee; Betsy Shores, Davidson, Chairman, Program & Education Committee; Michael Odell, Kill Devil Hills, Chairman, Publicity Committee; and Hydeia Hayes, Bessemer City, Chairman, 2025 Site Selection Committee.

Call To Order & Welcome: President Enoch called the meeting to order and welcome everyone. President Enoch asked for a volunteer to take the meeting minutes due to the absence of the Correspondence Secretary. Penny Spicer-Sidbury, Wilmington, volunteered to take the minutes.

Invocation was led by Laura Getz.

Approval of the Agenda: Corrections to the Agenda – Under #8 – Linda Christopher advised that Item “C” is already approved and needs to be removed. Sarah Radcliff asked to add to the agenda a presentation she would do on behalf of Heather James, NCLM regarding Credit Card fees and our Association's agreement with the School of Government. Removed #B under #8 on the agenda as well, as it has already been done. Following further consideration, Linda Christopher moved approval of the agenda with the proper corrections/addition, seconded by Sabrina Reinhart and the motion carried unanimously.

Approval of the Minutes September 23, 2022 & November 8, 2022 – Corrections were– Noted that District 10 director is Jennifer Hillard. Jackie Nicholson advised she missed the September 23 and November 8 meeting so she should be marked absent. Following further consideration, Sabrina Reinhardt moved to approved as amended, seconded by Linda Christopher and the motion carried unanimously.

Treasurer's Report – Heather James (NCLM), Secretary/Treasurer was absent, but Sarah Radcliff presented the treasurer's report.

NCAMC COMMITTEE REPORTS:

- A. Finance Committee – Sabrena Reinhardt, Leland- Report was included in agenda packet. She noted the action item was the recommendation that sponsorships be paid in full prior to the Conference. Jackie Nicholson made a motion, seconded by Linda Christopher and the motion carried unanimously.
- B. Legislative Committee – Brenda Blanco was absent, but her report was included in the agenda packet.
- C. Leaving Green Legacy Committee – Keith Hooker, Kernersville- Report was included in agenda packet.
- D. Membership Committee – Jamie Whitley, Manteo-was absent but President Enoch advised that the Committee’s first meeting would be held December 14.
- E. Past President’s Committee – Penny Spicer-Sidbury reported she would be following up with Dora Moore on the organization assessment.
- F. Program & Education Committee – Linda Christopher, advised the Report was included in the agenda packet. She gave brief highlights.
- G. Publicity Committee – Michael O’Dell, Kill Devil Hills, reported that the Committee is working on getting the newsletter out and asked everyone to send him items for the newsletter. He advised of his co-chair and that he is working on the website. The only action item he had was a U-tube policy that they feel should mirror the social media policy. Sabrena made motion to accept the policy, seconded by Linda Christopher and the motion carried unanimously.
- H. State Certification Program Committee – Laura Getz, Goldsboro, Nothing new to report. Will be meeting with the Committee over the next couple of weeks.
- I. Site Selection Committees:
 - 2023 Site Selection – Penny Spicer-Sidbury, Wilmington – Reported that everything seems to be on schedule and Wilmington is looking forward to hosting the conference. Waiting for the NCLM to advise when registration would open.
 - 2024 Site Selection – Beth Price, Kernersville – Was absent – No report
 - 2025 Site Selection – Hydeia Hayes, Bessemer City – Reported they will do a site visit in January and should have a report at the March Board Meeting.
- J. WSO Committee – Linda Christopher, Whispering Pines – Nothing to report, but will be scheduling a meeting with the Committee as soon as possible.

OTHER REPORTS

- A. District Director’s Reports – Nothing to report

OLD BUSINESS

- A. Consideration of appointment to the Executive Board – Jackie Nicholson made a motion to appoint Laura Getz & Laura Morton to the Executive Board, seconded by Linda Christopher and the motion carried unanimously.

NEW BUSINESS

- A. Sign-up for writing an Article for Minute by Minute – everyone was asked to please sign up with Michael. Sabrina suggested as Chair, that Michael assign directors to do an article.
- B. Discuss dissolving the Organizational Assessment Committee and assign the duties to the Past President's Committee with Dora Moore taking the lead as a subcommittee under the Past President's Committee. Sabrina made the motion, seconded by Linda Christopher and the motion carried unanimously.
- C. Consideration of Amendments to Program & Education Guidelines (as proposed by the Committee) – Betsy Shores gave the highlight as previously presented by Angela Lord. Sarah Radcliff noted that it needs to clarify the role of Chair and Vice Chair of the Program Education Committee. Discussion was held.

