

SAMPLE GROUND RULES FOR CONTRACT NEGOTIATIONS

1. The bargaining team for the Union, Local XXX (the “Union”) consists of the following persons:

Release time must be approved through _____.
2. The bargaining team for the Town consists of the following persons:
3. No more than ____ representatives from each side may be in attendance at any one time, except by mutual agreement.
4. Each bargaining team shall designate one bargaining committee member to act as primary spokesperson. This shall not be interpreted to prohibit any representative of either party from speaking on any issue at appropriate times.
5. All official proposals and counter-proposals shall be made through the primary spokesperson of each team.
6. At each meeting, the time, date and location of the next meeting will be scheduled or confirmed, along with a back-up date in the event of an unforeseen cancellation.
7. Other than in an emergency, each party will endeavor to give at least three days notice of cancellation.
8. Meetings shall normally be scheduled to begin at X:00 x.m., and will be held at the Town Hall. Each session will be approximately three (3) hours in duration unless it is mutually agreed otherwise.
9. Each side shall have the right to caucus at any time for a reasonable period of time and shall inform the other party of the anticipated length of the caucus.
10. Initial proposals shall be submitted by the Union by the first negotiating session. Initial proposals shall be submitted by the Town by the second negotiating session. No new proposals (as opposed to counter-proposals) shall be submitted by either side after the third negotiating session. All original proposals shall be presented in writing.
11. All tentative agreements will be reduced to writing, initialed and dated at the meeting agreed upon or by the next meeting . It is understood that all tentative agreements are subject to final agreement being reached.
12. At the conclusion of the negotiations, a memorandum of agreement shall be drafted and signed by the parties, subject to ratification by the bargaining unit and the Board of Selectmen, and to funding in each year of the agreement.

13. No tape recording or transcript shall be made of the bargaining sessions, and there shall be no official minutes or records. Both parties are free, however, to keep their own notes.
14. Negotiating sessions will be closed to the public.
15. The ground rules listed above constitute all the ground rules agreed to by the parties and they supersede any other agreements the parties may have made regarding ground rules.

AGREED TO AND ACCEPTED BY:

Union, Local xxx

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Town of XXX