



**RESOLUTION TITLE: A RESOLUTION ESTABLISHING POLICY AND PROCEDURES FOR CLOSING THE OFFICE OF THE REGISTER OF DEEDS**

WHEREAS, North Carolina General Statutes §153A-94(b) and §161-8 state that the Board of Commissioners may prescribe the office hours, workdays, and holidays observed by the various offices, and may fix the days and hours that the Register of Deeds shall attend the office in person or by deputy.

NOW, THEREFORE, BE IT RESOLVED by the Gaston County Board of Commissioners:

(a) In general. The hours of operation for the Register of Deeds Office are established pursuant to G.S. 161-8 as follows:

(1) Normal Business Hours. The Office of the Register of Deeds will be open to the public from 8:30 A.M. to 5:00 P.M., Monday through Friday of each week, excluding County recognized holidays.

(2) Regularly Scheduled Staff Development Closures. Office of the Register of Deeds will be closed to the public on the federal holidays of Washington's Birthday (President's Day) and Columbus Day (Indigenous People's Day) for the purpose of conducting staff development exercises.

(3) Special Closures. The Register of Deeds may close the Office of the Register of Deeds to public for the purposes of staff development or recognition for up to three hours after providing notice of such closure not less than 14 days prior to the closure. The Register of Deeds must provide such notice to the Clerk of the Board of Commissioners and conspicuously place notice of the planned closure at the Office of the Register of Deeds.

(4) Emergency Closures. The County Manager may close the Office of the Register of Deeds due to adverse weather conditions or other emergencies in accordance with Section 14 of the Gaston County Personnel Policy, or its successor.

(b) Effective date. Subsection (a) shall become effective on April 22, 2025.

DO NOT TYPE BELOW THIS LINE

I, Donna S. Buff, Clerk to the County Commission, do hereby certify that the above is a true and correct copy of action taken by the Board of Commissioners as follows:

NO.	DATE	M1	M2	JBailey	CBrown	CCloninger	AFraley	BHovis	TKeigher	SShehan	Vote
2025-133	04/22/2025	BH	SS	A	A	A	AB	A	AB	A	U

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# Gaston County

Gaston County  
Board of Commissioners  
www.gastongov.com

## Register of Deeds

### Board Action

File #: 25-190

Commissioner Brown - Register of Deeds - To Approve a Resolution Establishing Policy and Procedures for Closing the Office of the Register of Deeds

#### STAFF CONTACT

Jonathan L. Fletcher - Register of Deeds

#### BUDGET IMPACT

No net budget impact / no additional County funds appropriated.

#### BACKGROUND

NC G.S. 161-8 provides that the County Commission sets the hours for the Register of Deeds Office, including holidays and all other closures. A Resolution is needed to formalize the process for Special and Emergency closures of the Office of the Register of Deeds.

#### POLICY IMPACT

This Resolution will formalize the ability for the Register of Deeds to close their office at least 14 days in advance for the purpose of staff development or recognition (up to three hours). It also formalizes the County Manager's ability to close the Office of the Register of Deeds due to adverse weather or other emergencies.

#### ATTACHMENTS

Resolution

DO NOT TYPE BELOW THIS LINE

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2025-133	04/22/2025	BH	SS	A	A	A	AB	A	AB	A	U

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