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:

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