



Sarah Stevenson Tuesday Forum

May 27, 2025

Clerk to the Board of County Commissioners

Kristine M. Smith, CMC, NCCCC

County Clerk vs County Clerk?

County Clerk of Courts a/k/a County Clerk

- **Judicial role – focuses on court-related functions**
- Maintain court records
- Manage filings, court fees and case scheduling
- Oversees jury management

Clerk to the Board of County Commissioners a/k/a County Clerk

- **Legislative/administrative role – focuses on administrative support and recordkeeping for county governance and policymaking**
- Supports operation of the BOCC
- Prepares and maintains minutes of board meetings
- Manages official county records such as ordinances, resolutions and contracts as well as minutes



Mecklenburg Board of County Commissioners



Clerk to the Board



Clerk to the Board

The County Clerk's office is committed to providing Mecklenburg County residents with an accessible and transparent government. The Clerk provides official notice of Board meetings, records meeting minutes and all official actions of the Board of County Commissioners, maintains the County's ordinances, serves as custodian of the County seal, prepares and distributes meeting agendas, assists the public to register to speak at Board meetings, administers the Board's appointment process for advisory boards, archives and provides access to the Board's permanent records, administers oaths of office and publishes public notices.

Official Notice of Meetings

- Required by law – specifically Article 33 of the NCGS - to provide official notice of meetings
 - Regularly scheduled meetings
 - Special meetings
 - Emergency Meetings



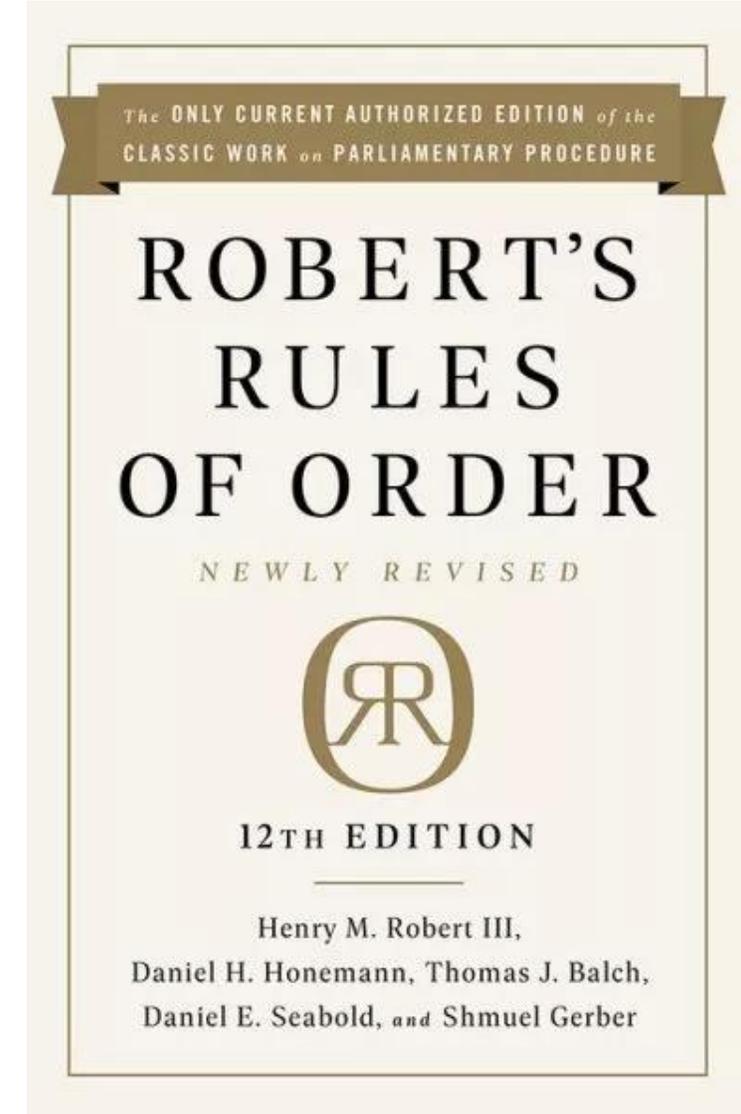
Agendas



- The Clerk's Office manages the agenda process.
- The Clerk's Office puts meeting agendas online for the public no later than the Friday before the meeting.
- At that time we notify the sunshine list that the agenda is available.
- To get various notifications of what's going on in County government use the following link to subscribe: <https://home.mecknc.gov/Subscribe>
- [Mecklenburg County - Meeting Calendar](#)

