



Secretary of State
Elaine F. Marshall

North Carolina Secretary of State

IT

KB Website Manual

Publications

July 28, 2023

Version 1.0

About the Publications Manual

This manual gives an overview of all the pages and features of the **Publications** section of the new KB website.

The screenshot shows the official website of the State of North Carolina, Secretary of State Elaine F. Marshall. The navigation menu includes Business Registration, Filing, Programs, General Interest (highlighted), Online Filing, and Account. The General Interest dropdown menu is open, displaying four columns of links: General Counsel, International, Publications (highlighted with a red arrow), and a fourth column with links like Appointment reporting and Athlete Agents.

General Counsel	International	Publications	
Report suspected fraud	International Services	Brochures	Appointment reporting
Laws & Rules	Moldova Partnership	Kids Page	Athlete Agents
Continuing Legal Education	Flag Protocol	Occupational Licensing Board Filings	Business Opportunity Sales
Practice Tips	International Welcomes	Other publications	Cable Television Franchises
			Data Subscriptions
			Electoral College

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Publications

The Publications Division information can be found under the **General Interest** section of the NC Secretary of State (SOS) website.

Go to the NC SOS website <https://test.sosnc.gov/>.

Select **General Interest > Publications**.

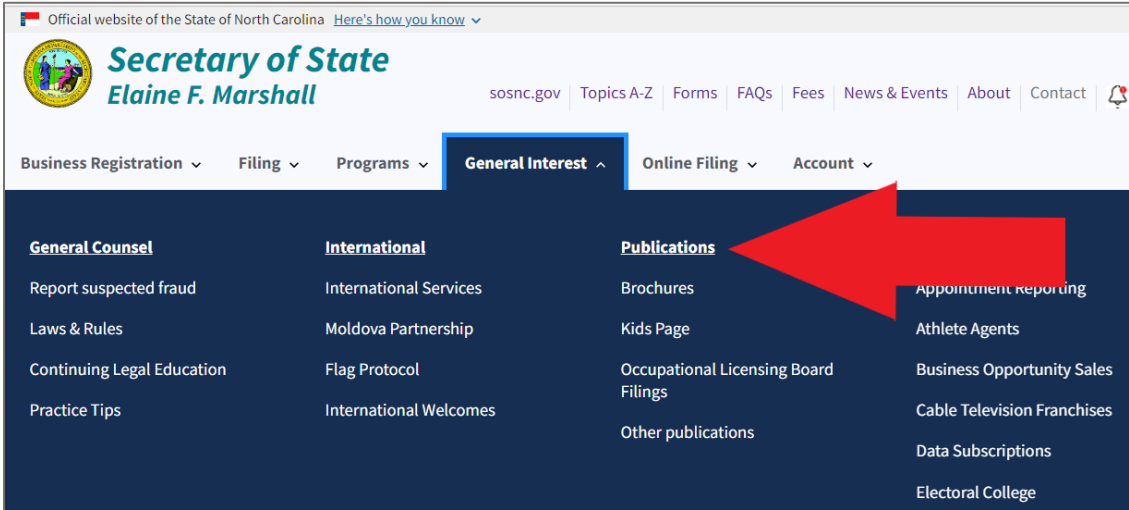


Figure 1. General Interest > Publications

This takes you to the **Publications** page.

