

Dispute resolution steps

Adopt these steps by board vote before you need them. When a disagreement can't be settled in a meeting, follow them in order.

STEP	WHAT HAPPENS	TIME LIMIT	DONE
1. Talk directly	The people involved meet, with the president if either wants. Focus on the proposal and its impact, not each other.	Within 7 days	☐
2. Cool off	The issue pauses. The board keeps working on everything else. Nobody campaigns for their side in the meantime.	Up to 30 days	☐
3. Neutral review	A small committee of members not involved, or an outside mediator, hears both sides and recommends a resolution based on the code of conduct and the club's goals.	Within the 30 days	☐
4. Board decision	The board votes on the recommendation. Members involved in the dispute may speak but do not vote. The decision stands.	Next meeting	☐

DEBATE RULES FOR CONTENTIOUS ITEMS

- Every proposal comes with a written impact note: cost, who it affects, which goal it serves, and what it replaces.
- Speak to the proposal, not the person.
- Each person speaks once before anyone speaks twice.
- Personal complaints go to the president privately.
- The chair may move a personal dispute to closed executive session.
- After the vote, everyone supports the decision in public.

RECORD

ISSUE	
PEOPLE INVOLVED	
DATE RAISED	
OUTCOME AND DATE	

Board code of conduct

Each board member reads and signs this at the start of every term. The secretary keeps the signed copies.

As a member of this board, I will:

1. Put the club's mission and members ahead of my own preferences.
2. Come to meetings prepared, having read the agenda and reports.
3. Disagree about ideas, and treat every board member with respect.
4. Disclose any conflict of interest and step out of votes where I have one.
5. Keep confidential matters confidential, including anything discussed in executive session.
6. Support board decisions in public once they are made, including ones I voted against.
7. Raise concerns about another board member privately with them or with the president, never on social media or in the parking lot.
8. Follow the dispute resolution steps when a disagreement can't be settled in a meeting.
9. Do what I say I'll do, by the date I said, or tell the board early if I can't.

Name and role

Term

Signature

Date