

**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS  
BOARD OF DIRECTORS SPECIAL MEETING  
AUGUST 15, 1997**

**SPECIAL MEETING**

The Board of Directors of the North Carolina Association of Municipal Clerks met in the Hospitality Suite at the Adams Mark Hotel on August 15, 1997. The following officers and directors were present: Connie Spell, Sabrina Guy Vickie Weant, Janice Thomas, Beth Hamrick, Merle Edwards, Diane Cook, Dianne Pierce, Rita Thompson, Marilyn Sellers and Kay Polhill.

**CALL TO ORDER**

President Spell called the meeting to order and welcomed everyone. The first order of business was the approval of minutes from a Special Meeting held on January 23, 1997 at the Omni Europa.

**MINUTES APPROVAL**

Vickie Weant made the motion seconded by Sabrina unanimously approved the minutes of the Special Meeting held of the Board on January 23, 1997.

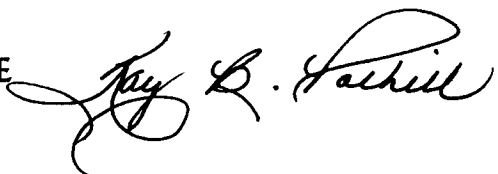
**NOMINATION/APPROVAL**

It had been noted that Glenda Sansosti was not eligible to serve another term as a representative of the Clerk's Association on the NCLM Board of Directors. Beth Hamrick nominated Vickie Weant as the primary representative with Connie Spell being alternate. There being no further nominations from the floor, President Spell closed the nominations.

Beth Hamrick make the motion, seconded by Sabrina Guy unanimously approved the nomination of Vickie Weant as the primary representative with Connie Spell being alternate.

There being no further business, the meeting was adjourned to join the Summer Conference in progress.

Kay B. Polhill, CMC/AAE  
Recording Secretary



**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS  
ANNUAL BUSINESS MEETING  
AUGUST 16, 1997**

**ANNUAL MEETING**

The North Carolina Association of Municipal Clerks held its Annual Summer Conference Meeting at the Adams Mark Conference Center in Charlotte North Carolina, August 14-16, 1997.

**CALL TO ORDER AND WELCOME**

President Connie Spell called the annual business meeting to order and welcomed everyone. She expressed great appreciation to all of the general membership in attendance and introduced the following special guests: IIMC President Linda Murphy, IIMC Region III President Olivia Parks Wood and IIMC Second Vice President Mary Lou Rand.

**MINUTES AND TREASURERS REPORT**

Mary Lou Rand made the motion, seconded by Vickie Weant approved unanimously the minutes of the last meeting of the general membership on January 23, 1997.

Kim Smith gave a summary of all the increases and decreases speaking to the healthy fund balance at the beginning of the year. The necessary and approved spending was more than covered. The ending balance will be more in line with the recommended fund balance total. Beth Hamrick made the motion, seconded by Mary Lou Rand unanimously approved the Treasurers' Report. The report will be attached as part of the official minutes.

**CONSTITUTION AMENDMENTS**

Jean Bailey, Chair, had previously mailed the membership the proposed amendments to the constitution for approval. She reviewed all the recommendations page by page. The changes were mainly housekeeping ones. These were to bring everything current and consistent with the operation of the association. Therefore, Jean Bailey made the motion, seconded by Mary Lou Rand unanimously approved the amendments as presented.

## **BUSINESS MEETING**

**August 15, 1997**

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### **OFFICERS AND BOARD MEMBERS ELECTION**

**Vickie Weant, Chair Nominations, presented the slate of officers and board members:**

**Sabrina Guy, President  
Janice Thomas, Vice President  
Beth Hamrick, Second Vice President  
Kim Worley, Recording Secretary  
Kim Smith, Treasurer**

**Eva Brown - Richlands  
Wanda Elks - Greenville  
Joyce Wilson - Wake Forest  
Lisa Verling - Hamlit  
Kate Cox - Sparta  
Janet Anderson - Franklin**

**Peggy Boone made the motion, seconded by Beverly Bigley unanimously approved the slate of officers and board members as presented.**

### **PRESENTATIONS**

**MEMORIAL RESOLUTIONS - A motion was made by Sabrina Guy, seconded by Betty Childress unanimously approved the Memorial Resolutions for the following as read by President Connie Spell:**