Other Business

- A. Consider in person meeting in March (Hybrid)-
President Enoch advised that she really wanted the March meeting to be held in person, but will follow up with Heather James at the NCLM and will let everyone know.
- B. Sarah Radcliff presented information on behalf of Heather James regarding Credit card fee (3%) and the desire to pass this charge on to the sponsor or does the Association which to cover this cost. (i.e. Silver sponsorship at \$1,000 a sponsor would pay \$30 for the credit card fee). Discussion was held and it was noted that when people pay by credit card there is an expectation of paying a fee. Jackie Nicholson made motion, seconded by Jessica Bargsley to charge the fee back to the sponsor and the motion carried unanimously.
- C. Agreement with the School of Government – Sarah Radcliff presented and noted a few points in the agreement pointing out the \$15.00 transcript fee. -Following further consideration Jackie Nicholson made motion to accept the agreement, seconded by Sabrena and the motion carried unanimously.

Announcements – For Your Information

Upcoming Events:

- Workshop for New Clerks (online through the UNC School of Government) – January 25, 2023
- IIMC Region III Conference, Isle of Palms, SC – February 14-17, 2023
- NCAMC Board of Director's Meeting – March 10, 2023

- NCLM Annual Conference, Concord, NC, April 25-26, 2023
- One Day Regional School Academies (Dates: April, 2023) TBA, 3 in-person and one virtual)
- IIMC Annual Conference, Minneapolis, MN – May 14-17, 2023
- NCAMC Summer Conference, the Embassy Suites by Hilton, Wilmington Riverfront, Wilmington, NC – August 24, 2023. Renaissance in Asheville, North Carolina – August 21 – 25, 2022.

A brief discussion was held on Points/ Credit for attending the conferences and academies and whether we want to continue to refer to the Summer Conference as a Conference or Academy.

There being no further business to discuss, Linda Christopher made a motion to adjourn the meeting, seconded by Keith Hooker and the motion carried unanimously and the meeting adjourned at 12:28 P.M.

Respectfully submitted,

Penelope Spicer-Sidbury
Acting Recording Secretary



NCAMC
Finance Committee
FY22/23

Date: March 10, 2023

Re: NCAMC Finance Committee Report

The Finance Committee held a meeting on February 21 and have the following recommendations for the NCAMC Board:

FY23/24 Membership Dues:

Recommend \$90.00 for next year. For the past few years, the rate has been \$80.00.

FY23/24 Budget Expenses for the Legacy Committee:

Recommend that this budget line item remain at \$500.00.

Electronic Payment:

Recommend an iPad and square stand for contactless and chip be purchased for the use at NCAMC events. The NCLM would storage and manage the use of the device. Data plan recommendation will be presented at the board meeting.

District 2 Report

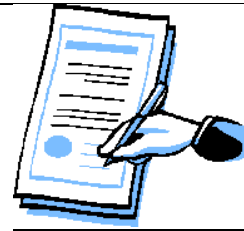


The Eastern Carolina Council of Governments recently offered ethics training for elected officials. The Council serves, in part, Carteret, Craven, Jones, Onslow, and Pamlico counties, which are in NCAMC's District 2. The training was free for members of the ECC. It was held on February 15th and taught by a local attorney, David Baxter with the firm of Sumrell Sugg in New Bern. Clerks eagerly checked off this requirement for the elected officials from their city or town who attended the training.

Respectfully submitted,

Brenda Blanco (New Bern)
District 2 Director

Legislative Committee Report



The NCLM's Government Affairs staff hosted a series of virtual meetings for League members to discuss expected policy proposals in areas affecting cities and towns, and strategies to respond to them. The meetings also reviewed the legislative goals recently approved by NCLM members, the political landscape at the General Assembly and how the 2022 elections may have shifted the terrain, and changes in legislative and committee leadership posts that could affect cities and towns. The free webinars were held on January 30th, February 6th, and February 13th.

