



**Committee:** Collective Bargaining Caucus  
**Committee Sponsor:** Mount Royal Faculty Association  
**Date last Revised:** May 19, 2023

## Overview and Mandate

The Association is committed to ensuring its committee tasked with engaging in collective bargaining is representative of the membership and brings the appropriate resources and expertise to the collective bargaining process.

The Collective Bargaining Caucus (CBC) facilitates collective bargaining structures that incorporate principles of the engagement model by

- Extending member involvement in collective bargaining in preparation for and during negotiations;
- Ensuring representation from both contract and full-time members;
- Incorporating the principle of “nothing about us without us” when discussing issues related to equity, diversity, and inclusion;
- Bringing relevant experience and expertise to the bargaining table when required; and
- Developing member experience at the table for future bargaining.

The CBC tasked with operationalizing the Association’s actions related to collective bargaining.

## Membership

The Collective Bargaining Caucus shall include

- Negotiations Officer, Chair of Bargaining Committee (Membership elects to the Executive Board in even-numbered years)
- Vice-Chair, Bargaining Committee (Membership Elects in even-numbered years)
- MRFA Contract Member Officer (Membership elects to Executive in even-numbered years and sits on Bargaining Committee)
- President, ex-officio
- MRFA Labour Relations Officer, non-voting
- Up to six (6) additional members, three appointed annually for staggered two year terms by the Board in accordance with the appointments policy. According to identified long-term bargaining priorities, expertise and/or experience may be sought/encouraged to seek appointment include, but are not limited to:
  - diversity of appointment categories and roles within the University (e.g. Chairs, Educational Developers, Lab Instructors, Senior Lecturers)
  - an economist and/or individual with expertise in economics
  - members with expertise in specific interests in any round
  - the MRFA Advocacy and/or Communications Committee (who would liaise with the Job Action Committee and support internal/external messaging/communications)
  - the IDEA Council or the MRFA Equity, Diversity, and Inclusion Committee
  - members who wish to gain experience in collective bargaining

## Expected Activities of the Collective Bargaining Caucus

- 1) Undertake the necessary preparations prior to the commencement of collective bargaining, as outlined in the collective bargaining policy.
- 2) The CBC develops a proposed Statement of Interests for the membership to comment at a meeting called no later than November 30, prior to providing notice to commence collective bargaining as outlined in Article 21.
- 3) During collective bargaining, the CBC shall support the Bargaining Committee as requested by the Chair. Support may include, but is not limited to, communication preparation, analysis, research, gathering member input, and proposal creation. Research may be conducted via Research groups to be struck at the discretion of the Collective Bargaining Caucus (see appended template for Research Groups)
- 4) Make the following appointments:

- a. No later than April 15 of the academic year preceding a bargaining year:
  - i. the CBC shall recommend to the Executive Board the appointment of two members from the Collective Bargaining Caucus to be appointed to the Bargaining Committee, one of whom should have expertise in economics and the other to have relevant experience/expertise. Once appointed by the Executive Board, their membership on the Bargaining Committee shall be ratified by the membership in the annual MRFA election processes.
- b. In bargaining years:
  - i. the CBC shall recommend two alternates to serve on the Bargaining Committee to be appointed by the Executive Board annually in September
  - ii. the CBC shall recommend one member from CBC to serve on the Job Action Finance Committee
- c. In odd-numbered years:
  - i. the CBC shall appoint one member from the CBC to serve on the Advancement and Communications Committee to support the development of strategic and bargaining related communications for a two year term.

### **Meetings**

In addition to the initial meeting, which shall be held during the Spring Committee Transition Meetings, the CBC shall normally meet twice monthly during the academic year. Additional meetings may be called as necessary by the Chair.

Quorum shall 50% of current committee membership + 1, including either the Chair or Vice-Chair.

Minutes will be taken for all committee meetings and approved minutes shall be submitted to the Executive Board for information.

### **Resources**

The Collective Bargaining Caucus shall be allocated a budget to facilitate the work of all related committees with the majority of it being earmarked to pay for IFB Training and mediation expenses in bargaining years. The amount allocated shall be reviewed annually by the Audit and Finance Committee



## Bargaining Resource Group - Template

**Committee Sponsor:** MRFA Collective Bargaining Caucus

**Research Focus:** \_\_\_\_\_

**Date Struck:** \_\_\_\_\_

### Mandate

This Bargaining Resource Group has been struck by the Collective Bargaining Caucus (CBC) to conduct the following research and provide any appropriate and/or requested deliverables to the CBC:

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### Authority

The Bargaining Resource Group shall report directly to the Collective Bargaining Caucus in accordance with the timeline provided below. Should the Bargaining Resource Group not be able to meet the timeline, advance notice will be provided, where possible, to the CBC so that it can make adjustments as appropriate.

### Membership

This Bargaining Resource Group shall consist of:

- [name of member appointed from and by the CBC] who shall be Chair (if applicable), and
- [names of additional member(s) to be determined by CBC] .

### Meetings

In addition to the initial meeting, which shall be called for the Bargaining Resource Group to plan out the completion of the mandate, Bargaining Resource Groups are expected to meet as needed with additional meetings to be called as necessary by the Chair.

Quorum shall 50% of current committee membership + 1, including the Chair.

Minutes will be taken for all meetings and minutes shall be submitted to the CBC for information.

### Timeline

- [To be listed here by the CBC]

### Resources

The Labour Relations Officer shall serve as a resource to the Bargaining Resource Groups and shall develop a reference document to support the work of Bargaining Resource Groups which shall be linked here once it is available.