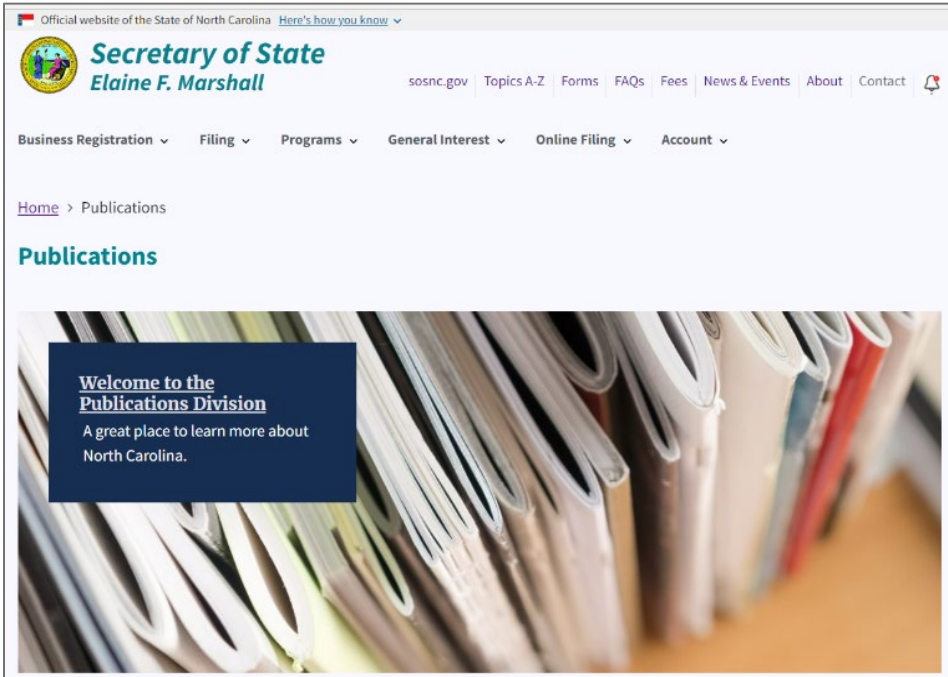


Figure 2. Publications page

Publications

This [Publications](#) page contains links and contact information for the Publications division.

Browse Publications

You find six box links under the **Browse Publications** section of the page.

These box links are:

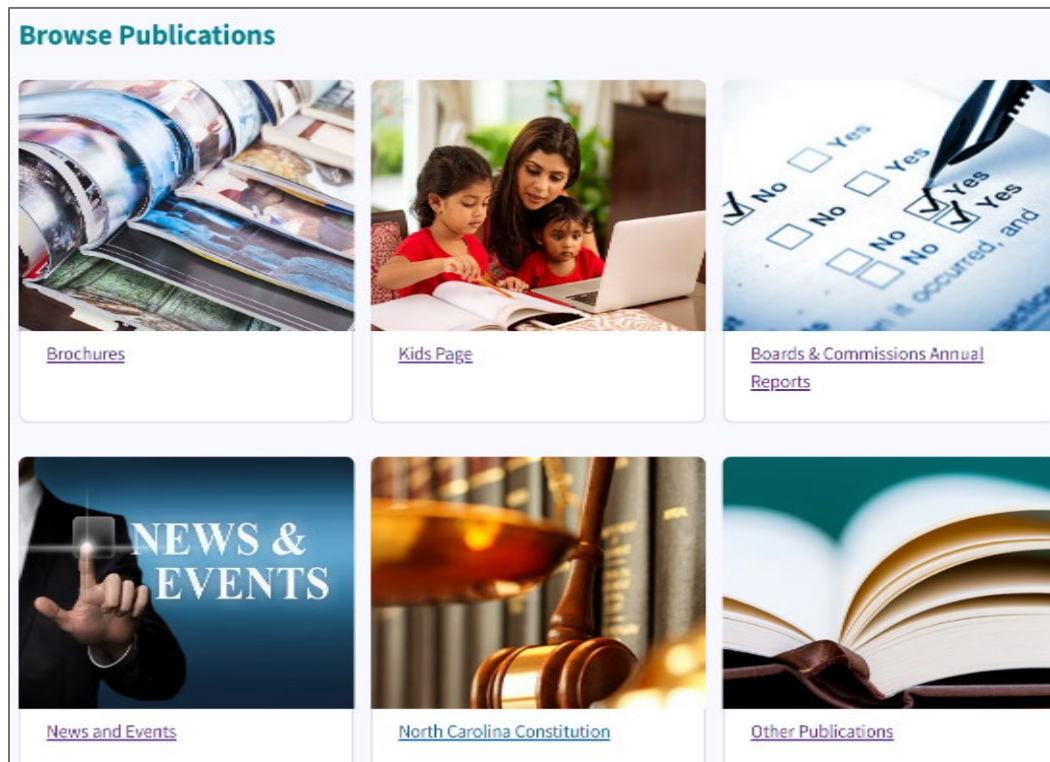


Figure 3. Browse Publications

Brochures

The [Brochures](#) page has two links to the following brochures (PDFs):

