

# **PALO ALTO MEDIATION PROGRAM BYLAWS**

## **1. STATEMENT OF PURPOSE**

The Palo Alto Mediation Program (PAMP) is a community service program established by the City of Palo Alto Human Relations Commission (HRC). The PAMP was established to provide conciliation and mediation and dispute resolution services to parties in the Palo Alto community involved in a variety of disputes, such as landlord-tenant, neighbor-to-neighbor, consumer/small business, and workplace. The PAMP works to develop amicable communication among the parties involved in the disputes referred to it and, through the mediation and dispute resolution process, to facilitate satisfactory resolution of these disputes.

## **2. ACTIVITIES**

As authorized by the HRC, PAMP, in consultation with the Palo Alto Mediation Program Contractor as appropriate, will perform the following activities:

- I. Formulate and implement operation policies and procedures in cooperation with the HRC;
- II. Conduct training programs as necessary to develop and maintain the mediation and dispute resolution skills of the PAMP members;
- III. Provide impartial and discreet mediation and dispute resolution services in a timely manner to the Palo Alto community;
- IV. Conduct education and outreach activities to promote understanding of PAMP's activities and of the benefits of mediation and dispute resolution; and
- V. Prepare statistical reports for the HRC, as requested, about PAMP's mediation and dispute resolution activities.

## **3. MEMBERSHIP**

- a) Voting Members: The PAMP will have as voting members a maximum of twenty-five (25) individuals who either live in or are employed in the City of Palo Alto or Stanford and who represent a balanced cross-section of the community.
- b) Non-Voting Members: The PAMP may also have as non-voting Emeritus Members up to eight (8) individuals, each of whom has made a significant contribution to the Program and

has served at least three full terms as a voting member. The total number of Emeritus Members may be increased upon vote of the membership, subject to approval by the HRC. The term of an Emeritus Member will be the same as that of a voting member as defined in Section 5.

A person who wishes to serve as an Emeritus Member must make a request in writing to the Selection Panel at the conclusion of his or her term. The request must also indicate how the individual plans to participate in the PAMP. Participation can include, but will not be limited to, mediation, conciliation, case development, Mandatory Response Program mediation eligibility, community outreach, recruitment, mentorship, training and program advocacy and leadership.

The Selection Panel will review each request for Emeritus status and will make its recommendation to the membership for informational purposes. The recommendation will then be submitted to the HRC for approval in the same manner as new members are approved under the terms of Section 4(e).

- c) Compensation: All members serve as volunteers.

#### **4. APPOINTMENT OF MEMBERS**

- a) Selection Panel. All applications for appointment or reappointment to the PAMP will be reviewed by a five-member selection panel (Selection Panel). The Selection Panel will consist of: (i) one member of the staff of the Palo Alto Mediation Program Contractor; (ii) the HRC liaison; and three (3) members of PAMP who are not seeking reappointment, if feasible, including one of the two then current PAMP Co-Chairs. The Co-Chairs, whether or not participating on the Selection Panel, will appoint the two remaining PAMP members of the Selection Panel.
- b) Applicants for New Membership. The Selection Panel will screen and interview applicants for new membership. By a vote in each case of at least three of its five members, the Selection Panel will determine which of the new applicants will be invited to participate in the new member training sessions. At the end of the new member training sessions or successful completion of equivalent mediation training course, the Selection Panel will determine which of the applicants for new membership will be recommended for appointment.
- c) Applicants for Reappointment. The Selection Panel, by a vote in each case of at least three of its five members, will also determine which of the current members who have applied to be reappointed will be recommended for reappointment. Any member of the Selection Panel who is a member of PAMP seeking reappointment will not vote on his or her reappointment. The Selection Panel may recommend for reappointment a member who no longer lives in or is employed in the City of Palo Alto or Stanford. Any individual so reappointed will not be

eligible to apply for a subsequent reappointment unless s/he once more lives in or is employed in the City of Palo Alto or Stanford.

- d) Recommendations By Selection Panel. The Selection Panel will forward to the HRC the names of the individuals whom it recommends for appointment or reappointment, as the case may be.
- e) Approval By HRC and Appointment By Mayor. The recommendations of the Selection Panel are subject to approval of the HRC. The HRC will forward to the Mayor of the City of Palo Alto the names of the individuals whom the HRC has approved. The Mayor will appoint or reappoint, as the case may be, to the PAMP those individuals who have been recommended by the Selection Panel and approved by the HRC.

## 5. MEMBERS' TERM OF OFFICE

Each member's appointment will be for a term of two (2) years. A member may apply for reappointment at the end of the initial or any subsequent term.

## 6. CO-CHAIRS, MONTHLY MEETINGS AND VOTING

- a) Co-Chairs. Two Co-Chairs of the PAMP will be elected by a vote of the members.
- b) Monthly Meeting. A meeting of the PAMP members will be held on the third Thursday of a month, unless another date is agreed at least one month in advance by a vote of the members at their monthly meeting. At the start of each meeting the Co-Chairs will assign a member to take minutes of the meeting. Any matter which under these bylaws requires a vote of the members will be decided only at a monthly meeting or special meeting called for that purpose.
- c) Quorum. Any matter which under these bylaws requires a vote of the members may be put to a vote only if a quorum is then present. A quorum is at least one half (50%) of the voting members. If the number of voting members is an odd number, then a quorum will be one-half (50%) of the number of voting members rounded up to the next integer. Unless otherwise specified in these bylaws, any matter put to a vote of the members in accordance with these bylaws will be deemed carried if at least half of the voting members then present vote in its favor.
- d) Regular attendance at monthly meetings is required. Members who fail to maintain regular attendance at monthly meetings may have their appointment revoked.

## **7. AMENDMENT**

These bylaws may be amended or changed only by a vote of two-thirds (66%) of the members. Any amendments or changes to these bylaws approved by the members in accordance with these bylaws will become effective only upon approval of the HRC.

**Adopted and approved: June 19, 2003**