**Section 110.100 Selection and Appointment of Arbitrators**

a) The parties should notify the IAS of their selection of an arbitrator. The arbitrator, upon notification by the parties, shall notify the IAS of his selection and willingness to serve. Upon notification of the parties' selection of an arbitrator, the IAS will make a formal appointment of the arbitrator.

b) Where the contract is silent on the manner of selecting arbitrators, the parties may wish to consider one of the following methods for selection of an arbitrator from a panel:

1) Each party alternately strikes a name from the submitted panel until one remains.

2) Each party advises the IAS of its order of preference by numbering each name on the panel and submitting the numbered list in writing to IAS. The name on the panel that has the lowest accumulated numerical number will be appointed.

3) Informal agreement of the parties by whatever method they choose.

c) The IAS will, on joint or unilateral request of the parties, submit a panel or, when the applicable collective bargaining agreement authorizes, will make a direct appointment of an arbitrator. Submission of panel or name signifies nothing more than compliance with a request and in no way constitutes a determination by the IAS that the parties are obligated to arbitrate the dispute in question. Resolution as to the propriety of such a submission or appointment rests solely with the parties.

d) The arbitrator, upon notification of appointment, is required to communicate with the parties immediately to arrange for preliminary matters, such as date and place of hearing. Hearings are to held within twenty-five (25) days of the date of appointment, unless otherwise dictated by the schedule of the parties.