- [2016 State Organizational Chart](#)
- [The State Symbols Chart](#)

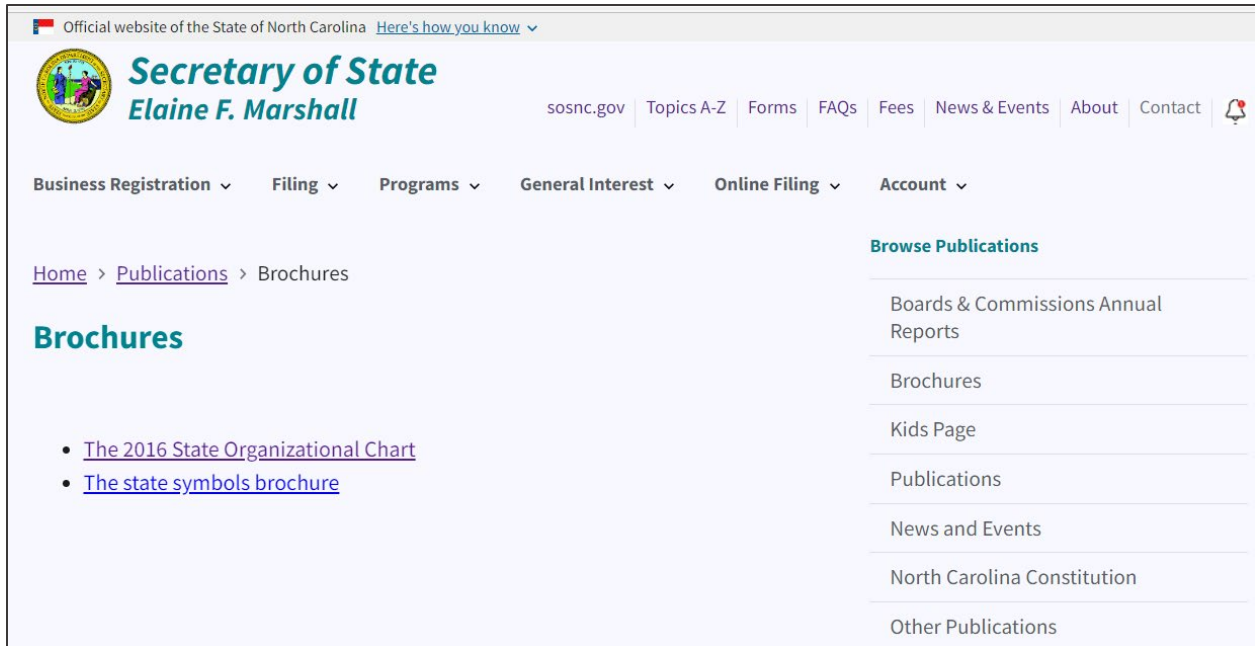


Figure 4. Brochures page

Kids' Page

This takes you to the [Kids Page](#) where you find fun facts about North Carolina.



Figure 5. Kids Page

There are 12 box links in the **Things to Do** section.

The 12 box links are:

- [Meet Secretary Marshall's New Canine Pal](#)
- [North Carolina Almanac](#) [ASK Kevin – Error page]
- [North Carolina State Symbols](#)
- [North Carolina Legends and Ghost Stories](#)
- [Fun – N – Games](#) [ASK Kevin – Error page]
- [Homework Help](#)
- [How an Idea Becomes a Law](#)
- [Great Kids Links](#)
- [North Carolina Fun Facts](#)
- [North Carolina State Toast](#)
- [Recreation in North Carolina](#)
- [Photo Gallery](#) [ASK Kevin – Error page]

Things to do










 Meet Secretary Marshall's New Canine Pal	 North Carolina Almanac	 North Carolina State Symbols
 North Carolina Legends & Ghost Stories	 Fun - N - Games	 Homework Help
		

Figure 6. Things to Do section

Meet Elaine Marshall

This page has biographical information about the NC Secretary of State Elaine Marshall.

