

**NORTH COAST ADVISORY COUNCIL  
DISPUTE RESOLUTION POLICY  
JUNE 26, 2016**

**Background:** Periodically a dispute arises that goes beyond the normal give-and-take of a body dedicated to discussion of issues, some of which may be controversial. The NCAC Executive Committee recognizes that, at present, there is no formal policy or procedure for resolving such disputes. Therefore, the Committee proposes the following for consideration and adoption by the NCAC.

**Policy:** A dispute is not merely a disagreement although it may arise from one. For purposes of this Policy, a dispute is a conflict, that if not resolved, will disrupt the orderly function of the NCAC. It may involve two or more Council members or one or more members of the public and at least one Council member.

It is the responsibility of the Executive Committee, and ultimately the entire Council, to resolve disputes to restore order. If a dispute involves a violation of a member's obligations under the Conditions of Service Agreement, the Council may consider removing such member according to provisions in the Bylaws.

**Procedure:**

1. A Council member or a member of the public engaged in a dispute may forward to the Council Chair a request for resolution describing the dispute.
2. The Chair will distribute the request to the Executive Committee.
3. The Committee will decide, by majority vote, whether to take up the request.
4. The Chair will inform the requestor of the Committee's decision.
5. If the Committee decides to take up the request, the Chair will convene a meeting and invite all parties to the dispute to attend. Each party will have an opportunity to present his/her understanding of the dispute. The Committee's role will be to attempt to mediate a resolution acceptable to all parties.
6. If the parties are not satisfied, the dispute will be added to the agenda of either a regular or special Council meeting. At that meeting, the parties to the dispute will have an opportunity to present their understanding of the dispute. The Council may determine to take action after such presentation. If the Council does take action, it will be through proper motions and votes consistent with the Bylaws.
7. Once the Council decides whether or not to take action, no further presentations on the subject matter of the dispute will be heard unless the Council decides, through proper motion and vote, to reconsider.