

**2016 Annual New Clerks Institute and Master Clerks Academies
For City and County Clerks
Sheraton Imperial Hotel and Convention Center, Research Triangle Park, North Carolina
UNC School of Government**

**New Clerks Institute
Wednesday, January 20, 2016**

Agenda

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| 7:30 a.m. | Registration Opens |
| 7:45 | Sit-Down Breakfast for Everyone Honoring New Clerks
(Imperial Rooms 4&5)
Hosted by City and County Clerks Association Presidents, Officers, and
Program Committees |
| 9:00 | Welcome and Course Overview
(Auditorium)
Trey Allen, Assistant Professor of Public Law and Government, UNC School of
Government
Jeanne Giblin, President, N.C. Association of Municipal Clerks
Paula Woodard, President, N.C. Association of County Clerks |
| 9:15 | Laws That Affect the Clerk
(Auditorium)
Trey Allen
<i>This session will provide an overview of important laws with which all clerks
must be familiar, including the open meetings law, the public records law, laws
regarding the administration and filing of oaths of office, legal restrictions on
multiple office holding, and various statutory public notice requirements.</i> |
| 10:30 | Break |
| 10:45 | Laws That Affect the Clerk (cont'd) |
| 12:15 | Lunch (Imperial Rooms 4&5) |
| 1:15 | The Ins & Outs of Minutes & Agendas
(Auditorium)
Trey Allen
<i>Taking minutes and preparing agendas are two of a clerk's most significant
professional responsibilities. This session will cover best practices and common
pitfalls involving those tasks.</i> |
| 2:30 | Break |
| 2:45 | How Governing Boards Do Their Work |

(Municipal Clerks: Auditorium)

(County Clerks: Bull Durham Room)

John M. Phelps, II, Associate General Counsel, N.C. League of Municipalities

Trey Allen

This session will familiarize clerks with some of the procedural rules local governing boards follow in doing their work.

4:15

**Orientation for New Clerks: An Introduction to the Clerks' Profession
(Auditorium)**

Jeanne Giblin, President, N.C. Association of Municipal Clerks

Paula Woodard, President, N.C. Association of County Clerks

The leaders of our State's two clerks associations will share their insights regarding the role of the clerk and highlight important "dos" and "don'ts."

4:45

Institute Adjourns

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Instructor Biographies

Trey Allen joined the faculty at the University of North Carolina School of Government as Assistant Professor of Public Law and Government in 2013. He was previously an attorney at Tharrington Smith LLP in Raleigh, where he represented local school boards. Prior to that Trey served as a law clerk for Justice Paul M. Newby of the North Carolina Supreme Court and as a judge advocate in the United States Marine Corps. Trey earned a bachelor's degree from the University of North Carolina at Pembroke and a law degree from the University of North Carolina at Chapel Hill, where he was a published staff member of the *North Carolina Law Review*. Trey serves as the School of Government's advisor to municipal and county clerks.

Jeanne Giblin is the Clerk for the Town of Morehead City, North Carolina. She also currently serves as President of the N.C. Association of Municipal Clerks. Ms. Giblin has been designated a Master Municipal Clerk by the International Institute of Municipal Clerks and a N.C. Certified Municipal Clerk by the N.C. Association of Municipal Clerks.

John Phelps is Associate General Counsel for the N.C. League of Municipalities. He serves as the League's official advisor to the N.C. Association of Municipal Clerks, as well as the Association's Secretary-Treasurer.

Paula Woodard is Clerk to the Board of Commissioners for Johnston County, North Carolina. She also current serves as President of the N.C. Association of County Clerks. Ms. Woodard has been designated a Certified Municipal Clerk by the International Institute of Municipal Clerks and a N.C. Certified County Clerk by the N.C. Association of County Clerks.