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.
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?

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
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: _____________________________
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.

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

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.

3. Review meeting roadmap for understanding and agreement.

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.

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

Labor-Management Committee Meeting
Date: ________________
Start Time: ___________  End Time: ___________

Members Present:

Members Absent:

Special Guests:

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>OUTCOME</th>
<th>PROCESS</th>
<th>MATERIALS</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get organized</td>
<td>Agree on purpose of the meeting, roadmap, and ground rules.</td>
<td>Discussion</td>
<td>Roadmap</td>
<td>5 min.</td>
</tr>
<tr>
<td>Wrap Up</td>
<td>Agreement on Action Items and Next Steps.</td>
<td>Review Decisions and Action Items.</td>
<td></td>
<td>10 min.</td>
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</tbody>
</table>
The Roadmap (continued)

Labor-Management Committee Meeting
Date: ________________

Action Items

<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHO</th>
<th>WHEN</th>
<th>ADDITIONAL RESOURCES</th>
<th>DATE COMPLETED</th>
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Next Meeting Date:  
Facilitator:  
Timekeeper:  
Recorder: