

# **Labor-Management Committee (LMC)**

## **Process Agreement Template**

### **ARTICLE I - *Membership***

- The Labor Management Committee (hereafter “LMC” shall be made up of members comprised of the following: (list labor and management groups participating in the LMC and the number of representatives from each group.)
- Any ad hoc members?
- Once named there will be no alternates.
- The LMC shall review this structure annually.

### **ARTICLE II - *Terms of Office***

- Members will commit to a two year term; except for the initial year when one-half of the membership shall commit to a one year term. Thereafter, LMC members will be replaced or re-appointed every two years by their respective groups. Term Begins: \_\_\_\_\_ (*Date*)
- Each respective group shall appoint replacement members to complete a vacated term.

### **ARTICLE III - *Committee Officers***

- The officers of the LMC shall consist of two Co-Chairs (one Labor and one Management) and one recording Secretary.
- Co-Chairs will serve for two years: except for the initial year one Co-Chair will serve a two year term and the other a one year term. Thereafter, Co-Chairs will be replaced or reappointed by their respective groups. Term Begins: \_\_\_\_\_ (*Date*)
- Recording Secretary and their term will be determined by consensus of the LMC.

#### **ARTICLE IV - *Duties of the Co-Chairs***

- Make meeting arrangements and prepare room.
- Conduct and facilitate meetings on a rotating basis.
- Finalize Agendas and ensure members have Agenda and Meeting Notes from previous meeting one week before meeting.
- Maintain the permanent file of meeting Agendas, Meeting Notes, and Recommendations.

#### **ARTICLE V - *Duties of the Recording Secretary***

- Keep Meeting Notes.
- Type Meeting Notes and Agendas, then forward to Co-Chairs for distribution to members.
- Assist Co-Chairs with any other LMC communication needs

#### **ARTICLE VI - *Meeting of the Committee***

- The LMC will meet monthly. The meeting dates will be set annually, if possible. Additional meetings may be scheduled by consensus of the LMC.
- The duration of the meetings will be two hours unless shortened or extended by consensus.
- Meetings will end with a Wrap- Up, to evaluate how well the meeting went and then to discuss the next meeting date, time, location, Agenda, and homework.
- LMC meetings will follow established Agendas and Norms of Collaborative Work.

## **ARTICLE VII - Quorum**

- In order for the LMC to conduct business a quorum must be present.
- A quorum shall consist of \_\_\_\_\_ members including one Co-Chair. The number of members must, at a minimum, be composed of \_\_\_\_\_ representatives from each group listed in Article I.
- If members are unable to attend a meeting they should contact the Co-Chairs as soon as possible so a quorum can be determined.

## **ARTICLE VIII - Committee Action**

- Actions by the LMC will be by consensus only.
- Only LMC members can participate in consensus decision making.
- LMC decisions are recommendations only. Recommendations will receive a response, as needed, from the appropriate Labor and Management representative.
- The LMC is not a collective bargaining forum. However, the LMC recommendations can be forwarded to negotiators for consideration and incorporation into collective bargaining.
- It is the obligation of members that miss a meeting to get information from that meeting. They cannot re-open decisions made in their absence
- The LMC may form sub-committees as needed.
- The LMC may invite resource persons for a topic on the agenda.

## **ARTICLE IX - Committee Assessment /Feedback**

- A self-assessment will be completed annually by the LMC. The Purpose Statement, Process Agreement, Norms of Collaborative Work, and LMC accomplishments will be reviewed to determine if any adjustments to the LMC need to be made.
- An assessment /feedback of the LMC by the employees (both Labor and Management) will be completed every three to five years.

**ARTICLE X - *Compensation***

- LMC meeting participation by members will be considered time worked.
- Meeting participation shall not generate overtime.

**ARTICLE XI - *Amendments to the Process Agreement***

- Changes and amendments to this Process Agreement may be proposed at any meeting of the LMC and shall be considered for consensus at the next meeting.

**This Process Agreement was adopted by consensus of the members listed in Article I on \_\_\_\_\_ (date)**