

Communications between City Attorney, City of Buchanan Commission & Municipal Staff

Policy-Communications  
City of Buchanan  
County of Berrien  
State of Michigan

Purpose

The purpose of this policy is to ensure well-coordinated and effectively managed communications between the appointed City Attorney, Buchanan City Commission, and municipal staff.

1) The City Manager and City Commission are responsible for administering communications with the City Attorney.

City of Buchanan Charter Section 4.16(a) The City Attorney shall act as legal advisor to, and attorney and counsel for, the Commission and all its members in matters relating to their official duties. He shall give written opinions to any official or department of the City when requested in writing by the Commission or City Manager so to do and shall file a copy of same with the Clerk.

2) The Mayor and/or City Manager will communicate the city's needs to the city attorney on behalf of the commission and municipal staff.

3) At no time shall individual members of the City Commission or Municipal staff contact the City Attorney without prior consent of the Mayor of City Manager.