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Florida Alliance for Assistive Services and Technology, Inc. Policy #16-01

Approved by the Board of Directors, 02-17-2016

## Legal Review Policy

### 1. Purpose

This document sets forth the procedures for any and all members of the Florida Alliance for Assistive Services and Technology, Inc. (FAAST) Board of Directors and Florida Assistive Technology Advisory Council (A-TAC) to obtain legal services from FAAST General Counsel. This policy will become effective on [INSERT DATE].

### 2. Policy Process

- a. All members of the FAAST Board of Directors and A-TAC may request legal services in the event they feel it is necessary in the course of their duties.
- b. All requests for legal services should be sent via email to the appropriate committee. These requests should be sent to the FAAST staff liaison for inclusion on the next committee meeting agenda.
- c. All requests for legal services will be reviewed by the entire committee.
- d. The committee as a whole will decide if the request is appropriate and if so will forward the request to the Bylaws Committee for a complete review of governing documents.
- e. Upon review of the Bylaws Committee, if the matter has a resolution stated within the FAAST governing documents, then a statement will be drafted to address the request and sent back to the originating committee.
- f. Upon review of the Bylaws Committee, if the matter does not a resolution stated within the FAAST governing documents, then the request is forwarded to the Executive Committee.
- g. Once the Executive Committee receives the request the following actions will occur:
  - i. A second review of governing documents to ensure a resolution is not available.
  - ii. A financial analysis to ensure funds are available.
- h. Upon review of the Executive Committee, if the matter has a resolution stated within the FAAST governing documents, then a statement will be drafted to address the request and sent back to the originating committee.
- i. Upon review of the Executive Committee, if the matter does not a resolution stated within the FAAST governing documents and funds are available, then the request will be discussed at the next Executive Committee meeting. A formal request for legal services will be developed by members of the Executive Committee and voted on by a majority of members.

- j. Once approved, the Executive Director will forward the formal request to the FFAST General Counsel. The Executive Director will be the point of contact of all communication between FFAST and its counsel.
- k. Upon receiving a written response to the request, the Executive Director in conjunction with the Co-Chairs of the FFAST Board of Directors and A-TAC will determine the best course of action to disseminate the response.
- l. The Executive Director will maintain a central file of all requests for legal services and the subsequent responses.