



Alternative Dispute Resolution (ADR) Committee Charter

Purpose

The Lancaster Bar Association ("LBA") Alternative Dispute Resolution (ADR) Program promotes the fair, efficient, and cost-effective resolution of civil disputes through mediation and arbitration. The program provides an alternative to traditional litigation by offering qualified neutral professionals who assist parties in resolving disputes in a timely, professional, and impartial manner.

The ADR Program is intended to:

- Increase access to alternative dispute resolution services;
- Encourage the early and voluntary resolution of disputes;
- Reduce the time and expense associated with litigation;
- Maintain a roster of qualified mediators and arbitrators;
- Promote high standards of professionalism, ethics, and neutrality; and
- Serve attorneys, businesses, organizations, and members of the public throughout Lancaster County.

Authority

The ADR Program is established and administered by the LBA under the authority of its Board of Directors.

The Board delegates the day-to-day administration of the program to the Executive Director and/or Director of Programs, subject to the policies adopted by the Board.

Scope

The ADR Program administers:

- Mediation services;
- Arbitration services;
- Recruitment and management of mediator and arbitrator panels;

- Training and continuing education requirements;
- Case administration and scheduling; and
- Program policies and procedures.

The program is available for civil disputes, except matters that are not appropriate for mediation or arbitration under applicable law. Criminal matters are not eligible.

Administration

The Executive Director and/or Director of Programs shall administer the ADR Program and shall:

- Maintain the roster of approved mediators and arbitrators;
- Receive and process applications for panel membership;
- Coordinate case intake and assignments;
- Collect and administer program fees;
- Monitor compliance with program requirements;
- Maintain program records;
- Recommend revisions to program policies and procedures; and
- Perform other duties necessary for the efficient operation of the program.

ADR Committee

The ADR Committee serves in an advisory capacity to the Board of Directors and assists with the development and oversight of the ADR Program.

The Committee shall:

- Recommend policies and procedures for the program;
- Review applications for panel membership when appropriate;
- Consider requests for training waivers;
- Recommend training standards and continuing education requirements;
- Assist in evaluating program effectiveness; and
- Make recommendations regarding panel composition and program improvements.

The Committee may make final administrative decisions regarding panel applications, training waivers, and panel compliance matters as authorized by the Board and these procedures.

Panel Standards

The LBA shall maintain approved panels of qualified mediators and arbitrators.

Panelists shall:

- Meet all eligibility requirements established by the LBA;
- Maintain required training and continuing education;
- Maintain professional liability insurance, when required;
- Conduct proceedings impartially and professionally;
- Promptly disclose conflicts of interest; and
- Comply with all program policies and ethical standards.

Program Principles

The ADR Program is founded upon the following principles:

- Neutrality and impartiality;
- Fairness;
- Confidentiality, where applicable;
- Professionalism;
- Accessibility;
- Integrity; and
- Respect for all participants.

Review of the Charter

This Charter shall be reviewed periodically by the ADR Committee and the Board of Directors. Amendments may be adopted by the Board as necessary to ensure the continued effectiveness and integrity of the ADR Program.

Adopted September 14, 2026.