

# **Montana Public Employee Retirement Administration (MPERA) Labor Management Committee (LMC) Accord**

## **MISSION STATEMENT**

**The purpose of the MPERA Labor Management Committee (LMC) is to achieve a common goal and seek clear, mutual benefits with a collaborative approach.**

## **Goals and Objectives**

1. Build trust within MPERA
  - Collect and share information
2. Prioritize and resolve issues
  - Foster full understanding of issues
  - Reach consensus on identified issues
3. Cultivate communication
  - Effective issue identification
  - Collect and share information

## **MEMBERSHIP**

The Membership-Management Committee will be comprised of up to three representatives from management and three representatives from the membership. Both committees are allowed to appoint an alternate. Alternates must be designated prior to attendance. Alternates may attend any and all meetings and participate in deliberations. Alternates will participate in the decision making process when there are less than two members of the alternates' team present.

## **CO-CHAIRS**

Each team will appoint a co-chair. The LMC decided to have alternating co-chairs for each meeting from both management and membership. The co-chairs will meet prior to the meeting date to set the agenda and determine the sphere of influence of each issue brought before the LMC.

## **DECISION MAKING**

The LMC has agreed that the decisions will be made by collaboration. If the committee cannot reach consensus on an issue, it will be placed in the "parking lot" to be considered at the next LMC meeting.

If the issue is not resolved at the next meeting, the issue will be resolved by majority vote.

## **SPHERE OF INFLUENCE**

The co-chairs will determine the level of authority the committee has over a single issue. (1-Full Authority; 2-Propose; 3- No Authority)

## **MEETING CONDUCT**

- The program belongs to you and its success rests largely with you
- Enter the discussion enthusiastically
- Give freely of your experience, but do not dominate the discussion
- Confine your discussion to the issue
- Say what you think
- Only one person should speak at a time
- Avoid private conversations while someone is speaking
- Give your full attention to the discussion
- Be patient with other members
- Appreciate the other person's point of view
- Be prompt and commit yourself to attendance

### **INDIVIDUAL RESPONSIBILITY**

- No cell phones
- Stick to the issues-no personal attacks
- Alternative seating among all members

### **GUESTS AND OBSERVERS**

The co-chairs must be notified at least a week in advance of guests who will attend the meeting. Guests and observers must adhere to meeting protocol.

### **MEETING FREQUENCY**

- All communication from the MPERA-LMC will be in partnership.
  - Minutes will be prepared by a designated person and by memorializing the storyboard (if any) with all descriptions of the issue and resolution.
- LMC has agreed to rotate the scribing between both management and the membership.
- Minutes will be distributed no later than one week prior to next scheduled LMC meeting.

### **FUTHER LOGISTICS**

Request for subject- matter experts (SME) at the next LMC meeting will be handled via the two co-chairs.