The 2023 Town & State Dinner was held on February 22nd at the Raleigh Convention Center. The dinner was attended by lawmakers and local leaders. It served as an opportunity for the leaders to meet the lawmakers, discuss important issues facing municipalities, and build vital relationships.

Upcoming deadlines for local bills can be found on this chart from the NC General Assembly:

2023 Request and Filing Deadlines House

Drafts	Requested By 4:00 PM	Filed in House By 3:00 PM
Bills recommended by Study commissions	Wednesday, February 1	Thursday, February 16
Bills recommended by State Agencies	Wednesday, February 8	Thursday, February 23
Local Bills	Wednesday, March 1	Thursday, March 23
Public Bills & Resolutions (Not Approps or Finance)	Wednesday, March 22	Tuesday, April 18
Public Bills (Approps and Finance)	Wednesday, March 29	Tuesday, April 25

Senate

Drafts	Requested By 4:00 PM	Filed in Senate By 4:00 PM
Local Bills	Thursday, February 23	Thursday, March 9
Public Bills & Resolutions	Thursday, March 9	Tuesday, April 4

Bills eligible to be filed in 2023 with no deadlines

- Redistricting bills for House, Senate, Congress, or local entities. (H&S)
- Ratification of amendments to the Constitution of the United States. (H&S)
- Adjournment resolutions. (H&S).
- Bills introduced on the report of the House Committees on Appropriations, Finance, or Rules. (H only)
- Bills proposing amendments to the North Carolina Constitution. (S only)
- Statutory changes necessary to implement State constitutional amendments. (S only)
- Bills addressing election laws. (S only)
- Bills providing for action on gubernatorial nominations or appointments.(S only)
- Appointments by the General Assembly. (S only)

2023 Crossover Deadline: Thursday, May 4

- Please refer to Senate Rule 41(b) and House Rule 31.1(h) for types of bills not subject to crossover deadline.

1/11/23

Respectfully submitted,
Brenda Blanco (New Bern)
Legislative Committee Chair

To: DiAnne Enoch, NCAMC President
From: Betsy Shores, Program and Education Chair
Date: March 10, 2023
Subject: Program and Education Committee Report

2023 Regional Master Municipal Clerks Academy

Registration is now open for the 2023 Regional Master Municipal Clerks Academy on the NCLM website - <https://members.nclm.org/Courses-Events/Live-Events-Webinars>

Friday, March 24 – Greensboro (Central)

Friday, March 31 – Virtual

Friday, April 14 – Ayden (Eastern)

Friday, April 21 – Belmont (Western)

The academy topics will include Resolutions and Ordinances, Drafting, Motions and Adoption, It's a Tough Business: Emotional Labor for Municipal Clerks, Powell Bill Program Overview, and Annexations Step-by-Step.

NCLM Conference CityVision – April 25 – 27, 2023

The Annual CityVision Conference will be held in Concord and the NCAMC Educational Meeting & Breakfast is scheduled for Wednesday, April 26 from 7:30 a.m. – 9:30 a.m. Concord Council member Jennifer Parsley-Hubbard will be speak to attendees about ***The Unstoppable Power of Small Daily Choices*** - Every moment of every day, we are making choices. They add up. Over time, these choices become our habits and while they may seem somewhat meaningless at first, these little choices make up how we live daily. Think about it. This is your one precious life. How do you want to live it?

Full Conference fees must be paid to attend the breakfast. For more information visit www.cityvision2023.com

NCAMC Annual Summer Conference – August 24 – 26, 2023, Wilmington

The Annual Summer Conference will be held at the Embassy Suites by Hilton, Wilmington Waterfront. Dr. Kent Wessinger has agreed to speak for a full day for \$6,500. Each attendee will leave with a clear understanding of the current workforce, and relevant tools to attract, engage, and RETAIN their workforce. The objective is for each attendee to leave with a strategy and solutions to their “people crisis” and a clear path to achieve their sustainable growth goals.

Respectfully Submitted

Betsy Shores, P & E Chair

TO: DiAnne Enoch, President
FROM: Michael O'Dell, Publicity Committee
DATE: February 27, 2023
REF: Publicity Committee Report

The Publicity Committee is preparing to meet in March. Some items to report:

Newsletter

Goals for the newsletter include providing more regular (and more compact) publications, with continued relevant information for our clerks. The remainder of this year's schedule:

April – IIMC information, initial summer conference information, Board member and Committee service invitations

July – summer conference information, calendar / event updates, etc.

