

# Interest-Based Bargaining (IBB) Process Agreement Template

## 1. Team Members

Union

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Management

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Recorder \_\_\_\_\_

## 2. Quorum

- Union - 3 members, one must be chief negotiator
- Management - 3 members, one must be chief negotiator

## 3. Arrangements

- Dates and times of scheduled meetings: \_\_\_\_\_
- Meetings will be held at: \_\_\_\_\_
- Breaks/lunch/dinner
- Table set-up - U shaped facing flip chart or screen
- Mix seating each meeting

#### 4. Meeting Format

- Review Norms for Collaboration
- Review Agenda
- Breaks - regular breaks every 1 to 1½ hours
- Lunch/dinner (if needed) - arrangements will be determined by team at prior meeting.
- Wrap-up - last half hour
  - ✓ Evaluate
  - ✓ Homework assignments and meeting arrangements
  - ✓ Next meeting agenda
  - ✓ Communication: What do we want to communicate to others and how are we going to do it?

#### 5. Recording Process

- Facilitator - Use flip chart for **Issue Recording**
- Laptop with **Issue Recording** format will be used
- Designated Recorder distributes **Issue Recording** material to team members
- Personal notes OK, but notes and discussions will not be used outside this process

#### 6. Communication

- Will be verbal and/or written - what is communicated to constituents will be agreed upon at the end of each session.
- Press - Chief negotiators will be “official” spokespersons.

## **7. Caucus**

- Can be called by either side when needed.
- Will be minimal and of short duration.
- If more time is needed, the other side will be informed.

## **8. Sub-Committees/Outside Resources**

- May be used with consensus of IBB team.

## **9. Ratification**

- Total IBB tentative agreement reviewed by teams for final consensus.
- Union votes per their ratification process.
- Submit to governing body for approval pursuant to their ratification process.

## **10. Observers**

- OK with notification and agreement of IBB team.

## **11. Amendments**

- The Process Agreement may be amended by consensus.

## 12. **The Issue Cut-Off Date:**

- Set date when no new issues will be added without consensus.

## 13. **Use of Discussions/Materials**

- Discussions and materials will not be used outside the IBB process (i.e.: traditional union principles, non-mandatory subjects of bargaining, management rights, etc.)
- Use of otherwise public data will not be limited to this process.
- Use of work product and options only permitted outside of IBB if both parties agree and sign off.

## 14. **Opt Out Provisions**

- Either party may opt out of the process after discussion with other party.
- Agree by consensus if any of the IBB tentative agreements will carry over to new process.
- Remember **Norms for Collaboration** during this discussion.
- No retribution.