

## **Bylaws of the Board**

### **Attorney**

The attorney of the Stafford Board of Education shall be the legal advisor of the Board and its officers in questions related to their official duties. The Board of Education may appoint, either on a full-time or retainer basis, an attorney or attorneys to serve as school attorney. The primary function of the attorney is to provide professional legal counsel and representation for the Board and Superintendent.

The attorney shall:

1. Represent the Board of Education in legal proceedings.
2. Give his/her written opinion on all legal questions referred to him/her by the Stafford Board of Education or the Superintendent.
3. Attend Stafford Board of Education meetings, conferences and other meetings as requested by the Board, Superintendent, Board Chairperson or Board committee.
4. Fulfill such other legal duties as the Stafford Board of Education may assign.

The performance of the school attorney(s) shall be subject to evaluation by the Stafford Board of Education and the Superintendent.

### **Selection Procedures**

Should the Board deem it necessary to select an attorney or firm the Board will adhere to the following selection procedures:

1. the district will first locate prospective qualified lawyers/law firms by utilizing one or more of the following:
  - a. advertising;
  - b. checking listings of lawyers/law firms; or
  - c. making inquires of other districts or other appropriate sources.
2. The district will then prepare a well-planned, written request for a proposal which will contain critical details of the services sought and submit this request to prospective applicants.
3. In selecting a School Attorney, the district will consider the cost of a retainer (or hourly fee), as well as such other factors as:
  - a. the special knowledge or expertise of the lawyer/law firm;
  - b. the quality of the service provided by the lawyer/law firm;
  - c. the staffing of the lawyer/law firm; and
  - d. the lawyer's/law firm's suitability for the district's needs.
4. The district will maintain documentation of the written proposals submitted by lawyer/law

firm applicants for the position of School Attorney.

Bylaw adopted by the Board: December 7, 1998

Bylaw revised: May 18, 2009