Roberts Rules of Order

- is a set of strictly defined procedures that can be applied to many meeting situations.
- Standardized framework for conducting meetings
- Ensures fairness, efficiency and order in the decision-making process
- Helps maintain order and prevents chaos in meetings



Meetings

- The Board of County Commissioners hold their regular meetings generally the first and third Tuesday of every month with a few exceptions. Statutorily the Board is only required to hold one meeting a month.
- The Board also holds Budget Public Policy workshops every second and optional fourth Tuesday of each month with a few exceptions. There is no public comment period at these meetings. Generally, there is no action is taken at these meetings as they are for information, discussion, and debate of items asking the Board to make discretionary decisions, which may generate significant public debate or which have major policy implications.



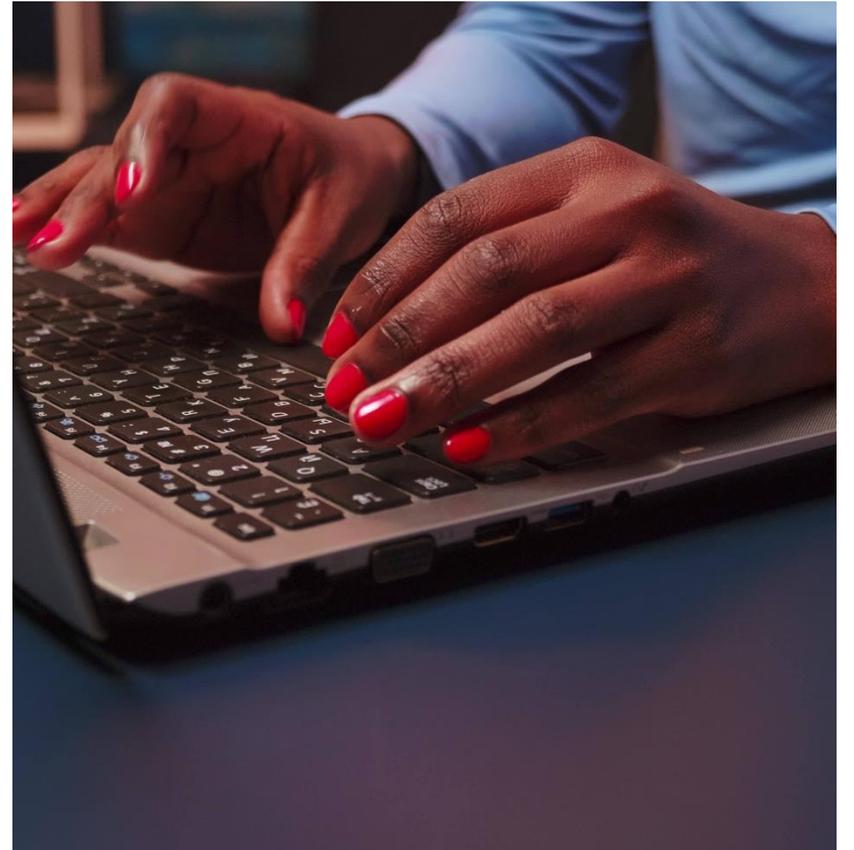
Speaking at a BOCC Meeting

- The Regular Meetings have public comment periods in which citizens can speak to topics that are within the Board's purview.
- The public can sign up to speak online up to 3 p.m. the day of the meeting. Public can still sign up at the meeting up until it is reached on the agenda.
- The public can also sign up to speak directly to an agenda item as it appears on the agenda.
- The Board does not engage in dialogue with public speakers. Comments are received and followed up on as deemed necessary.
- [\[Mecklenburg County Clerk to the Board's Office\] Speaker Registration Form 2](#)



