

**LEELANAU COUNTY
BOARD POLICY**

GENERAL SUBJECT:	Administration/General (County Administrator)	Policy No.	1
SPECIFIC SUBJECT:	Accessing Corporate Counsel Policy	Adopted:	01/03/2007
		Revised:	09/17/2013

APPLIES TO: All Leelanau County Employees and Elected Officials.

1. Elected officials may contact corporate counsel and shall inform the county administrator or board chairperson.
2. Department heads may contact corporate counsel after obtaining authorization from the county administrator or the county board chairperson.
3. Questions are to be submitted to county administration prior to being submitted to counsel. Administration will attempt to provide an answer and/or a legal opinion in a timely manner, which may be on file from a previous request.
4. In the event the question cannot be answered at the county administration level to the satisfaction of the requestor, the county administrator will assist the requestor in drafting the question for submission to counsel.
5. All responses from corporate counsel are to be submitted to the county administrator's office in writing to be maintained in the legal opinion file.