**Peggy Boone's Mother  
Fleming Bell's Father  
Carolyn Custy's Father  
Joyce Wilson's Mother  
Gail Smith's Mother  
Sue Britt's Mother  
Elmar Holmes's Mother  
Wanda Reid's Father  
Pat Simmons Father  
Dave Reynolds' Family  
Debbie Stanleys' Family  
Pat Moga's Husband**

## **BUSINESS MEETING**

**August 15, 1997**

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**RETIREMENT RESOLUTIONS - Dianne Pierce made the motion, seconded by Pat Simmons unanimously approved the Retirement Resolutions for the following as read and presented by President Connie Spell:**

**Pat Moga - Weddington  
Nancy McPeak - Greensboro  
Mary Jackson - Williamston  
Marie Matthews - Winston-Salem**

**Mary Jackson thanked the membership for the wonderful years and remarked that she intended to continue to be active in the organization by offering her support.**

**CONGRATULATORY RESOLUTIONS - Peggy Boone made the motion, seconded by Glenda Sansosti unanimously approved the Congratulatory Resolutions for the following as read and presented by President Connie spell:**

**Mary Lou Rand - IIMC Second Vice President  
Jean Bailey IIMC Quill Award  
Fleming Bell - Institute Directors Award for Excellence**

## **1998 ANNUAL CONFERENCE**

**Thelda Rhoney, Deputy Clerk in Hickory, proudly reported that the Annual Summer Conference will be held in Hickory at the Holiday Inn Conference Center, August 6-8, 1998. She urged everyone to put it on their calendar and plan to attend.**

## **RECOGNITION OF COMMITTEES, OFFICERS & DIRECTORS**

**Connie Spell commended all of the committee, officers and directors for making her year as president an easy and most rewarding one. She felt that everyone did an outstanding job and were very deserving. She recognized each committee chair, officer and director by presenting them with certificates of appreciation.**

**BUSINESS MEETING**

August 15, 1997

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**CERTIFICATION SCHOOL SCHOLARSHIP RECIPIENTS**

Connie Spell announced the names of the following as recipients of \$200 scholarships:

Jill Chunn  
Donna Honneycutt  
Shirley Freeman

**OTHER BUSINESS**

It was noted that this had been a productive year for the North Carolina Clerks. The certification accomplishments were:


CMC - 21  
AAE - 3  
1st Sustaining - 2  
2nd Sustaining - 6

Approximately 22 years of the association minutes have been indexed by Municipal Code - 1975 - 1997.

The Book Fair that was held during the conference raised \$2000. A percentage of this will go toward certification scholarships.

There being no further business, Pat Simmons made the motion, seconded by Kim Worley unanimously approved to adjourn the 1997 Annual Business Meeting.

Respectively submitted,

  
Kay B. Polhill, CMC/AAE  
Recording Secretary

## North Carolina Municipal Clerks Association Final Report FY 1996-1997

### REVENUE

Membership Dues	\$15,360.00
Annual Conference	16,881.00
Regional Meetings	2,736.00
Advanced Academy	2,122.00
Scholarship Fund	747.01
Investment Income	1,065.47
Fundraising Sales	1,098.00
IIMC Sponsorship	<u>2,000.00</u>
<i>TOTAL REVENUE</i>	\$42,009.48

### EXPENDITURES

Annual Conference	23,536.66
Regional Meetings	3,307.45
Advanced Academy	2,151.91
Scholarship Fund	1,400.00
Printing Expense	5,557.61
Postage Expense	2,210.13
Professional Services	7,585.25
Travel/President & Staff	4,202.51
Boards/Committee Meetings	679.88
Gifts & Awards	2,259.51
Miscellaneous Expenses	26.00
Fundraising Purchases	2,832.85
IIMC Expenditures	<u>8,379.79</u>
<i>TOTAL EXPENDITURES</i>	\$64,129.55

Budget set for FY 96-97 \$46,500

Expenditures over budget \$17,629.55

96-97 Revenue	\$42,009.48
96-97 Expenditures	<u>\$64,129.55</u>
Expenditures over <del>Budget</del> <i>Revenues</i>	\$22,120.07

6/30/97 Ending Bank Balances	
Shares Account	\$ 28.81
Checking Account	379.60
Money Market	<u>7,028.11</u>
Total	\$7,436.52

**CONSTITUTION**  
**NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS**

Adopted November 5, 1975

Amended:

October 18, 1977

October 21, 1980

April 8, 1983

January 25, 1984

January 29, 1985

April 10, 1987

August 16, 1991

August 13, 1993

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## CONSTITUTION

### ARTICLE I

#### NAME AND CREATION

SECTION 1. The name of the organization shall be the North Carolina Association of Municipal Clerks (hereinafter "Association").

