

**Conway Township Policy No. 22: Attorney Consultation**

**Last Revised and Motion Approved:**

**At The July 16, 2024, Conway Township Board of Trustee Meeting**

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, Supervisor or Planning Commission Chairs. All Township Board members need to consult with either the Clerk or Supervisor 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. Conway Township Clerk, Supervisor and Planning Commission Chairs will report communications to the Clerk monthly to compare to the billing statements. All billable hour statements will be presented monthly to the board members.

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, Rachel Kreeger, do hereby certify that this Attorney Consultation Policy was approved at the regular meeting of the Conway Township Board on July 16, 2024

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Rachel Kreeger  
07-16-24