



## **Roster and Appointment Protocol**

### **The Committee**

Each year a Roster and Appointment Committee (the "Committee") shall be struck consisting of 7 members who will agree to sit for a minimum of one year and a maximum of three years.

Members of the Committee shall not be able to accept appointments by the Committee while being a member, but may be appointed directly by one or both of the parties to any dispute.

A Chair shall be appointed who shall act as Chair for 1 year.

A sub-committee of three shall be required to set any Roster or to make any Appointment.

### **The Criteria**

All Rosters and Appointments shall be made from the membership of ADRIC.

Any Roster requested by any client or group of clients shall be set based upon the criteria provided by the client and the Committee's determination as to who best meets that criteria should the clients request the list be limited to a certain number of potential arbitrators or mediators.

Any Appointment requested by a client or group of clients shall be made based upon the Committee's determination as to who best meets the requirements of the Appointment, taking into account background, experience, qualifications, location and any other criteria that may be relevant in the circumstances.

If numerous people are equally qualified for a Roster or Appointment consideration should be given to distributing the work available to as many different people within our membership as possible.

Unless otherwise required by the client, Roster's shall be re-constituted every two years. If a person named on a Roster ceases to be a member of ADRIC or fails to maintain the necessary qualifications for the Roster, their name shall be immediately struck from the Roster.

### **The Process**

All requests to set a Roster or make an Appointment shall be sent electronically to the ADRIC office in Toronto. The parties shall include all information they deem necessary in the circumstances, but all requests must include the:

- full name of all parties;
- names of counsel or representatives;
- basic nature and circumstances of the dispute;
- amount in dispute; and

any qualifications that the parties require of the Arbitrator or Mediator including whether any specific subject area expertise is desired or required and if so, the details of same.

The office shall immediately forward all such requests to the Chair.

All requests shall be circulated by the Chair to the Committee who shall each advise if they are able to participate in the Roster selection or Appointment or if for any reason they are conflicted from participating.

The Chair will then advise the Committee of who shall make up the sub-committee of three for the particular request.

All deliberations are strictly confidential and no reasons for appointing or for not appointing shall be disclosed under any circumstances.