

If you have questions or need additional information, please contact the Michigan Department of Civil Rights as follows:

Telephone (toll-free)
1/800.482.3604

TTY 1/877.878.8464

Website:

www.michigan.gov/mdcr

Produced under the authority of PA 453 and PA 220 of 1976, as amended

Web only; no copies printed

Revised December, 2011

Previous versions obsolete

A Guide to the Conciliation Conference



Only Fair Is Fair.

What is a conciliation conference?

A conciliation conference is a confidential meeting between representatives of the respondent (person against whom a complaint is filed) and the Department of Civil Rights. The conference is held in a final attempt to resolve a complaint of unlawful discrimination before proceeding to an administrative hearing.

These conferences are held when the Department has made an initial determination that there is sufficient evidence in support of a claimant's allegations of unlawful discrimination to warrant filing a charge and proceeding to hearing.

Who attends the conference?

The rules of the Michigan Civil Rights Commission require that a **respondent** shall be invited to participate in a conciliation conference before a charge of discrimination is issued. The claimant (person who filed the

complaint) does not personally participate.



What happens during the conference?

A full discussion of the claimant's allegations and the evidence supporting a finding of unlawful discrimination takes place. The conference participants have an opportunity for open dialogue about the information gathered during the investigation. The Department cannot disclose what transpired during the conference without the permission of the respondent. In addition, the conciliator presents a proposed adjustment or settlement to the respondent.

What if the parties reach an agreement?

If the respondent accepts the proposal of the department or submits a counter proposal or offer, the proposed settlement is presented to the claimant and/or the claimant's legal representative. The conciliator, upon securing the acceptance and signatures of all parties to the agreement, can process the complaint for closing.

What if an agreement is not reached?

After the conference, the Department may continue to process the complaint by:

- conducting additional investigation;
- referring the case for final legal review with a recommendation that the case proceed to an administrative hearing;
- dismissing the complaint based on the information revealed during the investigation and conciliation processes.