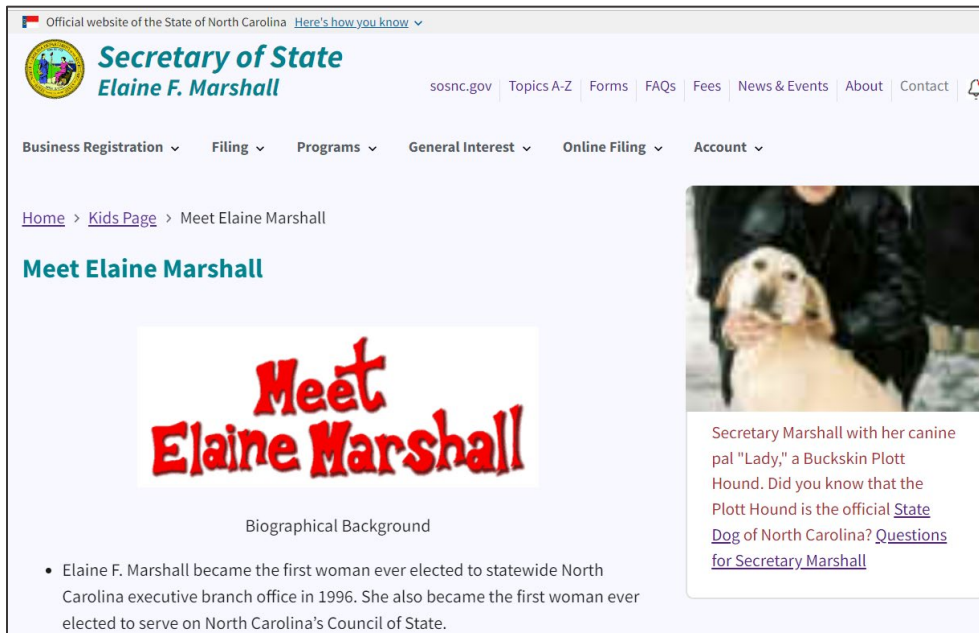


Figure 7. Meet Elaine Marshall page

North Carolina Almanac (ASK KEVIN—Error Message)

On this page, _____.

North Carolina State Symbols

This page showcases all of the State symbols.

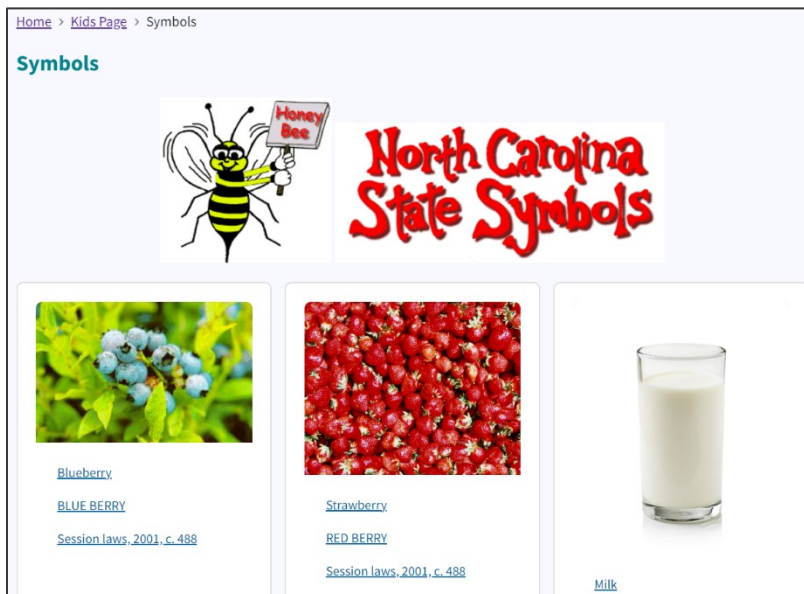


Figure 8. North Carolina State Symbols page

North Carolina Legends and Ghost Stories

The Legends and Ghost Stories page lists some of North Carolina’s most intriguing stories.



