

# ESSENTIALS OF COUNTY GOVERNMENT

April 2011

Congratulations on completing *Essentials of County Government*! The two-day course gave you an overview of your responsibilities as a newly elected county leader and introduced you to faculty from the School of Government and staff from the NC Association of County Commissioners. We hope that your *Essentials* experience was positive and that you left feeling better prepared to assume your duties as a county elected leader.

We packed a lot of information into two days of *Essentials*. Many of the sessions only touched the surface of what you need to know to govern effectively. This supplemental resource guide has been created to help you more easily locate information about topics covered in the course.

Most of the School of Government articles listed in this resource guide are on the CD included in your course notebook. You can print articles from the CD or view them online at no charge. In addition to published articles, this resource guide includes links to other resources such as courses and blogs from the School of Government and from other state and national organizations.

A copy of this guide is also available on the *Essentials of County Government* website at [www.sog.unc.edu/courses/0640/](http://www.sog.unc.edu/courses/0640/).

As additional resources become available on these topics, I will let you know. If I can be of further assistance, feel free to contact me at 919.966.9982 or [upshaw@sog.unc.edu](mailto:upshaw@sog.unc.edu).

Thank you,

Vaughn Upshaw  
Lecturer in Public Administration and Government

# Democracy and the Changing Environment for NC Local Governments

## School of Government Resources:

### Publications

- [Citizens' Involvement—County and Municipal Government in NC: Article 9 \(pdf\)\\*](#)
- [Local Government in North Carolina \(pdf\)\\*](#)
- [Measuring Citizen Engagement: The North Carolina Civic Index \(pdf\)\\*](#)
- [Public Comment at Meetings of Local Government Boards \(Parts 1 and 2\) \(pdf\)\\*](#)

### Courses

- [Essentials of County Government](#)
- [Leading Your County Governing Board \(New Board Chairs' Orientation\)](#)

### Online

- [Local Elected Leaders Academy](#)

## Other Resources:

- [National Unemployment Rates by County](#)
- [North Carolina: A Quick Facts Map](#)
- [North Carolina Association of County Commissioners](#)
- [North Carolina Labor Market](#)
- [North Carolina Office of Management and Budget: Facts and Figures](#)

# What Counties Do, and How They Do It

## School of Government Resources:

### Publications

- [A North Carolina Guide to Animal Control](#)
- [An Overview of Local Government—County and Municipal Government in NC: Article 1 \(pdf\)\\*](#)
- [Civil Liability of the Local Government and Its Officials and Employees—County and Municipal Government in NC: Article 12 \(pdf\)\\*](#)
- [County Jail—County and Municipal Government in NC: Article 30 \(pdf\)\\*](#)
- [Law Enforcement—County and Municipal Government in NC: Article 29 \(pdf\)\\*](#)
- [Elections—County and Municipal Government in NC: Article 23 \(pdf\)\\*](#)
- [Local Government Property Transactions in North Carolina, Second Edition](#)
- [North Carolina Guidebook for Registers of Deeds, Seventh Edition](#)
- [Open Meetings and Local Governments in North Carolina: Some Questions and Answers, Seventh Edition](#)
- [Open Meetings and Public Records—County and Municipal Government in NC: Article 8 \(pdf\)\\*](#)
- [Property Acquisition, Sale, and Disposition—County and Municipal Government in NC: Article 21 \(pdf\)\\*](#)
- [Public Records Law for North Carolina Local Governments, Second Edition](#)
- [The Precinct Manual 2010](#)
- [Registers of Deeds—County and Municipal Government in NC: Article 22 \(pdf\)\\*](#)

### Courses

- [Essentials of County Government](#)

### Online

- [Coates' Canons: North Carolina Local Government Law Blog](#)
- [Local Elected Leaders Academy](#)
- [North Carolina Local Government: An Introduction \(web module\)](#)
- [An Introduction to the North Carolina Open Meetings Law: Part 1 \(web module\)](#)
- [An Introduction to the North Carolina Open Meetings Law: Part 2 \(web module\)](#)

\*These items are downloadable at no charge.

