

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) under the auspices of the City of Palo Alto (City). PAMP's role is to provide mediation and dispute resolution services to parties in the Palo Alto and Stanford communities involved in a variety of disputes, such as landlord/tenant, neighbor/neighbor, consumer/small business, and workplace. 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

PAMP will perform the following activities in consultation with, and with administrative and operational support from, a Program Administrator contracted by the City:

- a) Provide impartial and confidential mediation and dispute resolution services in a timely manner to the Palo Alto and Stanford communities;
- b) Formulate and implement operational policies and procedures;
- c) Recruit and select new PAMP mediators and arrange for their training as required by applicable state law and other regulations;
- d) Provide ongoing training programs as appropriate to develop and maintain the mediation and dispute resolution skills of PAMP members;
- e) Support the Program Administrator's contracted outreach goals to increase awareness of the benefits of PAMP's services and improve accessibility for the underserved communities of Palo Alto and Stanford;
- f) Provide details of PAMP's mediation and dispute resolution activities to the Program Administrator for its reports to the HRC and the City as requested; and
- g) Provide facilitation for City-sponsored initiatives, and collaborate with the HRC and other City groups as requested.

3. MEMBERSHIP

- a) Voting Members. PAMP will have as voting members a maximum of twenty-five individuals who either live in or are employed in the City of Palo Alto or Stanford, who represent a cross-section of the community, and who are sensitive to the challenges of working with diverse cultures and diverse populations.
- b) Non-Voting Members. PAMP may also have as non-voting Emeritus Members up to eight 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 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 PAMP. Participation can include, but will not be limited to, mediation, conciliation, case development, community outreach, recruitment, mentorship, training, program advocacy, and leadership.

The Selection Panel will review each request for Emeritus status and report its recommendations to the City, HRC, and PAMP members.

- c) Compensation. All members serve as volunteers.

4. RECRUITMENT AND APPOINTMENT OF MEMBERS

- a) Recruitment. Recruitment of new members will be managed by the Program Administrator, in partnership with PAMP.
- b) Selection Panel. All applications for appointment or reappointment to PAMP will be reviewed by a five-member selection panel (Selection Panel). The Selection Panel will consist of: (i) the HRC liaison; (ii) one member of the staff of the Program Administrator; and (iii) three 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.
- c) Applicants for New Membership. The Selection Panel will screen and interview applicants for new membership, applying selection criteria consistent with the bylaw requirements for voting members. By a vote in each case of at least three of its 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 an equivalent community mediation training course, the Selection Panel will determine which of the applicants for new membership will be recommended for appointment.

- d) Applicants for Reappointment. The Selection Panel, by a vote in each case of at least three of its 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.
- e) Appointment of Members. The recommendations of the Selection Panel will be reported to the City, the HRC and PAMP members.

5. MEMBERS' TERM OF OFFICE

Each member's appointment will be for a term of two 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 PAMP will be elected by a vote of the members.
- b) Monthly Meetings. A meeting of PAMP members will be held on the third Thursday of a month, unless the Co-Chairs designate another date. At the start of each meeting the Co-Chairs will assign a member to take minutes of the meeting.
- 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 of the voting members. 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 a majority of the voting members then present votes in its favor.
- d) Meeting Attendance. 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 at least two-thirds of the members, including members voting electronically. Any amendments or changes to these bylaws approved by the members will be subject to review by the Program Administrator and approval by the City, then reported to the HRC.

Revised and Approved: