

Example of an Informal Process for an In-Person Meeting (approved of by Societies Consortium Exec. Comm. for used at Societies Consortium in-person Convening):

1. Two authorized facilitators from the Executive Committee, will speak to those directly involved and assess the situation. They will determine if it is one that can (and should) be diffused by a word with and lesson learned by those involved—or if it appears that a person should leave the meeting, potentially have other consequences imposed (to be decided by the Exec Comm later), or (highly unlikely to occur) may require police involvement at the time.
2. Facilitators will work together if the situation is one requiring real fact-finding, not diffusion. If so, they will instruct all involved of the importance and ethical imperative of maintaining confidentiality to enable a review.
3. Facilitators will also serve as fact-finders and will conduct their discussions and work in a separate area and will make notes of time, people involved, situation/facts and how all is handled. They will keep the fact-finding and any appropriate amicable resolution separate from any real consequences decision.
4. EducationCounsel Consortium senior administrators will be available for consultation, if needed. Senior Leadership of the Exec. Comm. will be informed promptly after a situation is diffused, or for involvement if more action may be needed.
5. In addition to an empathetic ear for anyone in distress, fact-finders will ask each of the target and accused if the person needs a quiet place to be for a while, or any other help to feel safe.
6. Any Exec. Comm. member (other than fact-finders), or EducationCounsel Consortium senior administrators, can require a person to leave the meeting to address safety or non-disruption issues, which aside from the highly unlikely need to call police, is the only on-site/at the time consequence (except as provided in 8). Two people in that group will confer on that decision if feasible. That decision and who was involved in making it also will be recorded in notes.
7. The Exec. Comm. will be notified of any occurrence that requires these interventions during or at the end of the meeting (and in the event of an unlikely significant incident) can convene at the meeting site.
8. If anyone is made to leave the meeting or a situation otherwise seems not be fully addressed, the Exec. Comm., or a subgroup determined by the Exec. Comm. Co-Chair, promptly at the end of the meeting or during the meeting, depending on need, will make any decision on whether further immediate action is required. This could—after the target and accused have been given an opportunity to convey their sides of the situation to the facilitators—include, e.g., notification to the home society of and/or short temporary suspension of the accused from Consortium involvement. With consent of the target, their home society will also be informed. (Such notice may have to be given after conferring with and offering support to the target, if notifying their home society is needed for safety or other compelling reasons.) After complying with the immediate requirement to leave the meeting, the accused may request the Co-Chair of the Exec. Comm. or designee who is not involved in the original decision to review the appropriateness of that requirement, but only if new facts arise, there was a consequential conflict involving the factfinder or decision-makers, or there was no rational basis for imposing the requirement (with facts viewed most favorably to supporting the consequence).

9. Promptly after the meeting, the Exec. Comm., or a subgroup formed by the Co-Chair, will convene to further review the matter if banning (or an indefinite suspension) from further Consortium participation may be warranted and to consider whether there is the possibility for community building opportunity (alone or in combination with other steps), or any other steps may be warranted.

10. The individuals directly involved (target and accused) will be informed of the immediate action taken (e.g., removal from the meeting) and that the Exec. Comm. or a subgroup of it will review and decide any further needed action.

11. If an easy diffusion isn't appropriate or hasn't resolved the matter and there are witnesses, they will also be contacted by the facilitators/fact-finders during the convening. They will be instructed on the importance and ethical imperative to maintain confidentiality to enable a review.

12. Designated members of the Exec. Comm. will also be brought in promptly if anyone is required to leave the meeting or if there otherwise may be social media or other media attention, and all Exec. Comm. members will be advised of how this aspect is being addressed. Also to be considered will be whether any statement at the meeting is needed. (Care will be taken to maintain confidentiality respecting individuals involved, if possible; and, in any event, to not make prejudgments—and make clear no prejudgments are being made—if someone is accused and there will be further review and opportunity to bring facts to light before facts and final consequences are decided.)