MEDIATION CONFERENCE
Interboard Arbitration
Guidelines & Procedures
CALIFORNIA ASSOCIATION OF REALTORS®

1. The purpose of interboard mediation is to assist members of different California Boards/Associations in settling disputes swiftly and informally.

2. The complainant(s) seeking mediation submits a completed Request for Mediation (M-1) along with form IBA-1 and supporting documentation. All named respondents will receive a copy of the documents.

3. Respondent(s) then have the opportunity both to respond to the Arbitration Complaint (IBA-1) using the Arbitration Response form (IBA-2) and to complete a Request for Mediation (M-1) to indicate their willingness to mediate the dispute.

4. Since mediation is voluntary, C.A.R. will only schedule a mediation conference upon agreement of everyone in the complainant and respondent parties.

5. C.A.R. maintains a pool of Mediators who are selected based on the expertise and background required by the pending dispute. The parties will have 15 days to challenge a mediator.

6. If the parties decide on a mediation conference, C.A.R. selects a Mediator and forwards copies of the complaint (IBA-1), response (IBA-2) and supporting documentation to that person, and sets a date for the mediation conference, which is held virtually. All participants receive at least 21-days' notice of that date.

7. C.A.R. will consider requests to postpone a mediation conference upon written notice and with proper justification.

8. While parties may be represented by legal counsel, no other third parties or witnesses are permitted at the mediation conference. Parties must provide C.A.R. with notice of counsel at least 15 days prior to the mediation.

9. If the parties reach settlement at the conference, they execute a Mediation Agreement and Stipulated Arbitration Award, which the Mediator forwards to C.A.R. C.A.R. will then cancel the arbitration and refund the arbitration filing fee, less $250.00.
   If the parties do *not* resolve the dispute, or if any party fails to appear, the Mediator advises C.A.R. that mediation was not successful and C.A.R. will then schedule an interboard arbitration hearing.

10. The Mediator will not participate at the interboard arbitration hearing if one is necessary. All parties to a mediation conference and the Mediator have an obligation to maintain and protect the confidentiality of the mediation process. C.A.R. does not record the mediation conference.