

# **Montana State University-Northern Labor/Management Committee Charter**

## **Mission**

The mission of the Montana State University-Northern Labor/Management Committee is to facilitate face-to-face communication between labor and management representatives, gather and share information on issues of mutual concern, and to resolve issues.

## **Goals and Objectives**

The Montana State University-Northern Labor/Management Committee will:

- Work as peer partners to develop strong labor/management communications across campus and to seek solutions intended to benefit labor/management relations and the work environment in general.
- Use collaborative decision-making processes to review issues and concerns, to recommend program and policy modifications, and to resolve problems.
- Work together to investigate, study, and discuss possible solutions to mutual problems affecting labor/management relations.

## **Authority and Responsibility**

The Montana State University-Northern Labor/Management Committee has both the authority and responsibility to recommend policy changes depending upon the circumstances of the issue being discussed.

It is the responsibility of the members to communicate, in a timely manner, all decisions that affect their relative constituencies.

Each topic shall be discussed fully and action reached before proceeding to another topic. Topics requiring further study may be tabled. Where a mutually satisfactory decision is not reached in the course of the meeting, the Chair will determine whether discussion on the topic shall be continued at the next meeting, or the issue will be referred to its proper place in the labor/management relationship (e.g. grievance procedures, negotiations).

The following items will be excluded from discussion by the Labor Management Committee:

- Topics currently being bargained.
- Current and unfair grievances and unfair labor practices.

## **Decision Making**

Decisions will be made by consensus, defined as agreement between the labor and management teams. All members will be given ample opportunity to express opinions. The positions of individual members may reflect varying degrees of enthusiasm for the team decision, but once agreement has been reached by consensus, all Committee members agree to support the Committee decisions.

Each topic shall be discussed fully and action reached before proceeding to another topic. Topics requiring further study may be tabled. Where a mutually satisfactory decision is not reached in the course of the meeting, the Chair will determine whether discussion on the topic shall be continued at the next meeting, or the issue will be referred to its proper place in the labor/management relationship (e.g. grievance procedures, negotiations).

## **Committee Member Conduct**

Attendance is required. Committee members who miss two consecutive meetings may have their membership re-evaluated, and may be replaced. Meetings will start and end at the times announced. Members agree to stay in the meeting until its conclusion. Cell phones and pagers must be turned off during the meeting. If unexpected and important business arises, disruptions shall be kept to a minimum.

Members will communicate openly and candidly, without striving to dominate or control conversation. There will be no caucusing. Members shall be respectful, listen, pay attention, talk one at a time, keep an open mind to others' views, and seek clarification when necessary. When sharing information with constituents, members recognize that they are representing the Committee as a whole, and that it is inappropriate to attribute issues, discussion and decisions to any particular member.

## **Information Dissemination**

Appropriate information will be made available to constituents and posted to the MSU-Northern website. The Chair will distribute meeting minutes via e-mail to all Committee members within one week after the meeting, and will be posted to the MSU-Northern website.

Confidentiality is an important aspect of the Committee. When sharing information with constituents, members recognize they are representing the Committee as a whole, and that it is inappropriate to attribute issues, discussion, and decisions to any particular member.

## **Release Time**

Union members will receive release time for scheduled meetings and for special assignments. Management will commit to offer an alternate work schedule for permanent members to attend.

## **Committee Membership**

Membership will be comprised of three labor representatives and three management representatives. Labor and management determine Committee membership for their respective group. Terms are for two years. Appointments will commence on January 1 of each year. No committee member may serve more than two consecutive terms. In addition to the regular committee membership, the HR Director shall serve as the ex-officio, non-voting chair of the committee.

Labor and management will each maintain a substitute list of 2-4 alternates. Alternates will have the same responsibility and authority as permanent members, and will be briefed prior to the meeting by the permanent member who will not be attending. Alternates are welcome to attend any and all LMC meetings but are not required to do so. \*\*\*Those members who have completed two consecutive terms as a regular member may still serve as an alternate member on the committee as needed.

Additional resource persons may be invited to meetings for informational purposes only. Attendance will be approved prior to the meeting by Committee consensus. Additional resource persons' participation will be limited to the topic they are invited to speak about, and will not participate in the entire meeting.

Guests and observers will not be permitted.

## **Chair Responsibilities**

The HR Director will serve as the standing ex-officio, non-voting Chair of the LMC Committee.

Facilitation of the meetings will be handled by the Chair. The Chair will ensure that meetings progress in a timely fashion.

## ***Agendas***

The Chair will prepare agendas for each meeting. Items for the agenda must be submitted ten working days in advance of the meeting. Agendas will be established five working days prior to the meeting and will be disseminated via e-mail to all members. The Chair will review submitted items to identify those that can be resolved by the authority of the Committee, and will identify those items which will require outside information or authority. In cases requiring outside information, the Chair will select the appropriate person or persons for consultation.

### ***Minutes***

The Chair will appoint someone to take the minutes of the meetings. The contents of the minutes will include decisions, attendance, and a brief synopsis of issues and pertinent discussion attributed to the committee as a whole. The Chair will review draft minutes for accuracy and appropriateness prior to distribution, and will be responsible for posting the final copy to the MSU-Northern website.

### **Quorum**

No meetings will be held with fewer than three union representatives, three management representatives, and the Chair present.

### **Meeting Frequency**

Meetings will be held quarterly in January, April, July, and October on the 4<sup>th</sup> Wednesday for approximately two hours from 3:00 to 5:00 p.m. Additional meetings may be scheduled as needed.

Revised 3/10/15 – committee voted to meet quarterly as opposed to monthly.

*Revised January 7, 2009*