NCAMC YouTube Channel

The NCAMC YouTube Channel will be launched in March 2023. Although we will begin with limited content, it is expected to greatly increase.

IIMC Region III Newsletter

The Publicity Committee is coordinating NCAMC's submission for the IIMC Region III newsletter, which will be submitted by March 15.

NCAMC Website

Our team has been diligently working to make numerous changes to the NCAMC website, updating information and features as steadily as possible. If anyone notices any outdated information, please email me at odell@kdhnc.com. We are in the process of finalizing a website RFP for distribution to begin the transition to a new website. All materials will be submitted to the Board for review and action.

If our committee can be of any assistance, please reach out to me at odell@kdhnc.com

Memorandum



To: DiAnne Enoch, NCAMC President & BOD
From: Hydeia Y. Hayes, Site 2025 Chair
Date: March 10, 2023
Subject: NCAMC Site 2025 Selection Committee

On January 12th and 13th, 2023 the NCAMC 2025 Site Selection Committee visited three sites to plan for the upcoming conference:

- Crowne Plaza in Asheville, NC [Asheville, NC Hotels | Crowne Plaza Resort Asheville \(ihg.com\)](https://www.ihg.com)
- Harrah's Resort in Cherokee, NC [Harrah's Cherokee Hotel & Casino Resort - North Carolina \(caesars.com\)](https://www.caesars.com)
- Lake Junaluska in Junaluska, NC <https://lakejunaluska.com/>

A PowerPoint presentation detailing the logistics and details about each location has been attached for your review. Based on our scheduled tours and visits we would like to formally recommend the following for the NCAMC 2025 Site:

- **Harrah's Resort in Cherokee, NC:**

- By group consensus we decided that this is the premium choice –
 - We would be located in the brand new “Cherokee” tower, this location has our lodging, eateries, bars, and a wing of the casino in one area. They have valet parking and a food discount on the banquet menus.
- By group consensus we recommend that the date pattern for this conference be changed to Sunday thru Wednesday-
 - This would promote a huge cost savings for lodging. The cost would only be \$119 a night.
- The group activity could be housed on site, we wouldn't have to arrange transportation to a venue. On site they have a gaming arcade, bowling alley, and patio space that we could utilize free of cost. (**If the date pattern remains Thurs – Sat, this will result in a fee for the space.*)

In conclusion, we would like to ask for a motion to have the NCAMC 2025 Summer Conference in Cherokee, NC at Harrah's Resort on Sunday, August 17th – Wednesday, August 20th, 2025. We thank you in advance for your consideration. Please feel free to contact me with any questions or concerns.



