

**New Clerks Institute  
Wednesday, June 6, 2018**

**Agenda**

- 8:00 a.m.                   **Registration Opens outside Room 2601 off Atrium**
- 9:00                         **Welcome and Course Overview**  
**Room 2601 off Atrium**  
**Trey Allen**, Assistant Professor of Public Law and Government, UNC School of Government
- 9:15                         **Laws That Affect the Clerk**  
**Room 2601 off Atrium**  
**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 (dining room 1<sup>st</sup> floor)**
- 1:15                         **The Ins & Outs of Minutes & Agendas**  
**Room 2601 off Atrium**  
**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: Room 2601 off Atrium)**  
**(County Clerks: Room 2603 off Atrium)**  
**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**  
**(Room 2601 off Atrium)**  
**Laura Williams**, 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**

**No partial credit can be awarded.**

**Amounts of Credit Awarded**

- 1. Persons successfully completing the New Clerks Institute will receive 2.75 CMC points (5.5 hours).**
- 2. The amount of credit awarded by the NC Association of Municipal Clerks and NC Association of County Clerks in their respective state certification programs is decided by each association in accordance with its own rules. Generally, the amount of credit allowed is based on the number of classroom hours attended.**

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**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*.

**Laura Williams** is Clerk to the Board of Commissioners for Moore County, North Carolina. She also currently serves as President of the N.C. Association of County Clerks. Ms. Williams has been designated a N.C. Certified County Clerk by the N.C. Association of County Clerks and a Certified 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.