

**LABOR MANAGEMENT COMMITTEE**  
**Gallatin Gateway School Charter**  
**February 25, 2015** *(revised November 30, 2015)*

The purpose of the Charter is to conduct fair and effective Labor Management Committee (LMC) meetings.

**Mission:** To participate in a creative problem solving process to maintain a healthy environment for students, enhance the quality of work life for employees, and increase the overall effectiveness of the School District. We will focus on issues, not personalities, and interests, not positions, to create options to satisfy mutual and separate interests.

**1. Membership**

The parties agree that the LMC will consist of three (3) 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.

**2. Quorum**

In order to conduct meetings, there must be a minimum of two (2) members present consisting of both the co-chairs (mandatory) and at least one (1) additional member from each side. Guest presenters 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 may alternately conduct meetings, each chairing the session ever other time on a rotational basis.

**4. Meeting Frequency**

LMC will strive to meet monthly initially 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.

**5. Agenda**

Co-Chairs will jointly develop and distribute the following meeting's agenda one week prior to the meeting. The District Clerk will be responsible for posting the agenda in accordance with District policy. 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. Notes/Minutes**

A member of the LMC will be responsible to document meeting notes and minutes and distribute to LMC members. Approved minutes will be posted to the District website by the District Clerk.

**7. Decision Making**

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

#### **8. LMC and Labor Agreement**

Negotiations and grievances will be addressed through 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 an Unfair Labor Practice (ULP) proceeding.

#### **9. LMC Performance**

The LMC will 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 committee perspective, not only a personal perspective.
- Cell phones, pagers or similar devices will be turned off or placed 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.