

Mutual Aid Box Alarm System – Illinois

Requests of Legal Counsel for MABAS

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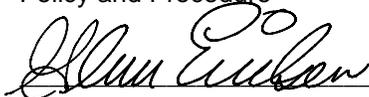
Adopted: 2/2/2018

Revised:

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Subject: Use of Legal Counsel
Functional Area: Governance and Administration
Category: Policy and Procedure

Approved By:



Scope and Intent:

The MABAS Requests of Legal Counsel Protocol is published and adopted as a policy to serve the following purposes:

- Provide planned guidance to MABAS CEO and the Elected Board for bringing MABAS related issues for a legal opinion or explanation.
- Guidance to the legal firm as to the authorization of requests from MABAS.
- Insure improper requests are forwarded to the proper authorizing group.
- Authority to put legal counsel on retainer.
- Insure that issues for the greater good of the MABAS organization are referred to counsel by the proper authority.
- Legal counsel has guidance to request funds from the appropriate requesting agency.

Situations Warranting Activation of Protocol:

The request of an action to be taken by the Law firm that causes charges to be brought against the requestor.

Activation and Notification Responsibilities and Procedures:

It is the responsibility of the MABAS CEO, President, 1st Vice-President, 2nd Vice-President, and Treasurer, to authorize legal expenses for the good of the MABAS Executive Board.

Upon becoming aware of an evolving situation where this protocol should or might be activated the responsible individual will:

1. Contact and advise asap all elected members and the CEO of any requests for the approved legal firm to provide legal services to the MABAS organization.
2. The CEO or President needs to be notified preferably in writing to authorize the use of the Legal firm on behalf of MABAS.
3. The CEO and the President have the authority to request a legal action, that is time sensitive, then notify the rest of the elected board for concurrence.
4. Divisions, or legal counsel for divisions or individual entities contacting the attorney directly without first receiving authorization of the MABAS elected board and CEO will be responsible for payment of any charges.
5. This policy does not stop in anyway the legal firm from answering questions or giving opinions to other governmental entities. They will be charged accordingly and be responsible for payment.
6. Legal opinions will be authorized for the greater good of all MABAS divisions and not for the settlement of differences in a single division or between divisions unless it is for the good of all MABAS divisions and the MABAS organization.