

WSCAI ADR Committee Charter
Approved by the Board of Directors October 14, 2020

I. <u>Mission Statement & Purpose:</u>	
A. Mission Statement:	To administer the Chapter mediation program in coordination with the Chapter Office.
B. Responsibilities:	
1.	Prepare information about the program to be used in Chapter communications and mediator communications to program participants.
2.	Develop forms for use in administering the program.
3.	With approval of the Board of Directors, develop and apply standards for mediators, including qualification and disqualification.
4.	Develop a qualified pool of mediators to serve the needs of the program.
5.	With approval of the Board of Directors, set the fees for use of the program and the division of fees between the Chapter and the mediator.
6.	Provide regular reports to the Board of Directors regarding program efficacy and necessary improvements.
II. <u>Organization:</u>	
A. Membership:	<p>The Committee shall be composed of WSCAI members who shall be members in good standing. The membership should provide a diverse level of experience in community association affairs and the committee should strive for inclusivity. With the exception of the Board Liaison referenced below, no committee member may sit on more than two (2) committees at any one time, and no more than one member of a community association, management company or business partner may sit on the same committee at a time. Should an existing committee member change communities or companies causing more than one person on the committee to be from the same organization, that person may fulfill their existing term but is not eligible to renew for another term if two or more people from the same organization are on the same committee at the time of term renewal. Members of the Committee shall be known as “Members” in this Charter.</p>

<p>1. Number of Members:</p>	<p>The Committee shall be composed of a minimum of five (5) Members and a maximum of fifteen (15) Members, unless the Board approves a different number. In addition, the Committee shall include a Board member that serves as a non-voting liaison and reports to the WSCAI Board. In the event all member positions have been filled, a waiting list will be created to fill vacancies. There may be a limitation on the number of members from a particular membership group (e.g., managers, business partners, CAVLs).</p>
<p>2. Term Length:</p>	<p>New terms shall begin at the first Committee meeting of the calendar year. Members shall serve three-year terms which shall be staggered for continuity of operations. Members are limited to two consecutive terms but may rejoin after a break in service of at least one year.</p>
<p>3. Meetings:</p>	<p>The Committee ordinarily meets monthly. Meetings may be rescheduled or canceled in the discretion of the Chair. The Chair may call special meetings as needed. At the option of the Chair or by direction of the WSCAI Board, Committee Meetings may be held by teleconference or other electronic means that allow for real-time discussion.</p>
<p>4. Attendance:</p>	<p>The Committee depends on monthly Member meeting attendance and participation. Exceptions may be made in the event of a hardship communicated to the Chair in advance of the meeting.</p>
<p>5. Removal of Members:</p>	<p>a. Any Member with three unexcused absences during a calendar year will be removed from the Committee. An unexcused absence is any absence other than a personal or family medical emergency or documented hardship. Unless a request to be excused from attendance is sent to the Chair in advance of the meeting the absence will be presumed to be unexcused.</p> <p>b. Members who are not achieving the purpose and fulfilling the responsibilities of the Committee, as determined in the Chair's reasonable discretion,</p>

	may be removed by the Chair, by a vote of a majority of Members, or by the President.
6. Vacancies:	In the event of a Committee member vacancy, replacement candidates may be chosen by the President or by the Committee from among interested applicants, including those from the wait list or from the WSCAI membership. A majority vote of the Committee members present at the monthly Committee meeting shall select the replacement.
7. Member Roster:	Members shall provide personal contact information to the Chair, including an email address and daytime telephone number. The Chair shall keep a roster of Members and their term expiration dates, which will be updated as appropriate.
B. Leadership:	A Committee Chair, a Vice-Chair and a Secretary shall be selected annually by majority vote of the Committee at the first Committee meeting of the calendar year. Membership on the Committee for one year is required before a member may run for the Chair or Vice-Chair position.
1. Chair Duties:	The Chair shall be responsible for chairing Committee Meetings. The Chair and Vice-Chair may divide responsibilities between each other in their discretion. The WSCAI Executive Director may also share responsibilities with the Chair, which responsibilities may be divided between the Chair and Executive Director in the discretion of the Chair.
2. Officers:	The Chair may create additional officer positions for Members and may appoint Members to such positions. The Chair may, in the Chair's discretion, remove Members from officer positions.
3. Officer Terms	A Committee Chair and Vice-Chair shall be selected annually by majority vote of the Committee at the first Committee meeting of the calendar year. The Chair shall serve until the following year's election. A Chair or Vice-Chair may serve for a maximum of six consecutive one-year terms, subject to the term limits applicable to any Member.
4. Succession:	Should the Chair resign from the committee or be unable or unavailable to fulfill his or her duties as Chair, the Vice-Chair shall serve as Chair. If no

	Vice-Chair has been elected, the Committee shall elect a new Chair by majority vote, to serve in the position until the next annual Chair election.
5. Subcommittees	The Committee may form subcommittees as necessary to design and implement programs to achieve the purpose and fulfill the responsibilities of the Committee.
C. Meetings:	
1. Quorum	At all committee meetings, a majority of the committee members shall constitute a quorum for the transaction of business, and the votes of a majority of the members present at a meeting at which a quorum is present shall constitute the action of the committee.
2. Voting:	Member voting shall typically occur during in-person, telephonic or online meetings. Voting may occur verbally, through a show of hands, or through written ballot, at the discretion of the Chair. In the discretion of the Chair, member voting may occur by email or other electronic means as needed.
3. Reporting Requirements:	The Committee Chair shall provide a written "Snapshot" report to the Executive Director on the form approved by the Board within seven (7) days of each meeting or prior to the next occurring Board meeting, whichever is sooner. The Chair will also arrange for timely preparation by the Secretary and delivery to the Executive Director of minutes of each meeting.
III. Supplementary Articles:	
A. Budget & Expenses:	The program is expected to be self-supporting but the Committee may request a budget from the Board if appropriate for particular activities.
B. Member Experience:	Experience and/or training in alternative dispute resolution, either as a party representative or as a neutral, is desirable.
C. Amendments:	Changes and amendments to this Charter may be proposed by a majority vote of Committee Members present at a Meeting and adopted or amended by a majority vote of the Board.
D. Previous Updates:	None.
E. Chapter Bylaws	This Charter is subject to Article VIII, Section 5 of the Chapter Bylaws.