

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
ATTORNEY CONTACT POLICY

1012P

Bayshore Gardens Board of Trustees shall have an attorney who represents the District present at district events only upon request. Furthermore, the Chairman is authorized to make the request for attorney attendance at district events (i.e. board meetings, work sessions, etc.)

Trustees may contact the District's attorney at any time in regards to the business of the District. The following steps are offered only as suggestions:

1. The Trustee requesting an opinion would review attorney opinions on file in the District Office to make sure the opinion had not already been received by the District.
2. The Trustee may go to the Board for discussion and a motion of the board. The Board approved request would be submitted by the District Manager via email to the attorney and would request the response via email. The response would be immediately distributed to the Trustees.
3. Whenever possible the Trustee will request an opinion from the attorney in writing with a request for the response to be in writing.
4. The District Manager may contact FASD for legal advice.
5. The District Manager shall not call the attorney. He/she may request a Trustee come to the District office to discuss the matter. The Trustee may make the call/email if situation is urgent.
6. The Office Manager may bring his/her request to the board for approval.

Date Approved 5/15/2018 *Sharon Denson*

Revised _____

Date Effective 5/15/2018