Figure 9. Legends and Ghost Stories page

Fun – N – Games (ASK KEVIN—Error page)

Homework Help

The [Homework Help](#) page has links to resources for homework help. The page has links to websites that have information on math, science, language arts/writing, history, and social studies.

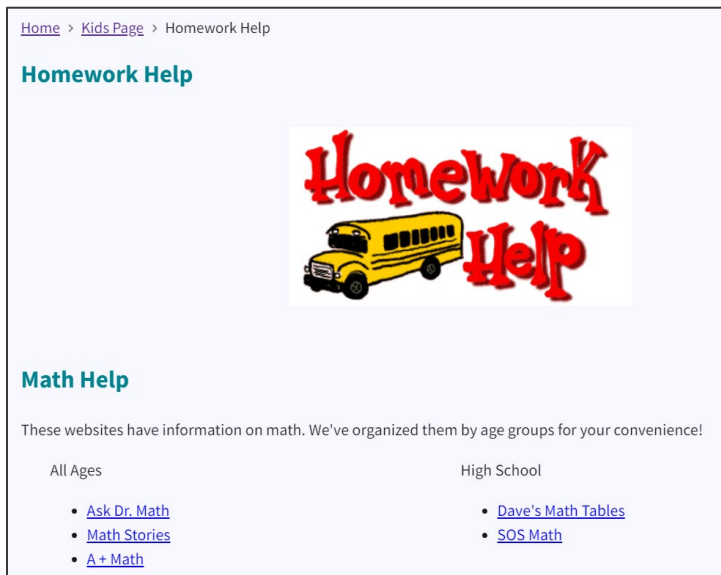


Figure 10. Homework Help page

How an Idea Becomes a Law

The [How an Idea Becomes a Law](#) page has information about the North Carolina Constitution, the North Carolina General Assembly, and other legal resources.

Home > Kids Page > Homework Help

Homework Help

How an Idea Becomes a Law

This is a simplified chart of the steps an idea must go through before it becomes law in North Carolina. Of course, the actual progress of a bill through the General Assembly is much more complicated than what is indicated here, and it is important to keep in mind that at any point along this route a bill can "die" and never become law. However, for those ideas that do make their way into law, this is the path generally followed:

- 1** A concerned citizen, group, or legislator has an idea and suggests legislation.
- 2** Representative or Senator writes bill
- 3** The bill is introduced to either the House or Senate.
- 4** Committee reviews the bill and reports on it.

Figure 11. How an Idea Becomes a Law page

Great Kids Links

The [Great Kids Links](#) page has links to kids' magazines, web pages for kids, and other resources that might be helpful.

Figure 12. Great Kids Links page

North Carolina Fun Facts

The [North Carolina Fun Facts](#) page contains interesting North Carolina facts.

[Home](#) > [Kids Page](#) > Great Kids Links

Great Kids Links



North Carolina State Facts
Did you know...

North Carolina Firsts

- [The Wright brothers](#) completed the first successful flight of a mechanically propelled airplane over the sands of Kitty Hawk, North Carolina on December 17, 1903.
- [The University of North Carolina](#) was the first public university in the United States to open its doors.
- The first known miniature golf course was in Fayetteville, North Carolina.
- [Babe Ruth](#) hit his first professional home run in Fayetteville on March 7, 1914.
- The first English child born in America, Virginia Dare, was born in Roanoke, North Carolina, in 1587.
- Many people believe that North Carolina was the first state to declare independence from England with the Mecklenburg Declaration of 1775.

Figure 13. North Carolina Fun Facts page

North Carolina State Toast

This page contains the North Carolina State Toast. See **Figure 14**.

North Carolina State Toast

[Listen](#) to Secretary of State Elaine F. Marshall read the State Toast!

