



**MRFA**  
MOUNT ROYAL  
FACULTY ASSOCIATION

## Ratification of Agreements Policy

**Category:** Operational Policy  
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**Review Cycle:** *Last revision: 2026 Next Revision: 2027*  
**Policy Sponsor:** Negotiations Officer

### I. Overview

The aim of the MRFA's Ratification Policy is to ensure clarity and transparency of processes and parameters whereby the Association may ratify changes to the Collective Agreement with Mount Royal University, including the development of Memoranda of Understanding.

### II. Ratification of the Collective Agreement

#### a. Authority

At the Special or Extraordinary Meeting called to discuss the terms of settlement, the Ratification Meeting, members present have the authority to determine the method of voting in accordance with the MRFA Bylaws.

#### b. Eligibility

All Members of the Association are eligible to participate in ratification votes subject to any limitations determined by the membership in accordance with article II (above).

#### c. Process

The Association conducts balloting via a single ballot which is conveyed to the Membership online. Voting results shall be received, recorded, and reported in aggregate only.

### III. Memorandums of Understanding

In situations where a either a Letter or Memorandum of Understanding (LOU/MOU), or any form of agreement that modifies the terms and conditions outlined in the Collective Agreement, is required to address an emergent situation, the President may be authorised to sign a LOU/MoU with the University, subject to the process outlined below.

#### a. Limitations

This process shall apply in exceptional circumstances when collective bargaining is not underway. When bargaining is ongoing, requests for LOUs/MOUs shall be referred to the Negotiating Committee. Items shall be brought to the table by whichever team is deemed appropriate as determined by the interests involved in the LOU/MOU request. Where appropriate, the Negotiating Committee, through the VP Negotiations, may refer the request back to the MRFA Executive Board for action

#### b. Process for Association Initiated LOUs/MoUs

1. Should the Association deem it necessary to enter into an LOU/MOU, the Executive Board must approve the request in principle prior to approaching the University.

2. Requests shall be conveyed to the MRU Provost and VP Academic by the MRFA President, for discussion and negotiation.
3. The President in consultation with the VP Policy and the VP Negotiations shall create the text of the LOU/MOU and after completing discussions with the University, have the authority to sign the LOU/MOU, subject to ratification of the final text by the Board.

**c. Process for University Initiated LOUs/MoUs**

1. University requests to enter into a LOU/MOU must come formally to the President of the Association from the MRU Provost and VP Academic, or in some cases, the Associate VP Human Resources.
2. The President, in consultation with the VP, Policy and Senior Grievance Officer and the Vice-President, Negotiations (or other Appropriate Officer) and relevant MRFA staff, shall study the request and may consult with appropriate individuals.
3. The President shall make a recommendation to the Executive Board to approve or reject the LOU/MOU. Executive Board approval of LOUs/MOUs shall be made by consensus. Failing consensus, decisions shall be made by majority vote.
4. Decisions on MoUs shall take place in Executive Board meetings and shall not be made via email.
5. MoUs agreed to by the Association shall normally be communicated to the membership in the subsequent President's Report. In exceptional cases where there are issues of confidentiality, the Executive Board may determine not to communicate them to the full membership.

**IV. Related Committee**

- Negotiating Committee