



Committee: Bargaining Committee
Committee Sponsor: Mount Royal Faculty Association
Date last Revised: May 12, 2023

Mandate

The Bargaining Committee shall represent the Association to the Board of Governors in matters concerning negotiation 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 Bargaining Committee is accountable to the Regular Members of the Association and to the Executive Board. It reports on its activities to the Regular Members of the Association and to the Executive Board through the Negotiations Officer and the Contract Member Officer. The committee shall consult with the Regular Members and the Executive Board where appropriate and in accordance with the Negotiations Policy

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 Bargaining Committee shall consist of:

- the Negotiations Officer who shall be Chair and be elected by the membership in odd-numbered years;
- the Contract Member Officer elected by the membership in even-numbered years;
- the vice-Chair, elected by the membership in even-numbered years;
- two members appointed by the Executive Board, recommended from and by the Collective Bargaining Caucus by April 15 in the year preceding bargaining;
- two alternates appointed annually by the Executive Board, recommended by the Collective Bargaining Caucus in September of Bargaining years; and
- the Labour Relations Officer, non-voting.

The appointed members of the committee shall be ratified by the membership during the Association's election period in the year preceding bargaining. . Appointed members shall remain on the Committee until a new Collective Agreement is ratified.

In the event that a member of the Bargaining 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 Bargaining Committee, or other unresolvable difficulties, and where it would be impractical or disruptive to seek a replacement, the Bargaining Committee may request the Executive Board's approval to transition an alternate on the committee to a member of the committee..

Meetings

Bargaining Committee meetings shall be scheduled as appropriate at any point throughout the bargaining process. Meetings shall be called as necessary by the Chair or by the vice-Chair when designated to do so.

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

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

Expected Activities

The Bargaining 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' Bargaining Committee prior to commencement of a full round of negotiations in accordance with the Negotiations Policy;

- where necessary during bargaining, seek guidance from the membership, including the Collective Bargaining Caucus, the Bargaining Coordination Committee, the Executive Board, or from other individuals or organizations who may possess information relevant to particular issues;
- direct requests for research, outreach, communications development, and other supports, to the Collective Bargaining Caucus as needed;
- apprise the Executive Board of any discussions that may affect its responsibilities for administering the Collective Agreement;
- keep a record of negotiations, including the rationale for negotiated changes negotiated to the Collective Agreement, minutes, legal opinions, issues that remain in dispute, and other items that the next Bargaining 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; and
- 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 cover half of the expenses for the provision of 48 SICH for all members of the Bargaining Committee in the Fall and/or Winter semesters 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 Bargaining Committee, except for the Contract Member Representative, shall receive the other half of the 48 SICH reassigned time from the Association in every Fall and Winter semester 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. If an overload is sought by a member serving on the Bargaining Committee, Executive Board approval is required.

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

The MRFA shall support the work of the Bargaining Committee by providing research assistance, coordinating the work of related committees, and preparing for and organizing job action as appropriate.