NCAMC 2025

Site Selection Options



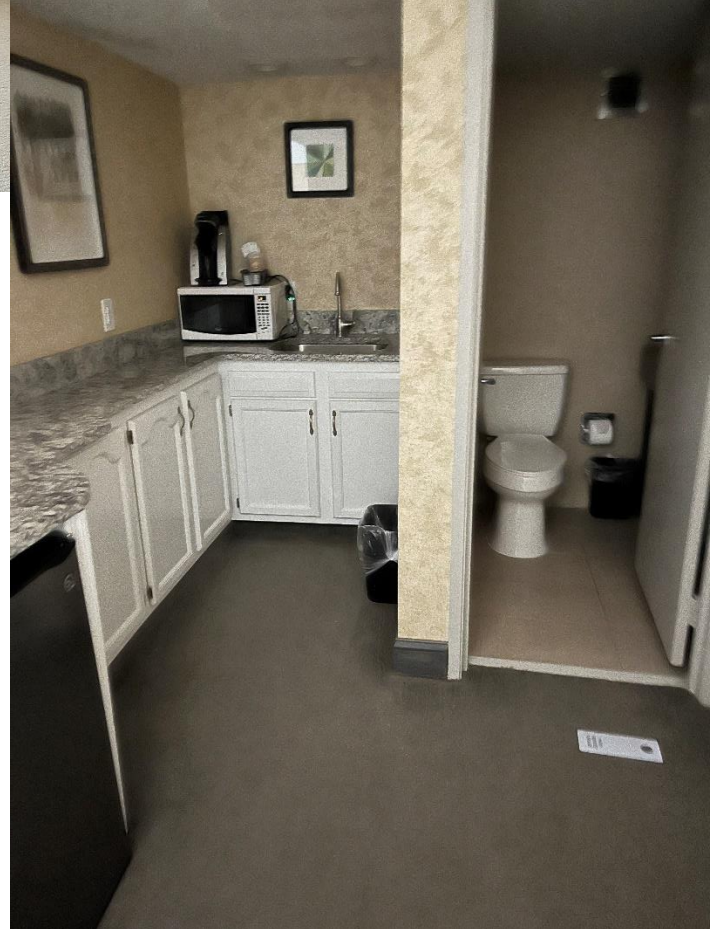
**NORTH CAROLINA ASSOCIATION
OF MUNICIPAL CLERKS**

Crowne Plaza – Asheville, NC

- \$215.00 two queens; \$235.00 king + taxes
- Comp Wi-Fi, 43-inch TV, private patio or balcony, refrigerator, sleep advantage package
- Self parking included, On-site spa, high speed internet, business center, 2 outdoor pools, walking/running trails, outdoor/indoor tennis courts, golf course, full service restaurant & bar, IHG guest rewards; on-site adventure park; pet friendly
- Meeting rooms will be waived if food/bev minimum met
- **Sunday, August 17th –Wednesday, August 20th: \$179.00 Per Night

Pros vs Cons

- The facility is right off the highway and 10 mins from downtown
- All of the rooms are located in the same building, the eateries are located in the same building
- The exhibitors can be mixed in the same hall as us for sessions
- Hotel offers shuttle service to 3 locations downtown (\$8)
- They have a fitness center available to all guest
- During our visit we did experience some plumbing issues
- The hotel is older, so renovations have taken place

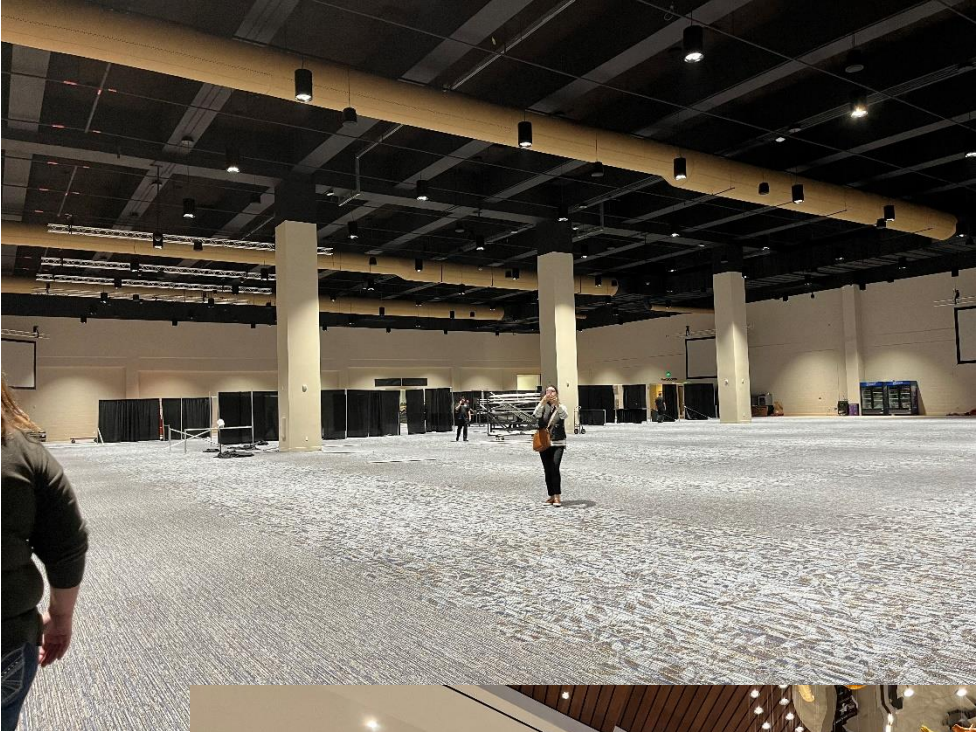


Harrah's Casino – Cherokee, NC

- \$199.00 (based on 150) (with taxes= \$222.00 per night) + a \$25.00 daily resort fee
- Beauty Rest beds (King or Queen), rain shower, 50 inch hi def flat screen TV, mini fridge, coffee maker, iron, hairdryer
- daily resort fee of \$25.00 (*includes free valet & self parking, access to pools, fitness center, free standard internet for 2 devices*)
- Meeting rooms will be waived if food/bev minimum met
- 10% discount on banquet menus; 10% off a/v if we use in house, \$25.00 free play for each attendee; door prize given to group (2 night stay for 2 including \$250 food credit)
- **Sunday, August 17th –Wednesday, August 20th: \$119.00 Per Night + \$25 resort fee