**Here's to the land of the long leaf pine,
The summer land where the sun doth shine,
Where the weak grow strong and the strong grow great,
Here's to "Down Home," the Old North State!**

**Here's to the land of the cotton bloom white,
Where the scuppernong perfumes the breeze at night,
Where the soft southern moss and jessamine mate,
'Neath the murmuring pines of the Old North State!**

**Here's to the land where the galax grows,
Where the rhododendron's rosette glows,
Where soars Mount Mitchell's summit great,
In the "Land of the Sky," in the Old North State!**

**Here's to the land where maidens are fair,
Where friends are true and cold hearts rare,
The near land, the dear land, whatever fate,
The blest land, the best land, the Old North State!**

Figure 14. North Carolina State Toast page

Recreation in North Carolina

The [Recreation in North Carolina](#) page contains information about outdoor activities, sports, and attractions in our state. There are lists of links to regions in North Carolina, sports complexes, and museums.

[Home](#) > [Kids Page](#) > Great Kids Links

Great Kids Links



The Great Outdoors

- [The North Carolina Mountains](#)
- [The Outer Banks](#)
- [National Forests](#)
- [State Parks](#)

Sports

North Carolina is home to a variety of sports teams, including some of the premier college sports teams in the nation and a variety of professional sports.

Figure 15. Recreation in North Carolina page

Photo Gallery ([ASK KEVIN—Error page](#))

A Note to Parents

Although every effort has been made to ensure that all the outside links on this site are appropriate for children, the Secretary of State's Office cannot guarantee the content of the sites.

Boards and Commissions Annual Reports

The [Boards and Commissions Annual Reports](#) page has a PDF document that contains the NC Occupational Licensing Board Report.

This report, which is published by the North Carolina Secretary of State's Office, provides information on the occupational licensing board filings in North Carolina for several years. These filings are housed at the NC Secretary of State's Office.

NC Occupational Licensing Board Filings Housed at the NC Secretary of State's Office From 2008 – 12/06/18		
BOARD NAME	FINANCIAL STATEMENTS ON FILE	ANNUAL REPORTS ON FILE
Acupuncture Licensing Board	2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017	2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017
Alarm Systems Licensing Board	2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016	2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016
Appraisal Board	2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018	2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017
Architecture, Board of	2008, 2009, 2010, 2011, 2012, 2014, 2015, 2016, 2017, 2018	2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018
Athletic Trainer Examiners, Board of	2008, 2009, 2011, 2012, 2013, 2014, 2015, 2016, 2017	2008, 2009, 2010, 2011, 2013, 2014, 2015, 2016, 2017

Figure 16. Boards and Commissions Annual Reports page

News & Events

The [News and Events](#) page has three box links: [Press Releases](#), [Public Meetings Calendar](#), and [Investor Education Events Calendar](#).

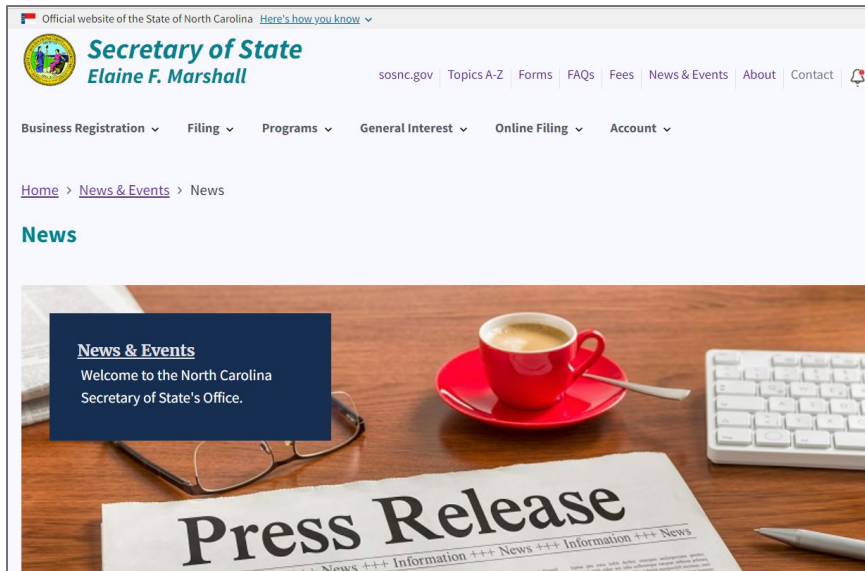


Figure 17. News and Events page

Press Releases

The [Press Releases](#) page has a list of recent and past press releases by the Department's Publications Division.



