

**LOCAL 17
NEGOTIATING COMMITTEE
GUIDELINES
(ATTACHMENT B)**



AT THE TABLE:

- The Union Representative is the “Spokesperson” for the Negotiating Committee “Committee”. The Spokesperson will present all formal proposals at the table, unless arranged otherwise by the Spokesperson.
- Committee participation in discussion at the negotiating table is vital to the negotiating process. When participating in discussion at the negotiating table it is critical that each Committee member thoroughly understand the Committee’s goals and interests so as to not undermine the Committee at the table.
- It is crucial that the Committee present to management that the Committee is united on issues and speaks with one voice. If there is disagreement among Committee members the members will resolve the issue away from the table in caucus or in a Committee meeting. If a disagreement between Committee members occurs while at the bargaining table with management it is important not to express, verbally or physically, the disagreement in front of management. Instead, when you disagree with a Committee member or with the Spokesperson discreetly call for a caucus.

COMMUNICATION WITH LOCAL 17 MEMBERS:

- At the end of each bargaining session, the Committee will reach consensus on how the meeting will be summarized and will, to the extent possible, transmit this message and no more.
- It is the responsibility of each Committee member to stop “rumors” in the workplace by communicating accurate information to replace it.
- As schedules allow, Committee members will participate in Local 17 membership meetings to help communicate about negotiations.
- Committee members will coordinate with Local 17 staff to assist in Local 17 communication through various means including stewards, policy committees, action networks, newsletters, electronic communications and others as agreed.

COMMUNICATION WITH MANAGEMENT

- Communication with membership takes precedence over communication with management or other unrepresented people.
- Committee members will not undermine the bargaining process by disclosing to management or any other unrepresented people more information than the Committee has agreed to disclose to Local 17 members.
- The Committee will educate members about the importance of fully supporting the Committee in its representational capacity so that the Committee is viewed by management as speaking for the membership.

INTERNAL COMMITTEE COMMUNICATION

- If any member of the Committee should leave the Committee the departing member will not undermine the Committee or negatively impact the ability of the Committee to achieve the interests of Local 17.
- Committee members will address conflicts internally within the Committee and will not involve parties who are unable to assist in the resolution of the conflict.
- Committee members will not participate in groups whose purpose it is to undermine Local 17 or the Committee.
- The Committee will utilize Local 17 staff as a resource to help with disputes that arise within the Committee or with the larger membership.
- Each Committee member is responsible for creating an atmosphere of reasoned discourse where all Committee members are treated with the respect due them in their representational role.

WITH THE PRESS

- In general, the Committee members will strictly adhere to a “No Comment” policy with the press.
- Local 17’s designated press representative will coordinate with the Committee strategic press contacts and will assure that the Committee is kept apprised of all press communications.