



## **POLICY STATEMENT**

Number: 13-002

**Title:** CAC Legal Counsel

**Date Approved:** January 25, 2013

**Related to By-Laws/Policy Statement number:** N/A

**Superseded by Policy Statement number:** N/A

### **Purpose of this Policy Statement:**

The California Association of Criminalists (CAC) has a Legal Services Agreement with the Corcoran Law Firm. The CAC's Law Firm can provide general counsel regarding legal issues including Bylaw review, Freedom of Information Act concerns, ethical issues, possible litigation and other services as requested by the CAC's Board. This policy statement outlines the procedure for using CAC's legal counsel.

### **Detailed Policy:**

#### Who May Contact Law Firm:

The purpose of the having a legal services agreement is to provide the CAC and the Board of Directors with legal counsel. For that reason, the CAC's Law Firm may only be contacted by the current CAC President. If the current President is not available, then the President's designee (as outlined in the CAC's Bylaws) may serve as the point of contact between the Law Firm and the CAC. Other Board members or committee chairs must go through the President (or his designee) when seeking legal advice from the CAC's Law Firm.

#### Procedure For Initiating Legal Advice/Counsel:

If the President determines legal counsel is needed for the CAC, then he/she will seek approval from the Immediate Past President and the Treasurer. If both the Immediate Past President and Treasurer do not agree that legal advice is warranted, the President can seek approval with majority vote of the Board of Directors. If the Immediate Past President and/or Treasurer are not available, the President can seek approval from two other Board members. The President and Treasurer should take the current budget into account prior to seeking legal services.

If legal counsel is needed immediately and the President does not have sufficient time to seek approval, he/she does not need approval prior to initiating contact with the CAC's Law Firm. At the first opportunity, the President must notify the Immediate Past President and Treasurer with the reasons that urgent legal advice was sought.

#### Transfer of Presidency and Contact Information:

At the end of the President's term, he/she will provide the incoming President with the Law Firm's contact information. Additionally the President will notify the Law Firm of the transfer of Presidency and provide the contact information of the new President to the Law Firm.

**Definitions:** N/A

**Author:** Todd Weller

**Board of Directors at Approval**

**President:** Todd Weller

**Immediate Past President:** Kevin Andera

**President-Elect:** Eric Halsing

**Recording Secretary:** Kirsten Fraser

**Treasurer:** Meghan Mannion Gray

**Editorial Secretary:** Greg Matheson

**Membership Secretary:** Michelle Halsing

**Regional Director North:** Alice Neumann Hilker

**Regional Director South:** Mey Tann