

**2018 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 17, 2018**

Agenda

- 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
Elaine Hunt, President, N.C. Association of Municipal Clerks
Kimberly Hines, President, N.C. Association of County Clerks**
- 9:15 **Laws That Affect the Clerk
(Auditorium)
Trey Allen
*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.***
- 10:30 **Break**
- 10:45 **Laws That Affect the Clerk (cont'd)**
- 12:15 p.m. **Lunch (Imperial Rooms 4&5)**
- 1:15 **The Ins & Outs of Minutes & Agendas
(Auditorium)
Trey Allen
*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.***
- 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)**

Kimberly Hines, President, N.C. Association of County Clerks

Elaine Hunt, President, N.C. Association of Municipal 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

New Clerks Institute
Wednesday, January 17, 2018
Instructor Biographies

Trey Allen joined the School of Government as Assistant Professor of Public Law and Government in 2013. He researches and writes about the general regulatory powers of local governments, local government liability, and board procedures. His publications include books on board procedures and articles and book chapters on local government powers and liability defenses. Trey is also a contributor to *Coates' Canons*, the School's blog on local government law. In addition to his scholarly work, Trey plans, coordinates, and teaches in the School's educational programs for municipal and county clerks. 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*.

Kimberly Hines is Clerk to the Board of Commissioners for Pitt County, North Carolina. She also currently serves as President of the N.C. Association of County Clerks. Ms. Hines has been designated a N.C. Certified County Clerk by the N.C. Association of County Clerks and a Master Municipal Clerk by the International Institute of Municipal Clerks.

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

John M. Phelps II has been on the staff of the League of Municipalities since 1995 and is now in the position of Associate General Counsel. Prior to joining the League he was in private law practice in Lillington for 11 years where he served as local counsel for the County of Harnett public utility enterprises. He also spent 2 years as vice president for public finance with J. Lee Peeler and Company in Durham where he specialized in financing local government projects. John is a native of Harnett County and received his undergraduate degree from Campbell University and his law degree from Campbell University School of Law. As a key member of the League's legal inquiry service, John has worked closely with many clerks and other municipal officials throughout the state. He has presented educational sessions at NCAMC regional schools and annual conferences and has been the League's liaison to the Association since 2010.