SECTION 2. The Association shall be an unincorporated, non-profit organization and shall function as an affiliate organization of the North Carolina League of Municipalities (hereinafter "League") and the Institute of Government (hereinafter "IOG"). The League is hereby designated as the secretariat and as such shall perform services for the Association as may from time to time be mutually agreed upon.

### ARTICLE II

#### PURPOSES

SECTION 1. The purpose of this Association shall be to provide means whereby efficiency and improvements may be achieved in the operation of the clerks' offices in the cities and towns of North Carolina by:

- (a) Promoting cooperation among municipal clerks through the interchange of experiences and methods of conducting their offices, to the end that each may profit from the experiences of others.
- (b) Promoting periodic conferences or meetings of clerks for discussion of mutual problems, and by research to find solutions for same.
- (c) Promoting a closer business and social union among the municipal clerks to better enable them to uphold the principles of good government and good citizenship.
- (d) Promoting such other programs and activities as may be of value to enhance the welfare and progress of the municipal clerks' offices.

### ARTICLE III

#### MEMBERSHIP

SECTION 1. There shall be three classes of membership: Active, Associate and Honorary.

- (a) Active Member. Any person who has been sworn in as city or town clerk and performs the duties of that office regardless of the title they hold in their

respective city or town is eligible for active membership. Such membership shall be in the name of the person holding the office but shall be vested with the city or town.

If the person in whose name the membership is recorded becomes dissociated with the office which qualifies them for membership, upon notice to the Corresponding Secretary/Treasurer, said membership shall be transferred to the person's successor for the remainder of the unexpired term.

Active members shall be subject to all the rules and regulations of the Association pertaining to dues, fees and participation in the Association's activities.

- (b) Associate Member. Any previously active member who has left public employment or changed duties making them ineligible for active membership and any person who is interested in the Association and subscribes to its objectives shall be eligible for associate membership. Associate members shall be responsible for dues and fees, but shall not have voting rights nor be eligible to hold office.
- (c) Honorary Members. Past presidents of the Association shall automatically become honorary members upon their retirement from governmental service. The honorary membership shall be officially conferred at the first annual meeting of the Association following retirement. In addition, persons who have made such distinct contributions to the Association that their efforts deserve recognition, shall be eligible for honorary membership. Such honorary memberships shall be conferred at the Annual Meeting of the Association, upon recommendation of the Board of Directors. With the exception of honorary memberships conferred to Past Presidents, no more than one honorary membership may be conferred in any one year. Honorary members shall not be required to pay dues or fees.

SECTION 2. There shall be an annual membership fee of such amount as the Board of Directors may determine for each member of this Association.

#### ARTICLE IV

##### VOTING RIGHTS

SECTION 1. The right to vote is limited to active members only - each member municipality having one vote.

#### ARTICLE V

##### ~~OFFICERS AND BOARD OF DIRECTORS~~

~~SECTION 1. The right to hold office is reserved for active members only.~~

#### ARTICLE V

##### OFFICERS, BOARD OF DIRECTORS AND NCLM LEAGUE BOARD REPRESENTATIVE

SECTION 1. The right to hold office, serve on the Board of Directors or serve as the Association's representative on the Board of Directors of the League is reserved for active members only.

~~SECTION 2. The officers of the Association shall be President, First Vice President, Second Vice President, Corresponding Secretary/Treasurer and Recording Secretary. To be eligible to be elected President, First Vice President, Second Vice President and Recording Secretary, candidates shall have served one full term on the Board of Directors of the Association. The Corresponding Secretary/Treasurer shall be a staff representative of the North Carolina League of Municipalities.~~

Officers shall serve one year terms. They shall serve until successors are elected and take office. At each election, the First Vice President shall succeed to President and the Second Vice President shall succeed to First Vice President.

SECTION 3. Board of Directors. The Association shall be divided into twelve districts, identical to those established by the League (see attached map), and one director shall be elected from each district.

Directors shall serve two-year terms and shall not be eligible to serve more than two successive full terms. Directors' terms shall be staggered so that no more than six (6) directors are elected each year. Directors from odd numbered districts shall be elected in even numbered years and directors from even numbered districts shall be elected in odd numbered years.

SECTION 4. The immediate Past President of the Association shall serve as a member of the Board of Directors and shall have the right to vote on all matters. All other Past Presidents shall be ex-officio members of the Board without voting rights.

