



## TOWN OF KILL DEVIL HILLS

*Land Where Flight Began*

MEMORANDUM

March 7, 2022

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager 

REF: New Business

### 7. Oath of Office – Town Clerk (Attached NB-7)

With the recent personnel changes in the Administration Department, it is necessary to appoint a new Town Clerk for Kill Devil Hills, as is required under N.C.G.S §160A-171:

“There shall be a city clerk who shall give notice of meetings of the council, keep a journal of the proceedings of the council, be the custodian of all city records, and shall perform any other duties that may be required by law or the council.”

Michael O’Dell joined the Kill Devil Hills Staff in 2014, and was sworn in as the Deputy Town Clerk in 2018. He was asked to serve as the Town’s Interim Town Clerk on December 17, 2021. Throughout his tenure, he has clerked most of the Town’s boards and committees. He has clerked BOC meetings for several years, and was trained by longtime Town Clerk Mary Elizabeth Quidley. Additionally, Mr. O’Dell completed the UNC School of Government’s Clerk’s Certification Institute in November 2021.

Mayor Ben Sproul will administer the Oath of Office to Mr. O’Dell.



**TOWN OF KILL DEVIL HILLS**  
Land Where Flight Began

**Oath of Office**  
**Town Clerk**

STATE OF NORTH CAROLINA  
COUNTY OF DARE  
TOWN OF KILL DEVIL HILLS

I, James Michael O'Dell, do solemnly and sincerely swear that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain, and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as the Town Clerk for the Town of Kill Devil Hills, so help me God.

This, the \_\_\_\_ day of \_\_\_\_\_ 2022.

SEAL

\_\_\_\_\_  
James Michael O'Dell

ATTEST:

\_\_\_\_\_  
Benjamin A. Sproul  
Mayor