



# MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY, INC.

88 Inskip Avenue, Ocean Grove, NJ 07756

Website: [www.njclerks.org](http://www.njclerks.org) Email: [mcanj@njclerks.org](mailto:mcanj@njclerks.org)

*Officers 2015/2016 – Keith Kazmark, President; Denise Szabo, 1VP; Dina Zawadski 2VP; Kevin Galland, Treasurer;  
Diane Pflugfelder, Secretary; John Mitch, Immediate Past President; Joel Popkin, Executive Director*

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## **RFP FOR LEGAL SERVICES FOR THE MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY, INC. (MCANJ)**

MCANJ is accepting proposals from a NJ licensed attorney to act as legal counsel for the Association for the period of February 1, 2016 through June 30, 2016. MCANJ operates on a fiscal year therefore the initial contract will be for 5 months, renewable on July 1, 2016 for a 12 month period. Proposals must be received by December 15, 2015, via email to Denise Szabo, RMC/MMC, 1<sup>st</sup> Vice President at [1VicePresident@njclerks.org](mailto:1VicePresident@njclerks.org).

Include your municipal government experience including years of service, names of municipalities served and in what capacity you were employed. Three municipal references must be included. All responses will be reviewed by the Executive Board. All responses will be kept confidential. Interviews will be held on January 22, 2016 in Woodland Park, New Jersey.

The successful candidate will receive the following compensation and will be expected to provide the following services:

1. The Attorney will receive an annual retainer of \$8,000 paid quarterly on or before the tenth day of March, June, September and December. Each \$2000 quarterly payment will be disbursed as follows: \$1650 will be paid by MCANJ and \$350 will be paid by the MCANJ Legal Defense Fund. Compensation for the initial 5 month appointment will be prorated.
2. The Attorney shall attend the MCANJ Annual Meeting.
3. The Attorney shall attend two (2) MCANJ Advisory Board Meetings, on an as-needed basis, at the discretion of the president, or by request of the majority of the Executive Board.
4. The Attorney shall attend four (4) MCANJ Executive Board meetings, on an as-needed basis, at the discretion of the president, or by request of the majority of the Executive Board.
5. The Attorney shall be generally familiar with pending legislation that would affect municipal clerks.
6. The Attorney shall provide legal advice to the Officers of MCANJ as needed.
7. The Attorney shall attend meetings with the Officers of MCANJ as needed.
8. The Attorney shall prepare opinions on various questions of major interest to the membership when requested by the President or Executive Board.

9. The Attorney shall review and prepare routine contracts when authorized by the Executive Board.
10. The Attorney shall review pending or proposed litigation at the request of the Executive Board.
11. The Attorney shall prepare Resolutions as directed by the Executive Board.
12. When expressly authorized by a member of the MCANJ Executive Board or the Executive Director, the Attorney shall make initial contact only, with a Municipal Clerk to answer questions regarding the Clerk's rights and/or duties and to determine if the matter would be better addressed by the Legal Defense Committee.
13. In the event that the Executive Board, with the advice of the Attorney, determines it to be in the best interest of the Association to undertake a special matter of litigation which affects the general membership of the Association, the Attorney shall submit an estimate of total anticipated fees and charges, in writing to the Executive Board, prior to the commencement of any such undertaking.
14. In the event the Attorney is requested to participate in a Conference or Seminar on behalf of the Association, the Attorney shall submit in writing to the Executive Board the estimated charges associated with the participation, such as lodging, travel and meals for participation and/or that of other professionals or experts recommended by Attorney to be part of the proposed presentation. Upon approval of these expenses by the Executive Board, the Executive Board shall provide for such funding.
15. Any additional services required of the attorney shall be discussed and negotiated between the Executive Board and the attorney as to scope and cost.
16. The attorney shall also act as the attorney for the MCANJ Legal Defense Fund and be paid pursuant to Paragraph 1.

Meeting Calendar for February 1, 2016 through June 30, 2016

March 11, 2016 – Advisory Board Meeting

April 25, 2016 – Annual Meeting

May 6, 2016 – Executive Board Meeting

June 17, 2016 – Executive Board Meeting

Any questions should be directed to Denise Szabo, at 908-204-3014, or [1VicePresident@njclerks.org](mailto:1VicePresident@njclerks.org)