

NEGOTIATIONS COMMITTEE TERMS OF REFERENCE

Composition

The Executive Council shall appoint the members of the Negotiations Committee. The Executive Council may also appoint alternates to serve on the Negotiations Committee when members are unavailable to fulfill their responsibilities.

Mandate

The Negotiations Committee shall be responsible for the following:

1. Determining the Association's bargaining strategy;
2. Identifying the Association's bargaining priorities;
3. Attending bargaining sessions with the employer and other related bargaining proceedings;
4. Retaining counsel, in consultation with the Executive Council, to facilitate bargaining and to represent the Association in other related bargaining proceedings;
5. Collecting and analyzing relevant bargaining information, including, but not limited to:
 - a. demographics of the LA bargaining unit;
 - b. compensation data applicable to the LA bargaining unit;
 - c. compensation data applicable to comparator service providers in the public and private sectors;
 - d. collective agreements governing other comparator service providers;
6. Commissioning bargaining-related studies or surveys where appropriate;
7. Consulting the AJC membership on bargaining priorities;
8. Preparing and tabling bargaining proposals;
9. Considering employer's proposals, and where appropriate, preparing and tabling counter-proposals;
10. Recommending to the Governing Council that a vote of the membership be held to:
 - a. ratify a proposed framework or collective agreement; or
 - b. take job action or strike.

Meetings

Meetings of the Negotiations Committee shall be convened by the Chair on an as needed basis, or at the request of another member of the Negotiations Committee. Meetings may be held in person, by teleconferencing or through other electronic means, as determined by the Chair.

Members unavailable to attend meetings may, with reasonable notice to the Chair, designate the Executive appointed alternate to attend on their behalf. If the alternate is unable to attend, members may then provide their proxy to an attending member of the Negotiations Team.

Quorum

Quorum for meetings shall be a majority of the Negotiations Committee.

Governance

Decisions and recommendations shall be taken by consensus or, where required, by a majority vote of the members of the Negotiations Committee. The Negotiations Committee shall report to the Executive Council.

Chair of the Negotiations Committee

The Chair of the Negotiations Committee shall be the President of the Association. In the event the President is not available, he or she shall appoint an alternate member of the Negotiations Committee to act as Chair.

The Chair shall be responsible for the following:

1. Chairing meetings of the Negotiations Committee;
2. Appointing a Secretary of the Negotiations Committee, who shall be responsible for taking the minutes of the meetings of the Negotiations Committee and bargaining sessions with the employer;
3. Instructing retained counsel;
4. Monitoring and approving bargaining related expenditures, consistent with budgetary allowances, and reporting them in a timely manner to the Vice President Finance, including any anticipated cost overruns; and
5. Reporting in a timely manner on the activities, and where required, advancing recommendations of the Negotiations Team to the Governing Council.

Communications

The Negotiations Committee shall also be responsible for providing the Communications Committee with essential information about collective bargaining so that it may be communicated to the membership in a timely manner.