

**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
POLICY STATEMENT AND IMPLEMENTING PROCEDURES**

SUBJECT: LEGAL COUNSEL

SECTION NO: 3.02.00

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EFFECTIVE DATE: 9/14/09

PURPOSE/APPLICATION: To define the KCTA Board's relationship with and utilization of pre-selected legal counsel.

POLICY STATEMENT: The KCTA Board shall retain legal counsel to work on its behalf. The Board's Executive Committee and Executive Director shall approve utilization of KCTA legal counsel. The Board shall review its relationship with legal counsel annually and re-appoint or appoint a different attorney or firm of attorneys for the ensuing year.

IMPLEMENTING PROCEDURES:

It is the responsibility of legal counsel to disclose to the Board or Executive Director any potential conflict of interest.

The Executive Committee shall oversee the bid process and expenses related to the selection, retention, and utilization of legal counsel.

REFERENCES:

APPROVAL:

KCTA Board Chair

KCTA Secretary