

Guidelines for Board Use of Legal Counsel

Mach 20, 2017

In order to have consistency in performing necessary business dealings between the Association and legal council while properly administering the expenditure of Association funds, the following guidelines will be followed:

1. The only Association members authorized to expend Association funds for appropriate Association business are current board members.
2. When each new board is elected, the board secretary will provide the legal office with a new list of current board members.
3. Any board member seeking legal counsel for board business will discuss the need with the board at the first available board meeting, indicating the topic(s) to be discussed, the estimated time required, and the estimated cost, plus any other pertinent information.
4. The board, after appropriate consideration, will then grant or deny the expenditure for legal advice by motion and vote. Approval of the expenditure will not require a maximum amount unless stated by motion and vote.
5. The initiating board member, upon approval, will schedule the legal meeting or conference call and give appropriate notice to all other board members so that they may attend the meeting/call. This will provide maximum benefit to other board members for “legal” education, optimize the opportunity for input, and minimize the possibility of misunderstanding the information provided.
6. The initiating board member, or other attendee as agreed, will provide a written summary of the important facts or determinations resulting from the meeting.
7. Should an urgent situation arise requiring approval prior to the next board meeting, the above process can be done via email or phone (phone voting to be documented later). Responses should be made within one (1) day.
8. In the event of a bonified emergency, a board member may act unilaterally to contact the legal office.

9. Changes or additions to the above can be made with board approval.

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