



Oregon Judicial Department – Lane County Circuit Court

Arbitration Commission

Purpose and Governance Structure

August 2024

1 PURPOSE

Pursuant to UTCR 13.030 the purpose of the Lane County Circuit Court Arbitration Commission is to supervise the arbitration program and to give advisory opinions related to arbitration.

2 MEMBERSHIP

The arbitration commission shall include the presiding judge or their designee and four attorneys. Service as an arbitrator is not required for membership, and the ideal commission should have a mix of arbitrators and non-arbitrators with diverse practice specialties. Members are appointed to the commission by the presiding judge to a four-year term. Member terms can be renewed.

The trial court administrator is an ex officio member.

The commission is staffed by the arbitration clerk and the calendar unit supervisor.

3 GOVERNANCE STRUCTURE

3.1 CHAIR DUTIES

The presiding judge or their designee shall serve as the commission chair. The chair, with the assistance of court staff, shall build the meeting agendas and facilitate the meetings.

3.2 MEMBER RESPONSIBILITIES

Committee members are expected to attend and participate in all meetings. Absenteeism may result in removal from the commission. Members will suggest agenda items to the chair that arise from their experience, committee memberships, or constituencies.

3.3 COMMISSION RECOMMENDATIONS

Commission recommendations are determined by consensus. Recommendations of the commission shall be forwarded by the chair to the presiding judge for review and approval.

4 MEETINGS

4.1 SCHEDULE:

The arbitration commission shall meet as often as necessary to complete its goals. At minimum, annual meetings will be held.

5 WORKGROUPS/SUBCOMMITTEES

Ad hoc workgroups may be created. Recommendations of workgroups will be presented to the full commission for review.

6 DOCUMENT REVISION HISTORY

| Date | Action |
|------------|---|
| 05/2/2024 | Draft for review by commission workgroup |
| 08/07/2024 | Revisions incorporated for presentation to commission |