Pros vs Cons

- The facility is smoke free since 2020
- Self check in kiosk available (4 areas)
- There are eateries in the **brand-new** tower with our rooms
- On-site group event available (bowling lanes, arcade & gaming)
- The exhibitors can be mixed in the same hall as us for sessions
- Nice door prize – *Free 2 night stay and food package for a Clerk*
- Exclusive Rain forest shower experience
- The resort is a Casino
- There were complications on identifying which tower we were being hosted
- There is a resort fee of \$25.00 per guest



Lake Junaluska – Junaluska, NC

- Terrace Hotel (105 total rooms) \$169.00 + taxes and Lambuth Inn (130 total rooms) \$149.00 + taxes
- Lake view, fireplace in the lobby, wifi, mini fridge, coffee maker, iron, some rooms have a balcony
- **Sunday, August 17th –Wednesday, August 20th :
 - Terrace Hotel: Single - \$149; Double - \$169 per night
 - Lambuth Inn: Single - \$139; Double - \$139 per night (rates increase for 3 or more in a room) Meal plan to be purchased - per person \$92.00

Pros vs Cons

- Meeting space will be discounted (\$200 -\$600 per meeting room per day)
- Accommodations weren't convenient
- The meeting space was limited
- We will be dispersed between 3 or 4 buildings – it's decentralized
- Restroom only has 3 stalls for break time



Committee's Recommendation

- We would like to recommend Harrah's Resort
- Switch the date pattern to promote savings (Sun to Tues/Wed is cheaper only \$119 a night)
- The onsite group activity would be easier to accommodate on the Sunday – Wednesday. We wouldn't have to pay the space rental rate, this would be our conference.
- We thank you for your consideration, and allowing us to serve the Committee!





To: DiAnne Enoch, NCAMC President
From: Linda Christopher, NCAMC WSOS Chair
Date: February 22, 2023
Re: We Share Our Services Committee Report

Our committee has not held a meeting; however, we have been communicating and conducting business via email.

Sixteen new clerks have been contacted and made aware of the services offered by the NCAMC WSOS committee.

We have received five mentee applications, of which four have been assigned to a mentor. As of this report, I am still working on finding a mentor for the fifth application.

Respectfully submitted,

Linda M. Christopher, MMC, NCCMC

TO: NCAMC BOARD OF DIRECTORS
FROM: IMMEDIATE PAST PRESIDENT LISA STITES
SUBJECT: NOMINATING COMMITTEE REPORT
DATE: FEBRUARY 21, 2023

Applications are being sought for the Board of Directors (even districts), for Recording Secretary, and for 2nd Vice President, with a deadline of March 31 to apply. We have received a few applications already, which is great news! Once the deadline passes, the Nominating Committee can meet and select a slate of Officers to nominate for the 2023-2024 year.



NEW BERN
CITY OF NEW BERN

300 Pollock Street, P.O. Box 1129
New Bern, NC 28563-1129
(252) 636-4000

Aldermen

Rick Prill
Hazel B. Royal
Robert V. Aster
Johnnie Ray Kinsey
Barbara J. Best
Robert Brinson, Jr.

Jeffrey T. Odham
Mayor
Foster Hughes
City Manager
Brenda E. Blanco
City Clerk
Kimberly A. Ostrom
Director of Finance

TO: Dianne Enoch, President
FROM: Brenda Blanco
DATE: March 01, 2023
SUBJECT: Clerk Representation on NCLM Board of Directors

As you know, I have served as the NCAMC's representative on the NCLM Board of Directors since April of 2022. The term for this seat is one year, and the League is now soliciting a representative for the 2023-24 year.

