

Agenda Development & Pre-Meeting Preparation

1. Co-Chairs Set Deadline for Exchanging Agenda Items

To allow time to review, screen, prioritize, exchange and research agenda items, setting a deadline 10 to 20 days prior to the meeting date is usually adequate. Of course, special provisions should be made for handling emergency issues.

2. Co-Chairs and Committee Members Identify Agenda Items

In addition to generating items on their own, co-chairs and committee members should encourage their constituents and colleagues (e.g., members, stewards, operational managers, and supervisors) to make use of the LMC forum by suggesting agenda items. This helps increase the value of the LMC forum/process. LMCs may wish to use a “proposed agenda item form” for this purpose.

3. Review, Prioritize, and Research Agenda Items

The co-chairs independently review their proposed agenda items and then prioritize them in the sequence desired for the agenda. Issues should then be well-researched and documented.

4. Co-Chairs Exchange Proposed Agenda Items and Discuss

When step 3 has been completed, the co-chairs meet to exchange proposed agendas. This should occur at least two weeks prior to the meeting. It is during this meeting that the co-chairs have an opportunity to obtain any information deemed necessary. They also should agree on the format and order of agenda items. The most generally accepted format provides for old business from the previous meeting to be handled first, then new business.

5. Finalize and Distribute Agenda to All LMC Members

A final joint agenda is printed by one of the parties as agreed upon and sent to all LMC members at least one week prior to the meeting. This helps ensure all LMC members are informed in advance of what will be discussed.

6. Union and Management Teams Prepare for Meeting

Each team should meet in advance to prepare to present (i.e., who, what, how, etc.) its agenda items. Also, each team should review the other side’s agenda items and prepare to ask questions and discuss their interests and concerns related to the other side’s agenda items.



Labor-Management Committee Basics

Proposed Agenda Item Submission Form

1. Problem/Issue Statement (1-2 sentences): Describe specific events (behavior) that show what is happening and how, to whom, when, and where.

2. Background: Briefly describe why this is an issue, for whom, when, where, why, and how.

3. Describe attempts to resolve the problem/issue (include names, titles, time frames, etc.).

4. What is the change that is desired? (i.e., what is happening that you want stopped, or what would you like to happen that is not and why).

5. Why is it in your labor or management counterpart's best interest to support resolution of this issue?



Labor-Management Committee Basics

Proposed Agenda Item Submission Form (continued)

6. Briefly describe as many options as possible for resolving/addressing the problem/issue stated. (Be creative!)

Option 1:

Option 2:

Option 3:

Submitted by: _____

Title: _____

Worksite: _____

Phone Number: _____

Representing: Labor Management

Date Submitted: _____



Labor-Management Committee Basics

The Roadmap

Agenda Format

The roadmap agenda format helps a group know and agree on what they want to accomplish in a meeting, how they will go about doing it, and how much time they can spend on each item.

The outcome section is particularly important because it helps people frame their thinking during the meeting and focuses their attention on what you are trying to accomplish.

Topic	Outcome	Process	Time
What you want to discuss, the kind of thing you usually see on a meeting agenda.	The result you want for the particular topic (a decision, a list of items, building understanding, etc.)	How you will get to the outcome (the processes or tools you will use.)	The amount of time you expect to spend on the item.

LMCs often work on issues that take several meetings to arrive at the ultimate outcome. An agenda topic could be the same for several meetings with different outcomes at each, all building toward the final outcome. For example, an agenda topic entitled “Improving Facility Morale” may appear on several consecutive meeting roadmaps. At the first meeting, the desired outcomes may be agreement on the charge for a subcommittee and appointment of subcommittee members. At the next LMC meeting, the outcomes may be that the full committee is informed about the work of the subcommittee and that agreement has been reached on strategies to be implemented.

The Roadmap (continued)

Standard Items for Roadmap

There are two items that should always be on a roadmap.

- Get Organized:**
1. Review ground rules.
 2. Assign roles – facilitator, timekeeper, recorder.
 3. Review meeting roadmap for understanding and agreement.

- Feedback & Closure:**
1. Review action items.
 2. Identify next steps.
 3. Identify strengths and improvement opportunities of the meeting.

Sample Roadmap

The following is an example of a typical roadmap for a LMC meeting. The topics listed in the roadmap are examples of actual agenda items from a LMC meeting. Keep in mind that some of these roadmap topics would also appear on subsequent meeting roadmaps.

Topic	Outcome	Process	Time
Get organized	Agree on ground rules, roles, and roadmap	Discussion	5 min.
Computer training	Agreement on selection criteria; Plan for advertising the program	“I”-time, go around, list reduction and discussion	40 min.
Improving morale	Agreement on charge for subcommittee and subcommittee members appointed	Brainstorming, list reduction, and discussion	30 min.
Security at Bronx Children’s PC	Members informed of specifics of problem, agreement on next steps	Presentation and discussion	25 min.
Feedback and closure	Action items reviewed; next steps identified; +’s & -’s identified	Presentation by recorder, go around	5 min.



Labor-Management Committee Basics

The Roadmap (continued)

Labor-Management Committee Meeting

Date: _____

Start Time: _____ End Time: _____

Members Present:

Members Absent:

Special Guests:

TOPIC	OUTCOME	PROCESS	MATERIALS	TIME
Get organized	Agree on purpose of the meeting, roadmap, and ground rules.	Discussion	Roadmap	5 min.
Wrap Up	Agreement on Action Items and Next Steps.	Review Decisions and Action Items.		10 min.



Labor-Management Committee Basics

The Roadmap (continued)

Labor-Management Committee Meeting

Date: _____

Action Items

WHAT	WHO	WHEN	ADDITIONAL RESOURCES	DATE COMPLETED

Next Meeting Date:

Facilitator:

Timekeeper:

Recorder: