

LABOR-MANAGEMENT COMMITTEE

Sample Charter

The purpose of the Ground Rules is to conduct fair and effective Labor Management Committee (LMC) meeting.

1. Membership

The parties agree that the LMC will consist of ____ () members from both the union and management

It is mutually agreed that, during the first year of the LMC, the primary designees will attend meetings with no substitutes allowed. In the event that any of the individual members vacate a representative will be selected by the appropriate party to fill the position will attend the Council meetings.

2. Quorum

In order to conduct meetings, there must be a minimum of ____ () members present consisting of both the co-chairs (mandatory) and at least ____ () additional members from each side. Guests are allowed to attend the meetings on a case-by-case basis subject to the mutual agreement of both co-chairs.

3. Chair

The two co-chairs will alternately conduct meetings, each chairing the session ever other time on a rotational basis.

4. Meeting Frequency

LMC will strive to meet monthly during the first year or as later agreed to within the LMC. The proposed date, time, location and duration of the next meeting will be confirmed during each meeting. The initial proposed schedule of meetings is as follows:

5. Agenda

Co-Chairs will jointly develop and distribute the following meeting's agenda one week prior to the meeting. If there are materials for read-ahead, those with responsibility for the material will also attempt to distribute information to LMC members on the same schedule.

6. Minutes

The co-chair not conducting the meeting is responsible to see that meeting minutes are documented, sent out for review and distributed to LMC members.

LMC members from management will distribute the approved minutes to staff through the supervisory chain. The union will, at their discretion, print and post copies of the minutes on union bulletin boards at the work site.

7. Decision Making

LMC decisions will be reached by consensus. The decisions, actions, and recommendations coming out of the LMC belong to the LMC and not to the union or management.

8. LMC and Labor Agreement

Negotiations and grievances will be dealt with by procedures identified in the Collective Bargaining Agreement. In these areas, the LMC will not impose itself or act as a substitute to the Collective Bargaining Agreement.

Nothing stated in the meetings or minutes will be used by either party in a grievance or arbitration hearing or a ULP proceeding.

9. LMC Performance

The LMC will periodically evaluate the effectiveness of its work at least annually.

10. Withdrawal of Process

Both the union and management are committed to the LMC and will strive to make the LMC productive. Should either party choose to withdraw from participation in the LMC, they shall provide written notice to the other party. Prior to any final decision on withdrawal, both sides can call for a 60-day cooling off period and/or use of mediation to try and resolve issues.

11. Rules of Operation

- All members are responsible to review and commit to the “rules”.
- Enhanced and effective communications is the #1 objective.
- Full and equal participation by all members.
- Be punctual; come prepared.
- Maintain an atmosphere of mutual respect at all times.
- We will concentrate on issues within our control.
- Confidentiality will be identified and respected.
- Individuals will not be identified with a specific statement or issue.
- Everyone will be allowed to voice opinions and concerns.
- One person speaks at a time. No sidebar conversations.
- Maintain a Council perspective, not only a personal perspective.
- Cell phones, pagers or similar devices will be turned off or places in a non-ringing mode during the conduct of the meetings. If cell phones, pagers, etc. ring in the silent mode during a LMC meeting, the person receiving the call will exit the meeting room to answer the call.