

# BYLAWS

## STAFFORD TOWNSHIP BOARD OF EDUCATION

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Duties of Board Attorney

### 0174 DUTIES OF BOARD ATTORNEY

The Board attorney shall, upon the request of the Board:

1. Advise the Board as to the proper legal and contractual procedures in which the Board must take action or make a decision;
2. Be accessible for consultation with the Board President, School Business Administrator/Board Secretary, or others as designated by concerning legal matters;
3. Attend private meetings of the Board when requested to do so by the Superintendent and Board President;
4. Act as counsel for the Board in prosecuting or defending any action or suit to which the Board is party and/or to be the contact person and assist outside counsel appointed by the district's insurance carrier whenever the action or suit is covered under one of the district's insurance policies;
5. Perform such other special legal services as the Board may from time to time prescribe; and
6. Keep the Board informed on all legislation affecting the school system and call to the attention of the Board proposed new legislation that may affect the district.
7. All other duties as specifically set forth in the Board Attorney/In-House Counsel Job Description (A-35).

The Stafford Township school district shall not compensate an attorney for services rendered in connection with the issuance of bonds other than at a reasonable rate agreed upon prior to the rendering of the services.

N.J.S.A. 18A:12-20; 18A:24-13.1

Adopted: 22 July 2004  
Revised: 21 January 2010  
Revised: 21 June 2012

