



**2024 Annual New Clerks Institute Agenda
UNC School of Government
Wednesday, July 10, 2024**

- 8:45-9:00** **Welcome and Course Overview**
Kristina Wilson, Assistant Professor of Public Law and Government, UNC
School of Government
- 9:00-10:15** **Laws That Affect the Clerk**
Kristina Wilson
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.
- 10:15-10:30** **Break**
- 10:30-11:30** **Orientation for New Clerks: An Introduction to the Clerks' Profession**
Melissa Long, President, NC Association of County Clerks
Sarah Radcliff, President, NC Association of Municipal Clerks
The leaders of our state's two clerks' associations will share their insight regarding the role of the clerk and highlight important "dos" and "don'ts".
- 11:30-12:30** **Laws That Affect the Clerk (cont'd)**
- 12:30-1:30** **Lunch**
- 1:30-3:00** **How Governing Boards Do Their Work**
Baxter Wells, Assistant General Counsel, N.C. League of Municipalities
Kristina Wilson
This session will familiarize clerks with some of the procedural rules that local governing boards must follow in doing their work.
- 3:00-3:15** **Break**
- 3:15-3:45** **Laws That Affect the Clerk (cont'd)**
- 3:45-4:45** **The Ins and Outs of Minutes and Agendas**
Kristina Wilson
Taking minutes and preparing agendas are two of a clerk's most significant professional responsibilities. This session will cover best practices and common pitfalls regarding these tasks.

Instructor Biographies

Melissa Long is the Deputy Clerk to the New Hanover County Board of Commissioners and is the current President of the North Carolina Association of County Clerks. Prior to joining New Hanover County, Melissa served as the Clerk to the Pender County Board of Commissioners from December 2014 until April 2021. She is certified as a North Carolina Master County Clerk (NCMCC) through the North Carolina Association of County Clerks and a Master Municipal Clerk (MMC) through the International Institute of Municipal Clerks (IIMC).

Sarah Radcliff, CMC, NCCMC, is the Town Clerk and Executive Assistant to the Town Manager for the Town of Ayden, NC. She is currently the President of the North Carolina Association of Municipal Clerks. She strives to serve others, as demonstrated in her last seventeen years working for local government. Sarah has served in many roles in her career leading up to her position as the Town Clerk in Ayden. She earned the Certified Municipal Clerk certification in July of 2018 and the NC Certified Municipal Clerk certification in July of 2019. She has a background including property tax, finance, and planning. It was her role as Deputy Clerk to the Pitt County Board of Commissioners that led her to her current position. She is a key member of the Management Team and is a strong team player, assisting all departments of the town to reach their goals. Sarah is the very proud parent of an eighteen-year-old daughter, Emily, who loves to travel the world spreading the gospel. Sarah loves the beach and the mountains, four-wheeling, reading, and spending time with her family and her 5 pets.

Baxter Wells was born and raised in North Carolina. He graduated from NC State and spent a few years in law enforcement in Fayetteville and Durham. After attending NC Central University for law school, Baxter moved back to Raleigh and clerked for Justice Morgan of the North Carolina Supreme Court. Following the clerkship, Baxter joined the Raleigh City Attorney's office where he handled real estate matters and IT contracts, and assisted the City's Parks and Recreation department. Now Baxter works for the NC League of Municipalities as Assistant General Counsel, where he focuses on appellate advocacy, in-house contract advising, and member services. He currently lives in east Raleigh with his girlfriend, Courtney, and their four-legged life of the party, Brigadoon. Baxter enjoys hiking, camping, gardening, video and board games, and attending live music whenever he can.

Kristina Wilson joined the School of Government in September of 2021, and her work focuses on local government structure and authority, board procedures, and public records and transparency issues. Prior to joining the School, Kristina practiced as a Civil Litigation Associate at Yates, McLamb & Weyher LLP in the areas of medical malpractice and general civil liability defense. Kristina received her J.D. *cum laude* from Wake Forest University School of Law where she was a published member and Executive Online Editor of the *Wake Forest Law Review*. Kristina earned undergraduate degrees in English and Spanish *cum laude* from Georgetown University. She is a member of the North Carolina State Bar.

Credit for Successful Completion of New Clerks Institute

The International Institute of Municipal Clerks (IIMC) has designated the School of Government of The University of North Carolina at Chapel Hill as the official education provider for municipal and county clerks in North Carolina. By participating in the School's clerk-focused programs, clerks can earn credit towards the IIMC's designations of Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC). The School also works cooperatively with the North Carolina Association of Municipal Clerks (NCAMC) and North Carolina Association of County Clerks (NCACC) to offer programs through which clerks who have obtained certification through the NCAMC or NCACC can earn continuing education credit.

Clerks who have joined the IIMC and who successfully complete the 2022 New Clerks Institute will earn three (3.0) CMC points. Clerks who have obtained certifications from the NCAMC or NCACC and who successfully complete the 2022 New Clerks Institute will receive six (6.0) hours of continuing education credit. To receive points/credit, the student must attend all sessions as shown by the School's electronic attendance monitoring system and must complete and submit an on-line evaluation form for that event.