SECTION 5. In the event of a vacancy in the office of President, the First Vice President shall become President and the Second Vice President shall become First Vice President. If the Second Vice President position becomes vacant more than ninety (90) days prior to the date of the next annual meeting, the Board of Directors shall fill the vacancy. If the vacancy occurs less than ninety (90) days prior to the next annual meeting the position shall remain vacant until the next annual meeting. Vacancies occurring on the Board of Directors shall be filled in the same manner.

## ARTICLE VI

### DUTIES OF OFFICERS AND BOARD OF DIRECTORS

SECTION 1. General. Except as otherwise provided in the Constitution, the general powers and duties of the officers of the Association shall be as indicated by the titles of the offices.

SECTION 2. President. The President: 1) shall be the chief executive officer and the Chairman of the Executive Committee and Board of Directors; 2) shall issue the call for regular or special meetings of the Board of Directors and the membership; 3) shall appoint all committees, designate the chairmen and serve as an ex-officio member.

SECTION 3. First and Second Vice Presidents. The Vice Presidents shall assist the President as may be requested and succeed to the duties and privileges of the office when the President is unable or unavailable to perform the duties. The Vice Presidents shall be requested to serve in the order of their ranking.

SECTION 2. The officers of the Association shall be President, First Vice President, Second Vice President, Recording Secretary and Corresponding Secretary/Treasurer. To be eligible to be elected President, First or Second Vice President or Recording Secretary, candidates shall have been an active member of the Association for at least five years and shall have served one full term on the Board of Directors. It is desirable but not required that candidates for the aforementioned offices have achieved CMC designation from the International Institute of Municipal Clerks. The Corresponding Secretary/Treasurer shall be a staff representative of the League.

Candidates for the Board of Directors shall have been active members of the Association for at least three years. It is desirable but not required that candidates for the Board of Directors have achieved CMC designation from the International Institute of Municipal Clerks.

SECTION 6. The Association's representative on the Board of Directors of the League shall have been an active member of the Association for at least five years and shall have served a full term on the Board of Directors.

The First Vice President shall serve as advisor and oversee the activities of the Finance Committee and the Program/Education Committee.

The Second Vice President shall serve as advisor and oversee the activities of all other standing committees.

SECTION 4. Corresponding Secretary/Treasurer. The Corresponding Secretary/Treasurer: 1) shall keep an accurate record of all Association monies received and disbursed and report the status of all financial accounts at the Annual Meeting and such other times as requested by the Board of Directors; 2) shall perform staff work for the Association in accordance with the terms of an agreement entered into annually between the Association and the League; 3) and shall be the custodian of the official records of the Association and as such shall store the permanent, legal and historical records as well as pertinent promotional materials in a secure and safe environment within the offices of the League. An inventory of any such records and materials shall be prepared annually and furnished to the President.

SECTION 5. Recording Secretary. The Recording Secretary: 1) shall maintain a full and accurate record of all the meetings of the Board of Directors; 2) shall be the historian and update the Association history at the end of each term; and 3) shall assist in the performance of duties of the Corresponding Secretary/Treasurer if requested.

SECTION 6. Board of Directors. The Board of Directors of the Association shall govern the affairs of the Association during the period between annual meetings and shall from time to time make recommendations to the Association concerning the conduct of the Association's business and affairs. The Board of Directors shall have the authority to fix and assess dues for membership.

SECTION 7. Executive Committee. The Executive Committee shall be comprised of the President, the First Vice President, the Second Vice President, the Recording Secretary and two (2) members of the Board of Directors who shall be elected by vote of the Board of Directors and shall serve one year terms. The Executive Committee is empowered to take emergency action required between Board meetings provided that any action so taken shall be reported to the full Board within forty-eight hours of such action. Any action so taken shall be presented to the full Board at its next meeting for ratification or rescission.

## ARTICLE VII

### ELECTIONS

SECTION 1. The election of officers and directors shall take place at the annual meeting of the Association. The nominees receiving the highest number of votes cast for the respective offices shall be declared duly elected.

SECTION 2. At the annual meeting, the Nominating Committee shall submit a list of nominees for officers and directors who meet the qualifications for the respective offices as set forth in the constitution. Additional nominations may be made from the floor.

SECTION 3. The officers and directors shall take the oath of office at the closing event of the annual meeting and shall begin their terms immediately thereafter.

