

# Conway Township

## Policy No. 22

### Attorney Consultation

The Conway Township Board has adopted this administrative policy to formalize and clarify when and who may consult with the township attorney without prior board approval.

All contact with the attorney needs to be cleared by either the Clerk or Supervisor. All Township Board members need to consult with the designated officials on a topic to clarify if that subject has already been brought to the attorney to avoid duplicate billings. Planning commission members need to consult with their Chair for the same reason as stated above.

Under no circumstances are commission or committee members to contact the attorney without written approval. This is an unauthorized expenditure and will result in the need for reimbursement from the individual to the township.

I, Elizabeth Whitt, do hereby certify that this Attorney Consultation Policy was approved at the regular meeting of the Conway Township Board on March 15, 2022.

  
Elizabeth Whitt, Clerk