## Other Resources:

[North Carolina Association of County Commissioners](#)  
[North Carolina General Statutes](#)  
[North Carolina Open Book](#)

# Roles and Responsibilities for County Governing Boards

## School of Government Resources:

### Publications

[City and County Governing Boards](#)  
[Creating and Maintaining Effective Local Government Community Advisory Committees](#)  
[Essential Responsibilities of Local Governing Boards \(pdf\)\\*](#)  
[Handbook for North Carolina County Commissioners, Third Edition](#)  
[Leading and Governing in Council-Manager Counties and Cities—County and Municipal Government in NC Article 5](#)  
[Leading Your Governing Board: A Guide for Mayors and County Board Chairs](#)  
[Suggested Rules of Procedure for the Board of County Commissioners, Third Edition](#)

### Courses

[Building your Governing Team](#)  
[Manager Evaluation and Board Assessment](#)  
[Strategic Public Leadership: Setting Priorities and Getting Results](#)

### Online

[County Government in North Carolina \(web module\)](#)  
[Local Elected Leaders Academy](#)

## Other Resources:

[North Carolina Association of County Commissioners](#)  
[North Carolina General Statutes](#)

# Ethics for Elected Officials

## School of Government Resources:

### Publications

[2006–2010 State Ethics and Lobbying Reform Statutes](#)  
[A Legal Guide to Purchasing and Contracting for North Carolina Local Governments, 2004 Edition with 2007 Supplement](#)  
[A Model Code of Ethics for North Carolina Elected Officials with Guidelines and Appendixes \(Hard Copy Format\)](#)  
[A Model Code of Ethics for North Carolina Elected Officials with Guidelines and Appendixes \(PDF Format\)](#)  
[Contracts, Competitive Bidding, and Conflicts of Interest—County and Municipal Government in NC Article 20](#)  
[Ethics, Conflicts, and Offices: A Guide for Local Officials, Second Edition](#)

### Courses

[Essentials of County Government](#)  
[Ethics for Local Elected Officials \(webinar\)](#)  
[Local Elected Leaders Academy](#)

### Online

[Entering into Local Government Contracts](#)  
[Ethics for Elected Officials](#)

## Other Resources:

[International City/County Managers Association](#)  
[North Carolina Association of County Commissioners](#)

\*These items are downloadable at no charge.

## Financial Management in County Government: A Top 10 Primer

### School of Government Resources:

#### Publications

[Accounting, Fiscal Control, and Cash Management—County and Municipal Government in NC: Article 18 \(pdf\)\\*](#)  
[Administrative and Financial Laws for Local Government in North Carolina, 2008-2009 edition with CD-ROM](#)  
[Budget Preparation and Enactment—County and Municipal Government in NC: Article 15 \(pdf\)\\*](#)  
[Budget-Balancing Tactics in Local Government](#)  
[Citizen Participation in Local Government Budgeting \(forthcoming\)](#)  
[Communicating Financial Condition to Elected Officials in Local Government \(pdf\)\\*](#)  
[Financial Forecasting for North Carolina Local Governments Revenues—County and Municipal Government in NC: Article 13 \(pdf\)\\*](#)  
[Local Government Finance in North Carolina, Second Edition](#)  
[To Tell the Truth: How Much in Benefits Are Governments Promising Retirees? \(pdf\)\\*](#)

#### Courses

[Essentials of County Government](#)

#### Online

[Financial Condition Analysis](#)  
[Local Elected Leaders Academy](#)

### Other Resources:

[Government Finance Officers Association](#)  
[North Carolina Association of County Commissioners](#)  
[North Carolina Department of State Treasurer](#)

## You Can't Govern Alone: Working Together as a Board and with Others in County Government

### School of Government Resources:

#### Publications

[Creating and Maintaining Effective Local Government Citizen Advisory Committees](#)  
[Essential Responsibilities of Local Governing Boards \(pdf\)\\*](#)  
[Leading and Governing in Council-Manager Counties and Cities—County and Municipal Government in NC: Article 5 \(pdf\)\\*](#)  
[Public Outreach and Participation](#)  
[Working with Nonprofit Organizations](#)

#### Courses

[Building your Governing Team](#)  
[Essentials of County Government](#)  
[Manager Evaluation and Board Assessment](#)

#### Online

[Better Negotiation and Problem Solving \(web module\)](#)  
[Local Elected Leaders Academy](#)

### Other Resources:

[International City/County Management Association](#)  
[North Carolina Association of County Commissioners](#)

# Building Trust and Shared Accountability for Public Education

## School of Government Resources

### Publications

[Coates' Canons: NC Local Government Law Blog](#)

### Courses

[Essentials of County Government](#)

### Online

[Local Elected Leaders Academy](#)

### Other Resources:

[North Carolina Association of County Commissioners](#)

[North Carolina Department of Public Instruction](#)

[North Carolina School Board Association](#)