

## **COMMITTEE CHARTER**

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<b>Committee:</b>	Negotiating Committee
<b>Committee Sponsor:</b>	Mount Royal Faculty Association
<b>Date Last Revised:</b>	May 24, 2017

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### **Mandate**

The Negotiating Committee shall represent the Association to the Board of Governors in all matters concerning negotiations of the Collective Agreement, but not in the processing of grievances. It shall report regularly to the Executive Board and to the Regular Members of the Association on the progress of its deliberations.

### **Authority**

The Negotiating Committee is a standing committee of the Mount Royal Faculty Association. Its members are elected by, and are directly accountable to, the Regular Members of the Association. It reports on its activities to the Regular Members of the Association and to the Executive Board through the Vice-President, Negotiations and the Contract Member Representative. Where appropriate, the committee will consult with the Regular Members and the Executive Board. The details of negotiations are to be kept confidential.

The committee has the authority to approve expenditures within its annual budget. To reduce costs, the committee is encouraged to make use of Faculty Centre services during negotiations.

The committee may review this charter as it deems necessary and submit proposed changes to the Executive Board for approval.

### **Membership**

The Negotiating Committee shall consist of:

- the Vice-President, Negotiations;
- the Contract Member Representative; and
- three Regular Members in good standing, at least two of whom shall be tenured, one to serve a term of two years and to be elected in odd-numbered years and two to serve a term of two years and to be elected in even-numbered years.

The committee shall select a chair and a vice-chair from among its tenured members.

Should negotiations continue beyond June 14, the sitting committee shall remain in place until such time as a Memorandum of Agreement is reached between the Negotiating Committee and the Board of Governors' Negotiating Committee. The newly elected members of the Negotiating Committee shall participate as non-voting observers.

### **Meetings**

Quorum for meetings of the Negotiating Committee shall be four members, one of whom shall be the Chair or Vice-Chair. In the event that a member of the Negotiating Committee is unable to serve for a period longer than two weeks, or must leave the committee as a result of termination of employment contract, loss of Association membership status, resignation from the Executive Board, resignation from the Negotiating Committee, or other unresolvable difficulties, and where it would be impractical or disruptive to seek a replacement, the Negotiating Committee may request the Executive Board's approval to reduce its quorum requirement temporarily to three members.

Minutes will be taken for all committee meetings and submitted to the Senior Administrative and Faculty Relations Officer for confidential filing.

### **Expected Activities**

The Negotiations Committee shall:

- represent the Association to the Board of Governors in all matters concerning negotiations of the Collective Agreement;

- consult members of the Association, including the Executive Board, in developing the Statement of Interests to be exchanged with the Board of Governors' Negotiating Committee prior to commencement of a full round of negotiations;
- where necessary, seek guidance during negotiations from the membership, including the Executive Board, or from other individuals or organizations who may possess information relevant to particular issues;
- keep the details of negotiations confidential;
- apprise the Executive Board of any discussions which may affect its responsibilities for administering the Collective Agreement;
- keep a record of negotiations, including the rationale for changes negotiated to the Collective Agreement, minutes, legal opinions, issues that remain in dispute, and other items that the next Negotiating Committee needs to be aware of;
- report regularly to the Executive and to the Regular Members of the Association;
- encourage colleagues' direct involvement and participatory engagement in the work of the committee;
- prepare a report for the Annual General Meeting describing the committee's work during the year and a summary of its expenditures.

## **Resources**

Article 21.3.8 of the Collective Agreement specifies that the Board of Governors shall provide all members of the Negotiating Committee with 48 SICH reassigned time in either the Fall or Winter semester of an academic year during which negotiations take place, with the exception of a limited salary/hourly rate re-opener, in order to prepare for and participate in the process of interest-focused bargaining.

All members of the Negotiating Committee, except for the Contract Member Representative, shall receive 48 SICH reassigned time from the Association in the Winter semester of every academic year during which negotiations take place. The Contract Member Representative shall receive an honorarium of 64 SICH paid at Step E6 of the contract lecturer hourly rate schedule from the Association in the Winter semester of every academic year during which negotiations take place and, where continuing negotiations are conducted during or beyond the Spring semester, an honorarium of 16 SICH paid at Step E6 of the contract lecturer hourly rate schedule prorated to the portion of the month in which negotiations take place.

Reassigned time shall normally be used to purchase release from instructional or equivalent duties in order to provide time for negotiations work.

The MRFA will provide a budget for the committee in an amount to be reviewed by the MRFA Treasurer annually or at the request of the committee.

The MRFA will support the work of the Negotiating Committee by providing research assistance and organizing job action, as requested.