Meeting Minutes

- The open meetings law mandates that public bodies keep “full and accurate” minutes of their official meetings.
- a public body’s minutes “should contain mainly a record of what was *done* at the meeting, not what was *said* by the members.
- The minutes of a meeting of a local government board are not official until the board approves them. Signing Minutes – Customary, Not Mandatory
- The minutes of local governing boards and most other local government boards are among the records that must be maintained permanently in paper or microfilm form.
- [Portals - BOCC Meeting Minutes](#)



CLOSED SESSION

- session must fit one or more of the specific justifications for going into closed session
- A general account of a **closed session** must be sufficiently thorough to give a person who was not present a reasonable understanding of what transpired.
- that minutes or an account of a closed session conducted in compliance with G.S. 143-318.11 may be withheld from public inspection so long as public inspection would frustrate the purpose of a closed session.”
- VOTING IN CLOSED SESSION



Ordinances

- Except as otherwise provided, the board of commissioners may make any ordinance adopted pursuant to this Article applicable to any part of the county not within a city.
- **153A-48. Ordinance book**
 - The clerk shall maintain an ordinance book, separate from the minute book of the board of commissioners. The ordinance book shall be indexed and shall be available for public inspection in the office of the clerk.
- [Portals - BOCC Ordinances](#)



Advisory Boards

Be Heard. Get Involved.

Make an Impact!



Advisory Boards

- The Clerk's Office manages approximately 47 citizen advisory boards.
 - Some of them are joint boards
 - Some in place by statute
 - Some were created by the BOCC
- Advertise on the Board's bulletin and on LinkedIn
- Most needed citizen involvement
 - Adult Care Home Community Advisory Committee
 - Nursing Home Community Advisory Committee
 - Ground Water Advisory Committee
- [Advisory Boards | Board of County Commissioners](#)



Permanent Records

Minutes and ordinances of the governing board are retained permanently. The General assembly authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records, which local governments agree to comply with.

132-3. Destruction of records regulated.

(a) Prohibition. - No public official may destroy, sell, loan, or otherwise dispose of any public record, except in accordance with G.S. 121-5 and G.S. 130A-99, without the consent of the Department of Natural and Cultural Resources. Whoever unlawfully removes a public record from the office where it is usually kept, or alters, defaces, mutilates or destroys it shall be guilty of a Class 3 misdemeanor and upon conviction only fined not less than ten dollars (\$10.00) nor more than five hundred dollars (\$500.00).

§ 132-7. Keeping records in safe places; copying or repairing; certified copies.