## ARTICLE VIII

### COMMITTEES AND DUTIES

SECTION 1. The following standing committees are hereby established:

- (a) Nominating Committee. ~~The Nominating Committee shall be composed of three Past Presidents.~~ The immediate Past President shall be Chairman. It shall be the duty of this Committee to nominate a slate of officers to be presented for election at the Annual Conference.
- (b) Program Committee. The Program Committee, in cooperation with the League and the IOG, shall formulate programs for all of the official meetings of the Association and for any programs or activities sponsored by the Association at the League Annual Convention.
- (c) Education Committee. The Education Committee shall plan and coordinate educational seminars for the enhancement of municipal clerks' performance such as the Clerk's Certification School and Advanced Academy programs. This committee shall annually set educational goals which are designed to further enhance the performance of Clerks in their jobs.
- (d) Finance Committee. The Finance Committee shall be composed of four members, one of which shall be a member of the Board of Directors, two members of the Association at large, and the Corresponding Secretary/Treasurer. The committee shall prepare a balanced operating budget for the Association annually, arrange an annual audit and assist the Corresponding Secretary/Treasurer in administering the financial affairs. ~~The budget shall be presented to the membership for review and input during the business meeting held in conjunction with the Annual Clerk's School at the IOG.~~ The Board of Directors shall adopt the budget at the final Board meeting prior to the annual meeting. ~~The final budget and audit report shall be presented to the membership at the annual meeting.~~
- (e) Annual Conference Site Selection Committee. The Site Selection Committee shall investigate and make recommendations to the Board of Directors for the best possible location for the Association's Annual Conference utilizing the criteria outlined in the Municipal Clerks Handbook.  
  
This committee shall include a staff representative of the League, a director from the region where the conference is to be held and at least one other clerk from that region.
- (f) Membership Committee. The Membership Committee shall recruit and promote membership in the Association and the International Institute of Municipal Clerks. It shall be composed of a general chairman appointed from the

- (a) Nominating Committee. The Nominating Committee shall be composed of three Past Presidents, and three active members at large, one of which shall be a current member of the Board of Directors.

The final budget and audit report shall be presented to the membership prior to the beginning of the new fiscal year.

membership at large, one (1) representative from each of the twelve districts and the IIMC membership representative(s).

SECTION 2. The Program Committee and the Education Committee may be combined at the discretion of the President.

SECTION 3. Committee recommendations shall be reported to the Board of Directors for review and recommendation for final action. This provision shall not be applicable to the Nominating Committee.

SECTION 4. The President may create such other committees as may be deemed necessary for the orderly and efficient conduct of the Association's business.

## ARTICLE IX

### MEETINGS

SECTION 1. The Association shall hold two business meetings during the year. The annual business meeting shall be held in conjunction with and as a part of the Annual Conference each year. The other business meeting shall be held during the Annual City/County Clerk's School at the IOG.

SECTION 2. Special meetings may be called by the President, a majority of the Board of Directors, or five (5) active members. Written notice of any meeting so called shall be given to the entire membership and to the Executive Director of the League. The notice shall state the purpose of the meeting.

SECTION 3. The Board of Directors shall meet at least quarterly. Written notice of the time and place shall be given to the directors, officers and past presidents at least ten (10) days in advance of the meeting.

SECTION 4. Special meetings of the Board of Directors may be called by the President or two members of the Board. Written notice of any meeting so called shall be given to the directors, officers and past presidents at least twenty-four (24) hours in advance.

## ARTICLE X

### QUORUM

SECTION 1. A majority of the members of the Board of Directors shall constitute a quorum sufficient for the conduct of the business of the Board of Directors. The affirmative vote of a majority of those present, a quorum being present, shall be sufficient to carry any question being voted upon.

SECTION 2. In the event a quorum of the Board of Directors then holding office cannot be obtained for a regular or special meeting, and it is urgent that particular matters of business be taken up, those Directors present may take action, subject to approval or rescission by a majority of the Board.

SECTION 3. Ten percent (10%) of the active members of the Association shall constitute a quorum sufficient for the conduct of business of the Association. The affirmative vote of a majority of those present, a quorum being present, shall be sufficient to carry any question being voted upon.

#### ARTICLE XI

#### AMENDMENTS

SECTION 1. The Constitution may be amended by a vote of active members, present and voting at any regular or special meeting of the Association that has been duly called and noticed in accordance with its provisions. However, no amendments shall be voted upon unless and until a copy of the proposed amendments shall have been furnished to each active member of the Association and to the Executive Director of the League at least thirty (30) days in advance of the meeting. A quorum being present, an affirmative vote of a majority of the active members present shall be sufficient to adopt such amendments.