Figure 18. Press Releases page

Public Meetings Calendar

The [Calendar Search](#) page allows you to search for events and meetings that are scheduled by the North Carolina Secretary of State's office. You can search for events by date range, event type, and location. You can also view the events in a calendar format or as a list.

Figure 19. Public Meetings Calendar page

North Carolina Constitution

The [NC Constitution](#) page contains information about the North Carolina State Constitution. You can find the North Carolina State Constitution on this page. The Publications Division of the North Carolina Secretary of State publishes updated editions of the North Carolina Constitution.



Figure 20. NC Constitution page

Other Publications

The [Other Publications](#) page contains two documents published by the Publications Division: the **North Carolina Manual** and the **North Carolina Directory of State and County Officials**.

The Secretary of State's Office maintains the online presence of these two publications of historical note.

[Home](#) > [Publications](#) > Other Publications

Other Publications

The Secretary of State's Office maintains the online presence of two out-of-print publications of historical note that in certain editions only appeared in a digital format. They are:

[North Carolina Manual](#)

This book provided a record of state office holders and other North Carolina historical information in a format whereby it was published once every two years. The 2011-2012 editions of the book only exist in digital format. Older hardcover printed versions of the book possibly may be still available from the Publications Division (use Contact Us section to ask about such availability). To view, print or download the NC Manual for 2011-2012 click [here](#).

[North Carolina Directory of State and County Officials](#)

This book was an extensive directory of contact information for state offices and officials and for county government offices and officials in all 100 North Carolina counties. The 2014-2015 edition of the book only exists in digital format. Older hardcover printed versions of the book possibly may be still available from the Publications Division (use Contact Us section to ask about such availability). To view, print or download the on-line 2014-2015 Directory click [here](#).

Browse Publications

- Boards & Commissions Annual Reports
- Brochures
- Kids Page
- Publications
- News and Events
- North Carolina Constitution
- Other Publications

Figure 21. Other Publications page

What We Do

The What We Do section has a description of what the Publications Division does:

Publishes Document

The Publications Division produces several very useful and interesting reference books. The Directory of State and County Officials, updated annually, provides a comprehensive listing of North Carolina state government agencies and their managers, as well as branches of each county government in the state. The North Carolina Manual offers an encyclopedia of knowledge about our state, its history, state symbols, government, educational system, political leaders and parties. The division publishes updated editions of the North Carolina Constitution, as well as forms, brochures and manuals that support the business operations of other divisions within the department.

Preserves Historic Documents

The Publications Division acts as custodian for a number of historic North Carolina documents. The North Carolina Constitution of 1868 has served as the basis of our state government for nearly 130 years. The Publications Division has the original hand-written version in its archives. The division also guards the North Carolina Book of Oaths, a register of oaths of office signed by governors and other Council of State officers since 1889. The Publications Division also houses N.C. House and Senate Journals -- some dating back to the 1820s -- and N.C. Session Laws dating back to the late 1800s, as well as an original copy of the Constitution Convention Journal

of 1868. See our Archive of Historic Documents for samples of material drawn from these important historical documents. The Publications Division serves as custodian of certified elections records for North Carolina and these records are available for public inspection.

Provides Information on State Government

The Publications Division helps thousands of North Carolina citizens, businesses and school children find specific information about state government. Our available resources include an organizational chart of state government and several pages of links to North Carolina state government, education and state information websites. If you can't find the information you need on some aspect of our state's government, let us know. We would like to help you. Try our North Carolina State Facts and our North Carolina Educational Links pages for more information about our state and its government.

Contact Publications

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Publications Division
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Raleigh, North Carolina 27626-0622

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