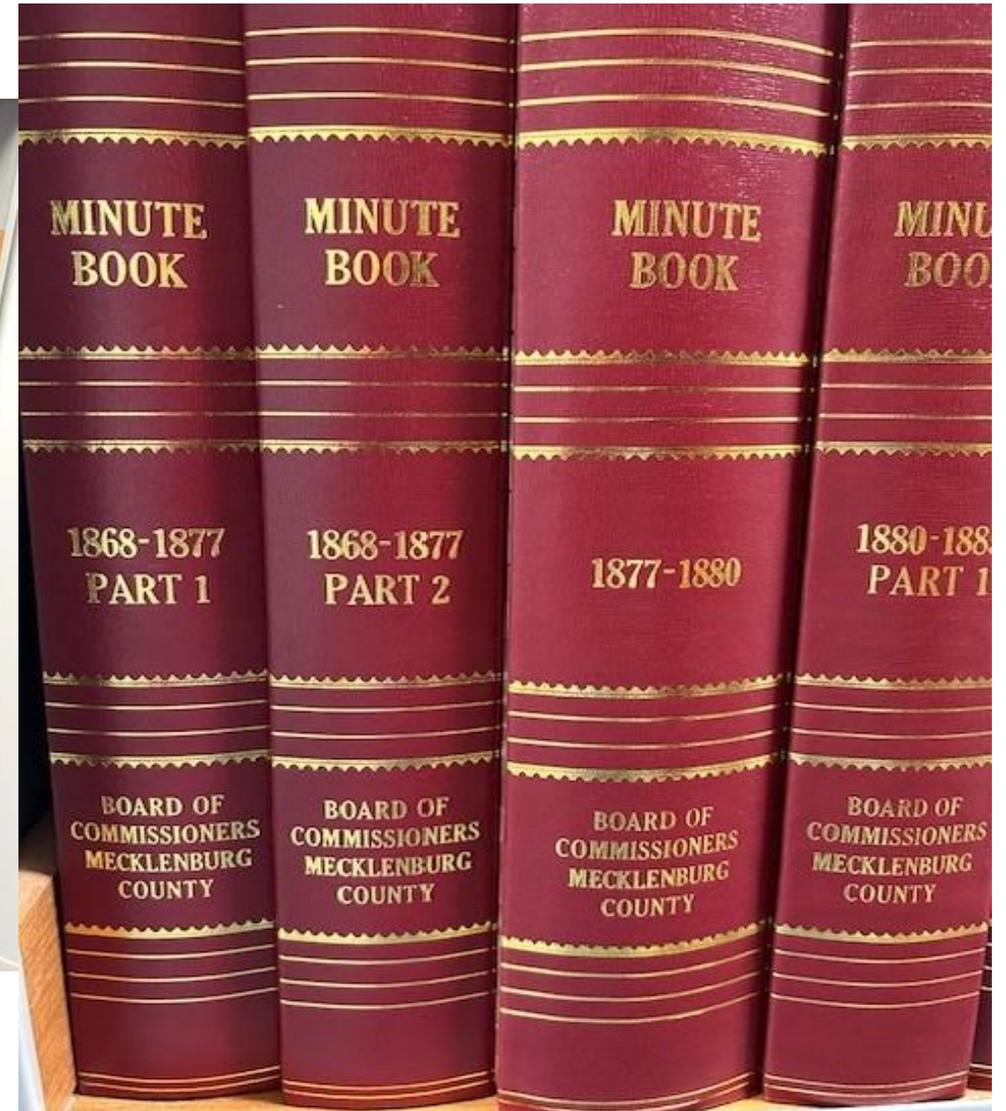
Insofar as possible, custodians of public records shall keep them in fireproof safes, vaults, or rooms fitted with noncombustible materials and in such arrangement as to be easily accessible for convenient use. All public records should be kept in the buildings in which they are ordinarily used.

132-11. Time limitation on confidentiality of records.

(a) Notwithstanding any other provision of law, all restrictions on access to public records shall expire 100 years after the creation of the record.



Permanent Records



[Public Records Requests | Public Information Department](#)



Permanent Records

Minutes Book of Board of County Commissioners
July 24th 1866

Board of Commissioners met for Westchester County on the 19th day of July and elected R. M. White Chairman who produced a certificate, having been qualified before E. K. Abner United States Commissioner for North Carolina who did process to qualify R. L. Richmond, S. Nelson, G. G. King and Thomas L. Vail as assistant Commissioners for said County.

R. M. White produced a certificate of his election as Register of Deeds for the County of Westchester, also his bond with J. H. Brown, J. M. L. Harris and Allen Brown as sureties and was duly qualified according to law and entered upon the discharge of his official duties.

R. M. White Sheriff of Westchester County produced his certificate of election as Sheriff of said County, also these bonds as required by law and was duly qualified according to law.

J. H. Brown comes in and is qualified as Acting Judge by taking the oath prescribed by law.

J. M. Little produced certificate of his election as Clerk of said County, also bonds as required and is duly qualified according to law.

