



POLICY STATEMENT

Number: 18-003

Title: CAC Legal Counsel

Date Approved: August 27, 2018

Related to By-Laws/Policy Statement number: 13-002

Superseded by Policy Statement number: N/A

Purpose of this Policy Statement:

John Corcoran of the Corcoran Law Firm is no longer practicing law therefore new legal representation was needed. The Board voted and approved Venable LLP (<https://www.venable.com>) to be the CAC's Legal Counsel. The President with concurrence from the Immediate Past President and the Treasurer has the option to select a different Law Firm if the situation requires it. This policy statement supersedes Policy Statement 13-002, the procedure for using CAC's legal counsel.

Detailed Policy:

Who May Contact Law Firm:

The purpose of having a legal services agreement is to provide the CAC and the Board of Directors with legal counsel. The CAC's Law Firm shall 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/her 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 the 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 the Treasurer are not available, the President can seek approval from two other Board members. The President and the 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 the Treasurer with the reasons why the 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

Revision Details: Updated the Policy Statement to reflect the CAC's new legal representation

Author: Mey Tann

Board of Directors at Approval

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