Having served in this position for the past 10 months, I believe it is beneficial for the Association to have the same representative beyond one year. In my time on the League's Board, there have been three meetings. The first two meetings, for me at least, were very much a learning experience and a period of getting comfortable with the topics and decisions that are addressed by the League's Board. To be an effective representative on that Board, I feel the Association should nominate its representative to serve a second term. The League's bylaws do not prevent this; it is simply a decision to be considered by the Association.

I am willing to continue serving and ask that the Association consider nominating me for a second term. It is also my recommendation that the Association consider this practice of renominating its representative for more than one term. I understand in some situations the representative may have scheduling or work conflicts that would prohibit a two or more-year commitment, but if the representative is available and willing to serve subsequent terms I truly believe that to be advantageous and in the best interest of the Association.

cc: Lisa Stites, Past President
Sarah Radcliff, 1st Vice President
Sabrena Reinhardt, 2nd Vice President

STATE CERTIFICATION COMMITTEE **BYLAWS**

PURPOSE:

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.

COMPOSITION:

The State Certification Committee will be comprised of a representative from each of the four regions and two at large members appointed by the Board of Directors. The diversity of the membership should include small, medium and large-size municipalities. The First Vice-President, Second Vice-President, and School of Government Advisor shall serve as ex-officio **members**. The Immediate Past President shall serve as advisor to the committee.

RESPONSIBILITY:

The principal duty of the committee is to work with a representative of the School of Government, and to examine once a year all applications submitted for Certification designation. Certification designations will be presented at the Annual Clerks Summer Academy held in August. Certificates will no be mailed to clerks not in attendance.

PROCEDURES:

1. Pursuant to the association's recertification guidelines, the committee will verify all information submitted by a clerk for recertification and shall recommend recertification to the Board of Directors in those cases where the requirements for recertification have been met.
2. The committee shall recommend to the Board of Directors the amount of fees to be paid by all applicants for certification or recertification designation. Such fees shall be paid directly to the **person assigned by the Board of Directors to collect the applications North Carolina League of Municipalities** and the funds shall be made out to the North Carolina Association Municipal Clerks (NCAMC). In making ~~its~~ recommendations **regarding annual fees**, the committee shall ensure that each fee is sufficient to cover all investigation expenses, all costs incurred by the **North Carolina League of Municipalities and** School of Government and billed to the association, and all costs for ~~production of a plaque and/or other~~ appropriate recognition for the clerk who is receiving the certification or recertification. The fee may be changed by the Board from time to time upon the committee's recommendation.

3. ~~The committee shall arrange for a plaque and other appropriate recognition for clerks who are receiving their certification or recertification designation. The committee chairperson shall arrange for certificates and other appropriate recognition for clerks who are receiving their certification or recertification designation with the School of Government.~~
4. Upon applicant appeal to the Committee Chairperson of any failing test score, the Chairperson shall notify the Association President who will make further arrangements with the Executive Committee. The Executive Committee of the Board of Directors shall hear any appeals submitted from an applicant who wishes to challenge the decisions of the committee regarding certification.

EXAM PROCEDURES:

1. Applicants must meet all other certification criteria before being administered the exam.
2. Exams shall be administered once annually.
3. The committee Chair shall administer the exams to applicants requiring testing by randomly selecting a copy of an exam, and emailing the exam in PDF format to the applicant with an email read receipt request.
4. The applicant will have eight (8) work hours to complete and return the exam from the date and time the exam is sent via email to the applicant.
5. The applicant will be responsible for signing the cover sheet acknowledging the requirements for open-book assistance and exam completion, and initialing each page of the exam. The exam is to be taken without assistance from anyone. Permissible resources include UNC SOG Coates Cannons Blog, NC General Statutes, UNC SOG training resources, etc.
6. The committee Chair will be responsible for grading the exams. The Chair will confer with the ~~North Carolina League of Municipalities and the~~ School of Government liaison for any discrepancies in exam questions and answers.
7. The applicant will be given two (2) opportunities to pass the exam with a score of 80 or higher, following a one (1) week time period between exams.
8. Exams shall be reviewed annually by the Chair and the School of Government liaison for revisions needed. ~~and recommend any changes to the committee.~~
9. Exams and answer keys are to be securely maintained by the committee chairperson and School of Government liaison and shall not be disseminated to any applicant or to other committee members to ensure the integrity of the examination.