J. M. Little produced certificate of election as County Treasurer for said County, also the bonds as required by law and is duly qualified according to law.

E. A. Osborne produced certificate of election as County Constable of Superior Court, also the bonds as required by law and is duly qualified according to law.

That the Board was duly elected, confirmed by the Clerk as follows: E. K. Abner United States Commissioner for North Carolina who did process to qualify the following persons according to law: R. L. Richmond, R. M. White Sheriff, S. Nelson, G. G. King, J. M. Little, Thomas L. Vail, G. G. King and Nelson Parks and R. L. Richmond Board of Commissioners on part of said County.

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Ordered by the Board that W. W. Buckles be and is hereby exempted from the payment of Capitation tax for the year 1869

Ordered the Board that J. H. Morris be exempted from Capitation tax for the year 1869

Ordered by the Board that J. R. B. Baker be and is hereby exempted from working on the Turnpike Road or any other Road in said County for the term of one year from date this 17th day of May 1869

Ordered by the Board that James Rice be exempted from Capitation tax & working on the working the Public Roads for the year 1869

Ordered by the Board that S. W. Albright be exempted from Capitation tax & from working on the Public Road for the year 1869

Ordered by the Board that S. T. Peoples, H. H. Stapp, W. L. and J. B. Stewart be and are hereby appointed a committee to advise at four or more public places and let the bridge across the Albright Creek where the Providence Road crosses the same (under written specifications) all to be subject to the approval of this Board. It is further ordered that said committee report their action to this Board on Tuesday the 18th day of June next. Copy of the above order directed to J. B. Stewart May 17th 1869 by J. L. Vail

Ordered by the Board that William Mundy be exempted from Capitation tax & working on the Public Roads for the year 1869

An order in favor of R. P. Wareing for admt. tax notice for \$2.00

Ordered by the Board of Commissioners that J. F. Stewart be exempted from Capitation tax for one year from the 17th day of May 1869



Pay Hayes & Bonney for conveying the dead
body of pauper to cemetery \$1.00

Pay R. S. Gray for
2 pr Women Shoes for Paupers at Poor House \$2.60

Pay J. J. Ogment for making 4 coffens for
paupers \$10.00

Ordered by the Board that the Sheriff be allowed
sixty cents pr day for feeding prisoners while
in jail



Administering Oaths

§ 11-7.1. Who may administer oaths of office.

(a) Except as otherwise specifically required by statute, an oath of office may be administered by any of the following:

- (1) A justice, judge, magistrate, clerk, assistant clerk, or deputy clerk of the General Court of Justice, a retired justice, judge, or clerk of the General Court of Justice, or any member of the federal judiciary.
- (2) The Secretary of State.
- (3) A notary public.
- (4) A register of deeds.
- (5) A mayor of any city, town, or incorporated village.
- (5a) A chairman of the board of commissioners of any county.
- (6) A member of the House of Representatives or Senate of the General Assembly.
- (7) The clerk of any county, city, town or incorporated village.**



Important upcoming events

- **May 29** the Board will conduct the budget straw votes.
 - Based on the County's Recommended budget, any changes they wish to make to the recommended budget and what is available to be spent on one-time funding
 - FYI there is a recommended .96 cent property tax increase
- **June 3** is a Regular Meeting at which the County's budget is expected to be adopted
- **June 30** the new County Manager, Michael Bryant will be sworn in



- **Clerk to the Board:** [Kristine Smith](#) - [980-314-2939](#)
- **Deputy Clerk to the Board:** [Arlissa Eason](#) - [980-314-2914](#)
- **Meeting Minutes:** [Tonya Rhoe](#) - [980-314-2912](#)
- **Records Management:** [Barb Felder](#) - [980-314-2855](#)
- **Advisory Boards:** [Madison S. Little](#) - [980-314-2862](#)
- **Special Projects:** [Brianna Benedict@Mecknc.gov](mailto:Brianna.Benedict@Mecknc.gov)





Questions?