

**REVENUE BUREAU LABOR-MANAGEMENT COMMITTEE
ORGANIZATION AND GOVERNANCE
REVISED SEPTEMBER 24, 2013**

SCOPE

- The LMC will discuss matters that have broad applicability within the Bureau:
 - Bureau policies and processes
 - Employee and management issues
 - Legislative issues
 - Budget issues
 - Labor contract issues, but only to refer suggestions to the appropriate parties
- The LMC will not discuss:
 - Individual grievances
 - Individual medical issues
 - Individual disciplinary cases

COMPOSITION

- Up to 7 Labor members, chosen by Labor. Up to 7 Management members, chosen by Management.
- No alternates.
- No fixed terms.
- The BHR liaison will not be a regular attendee.
- Management will provide a note taker.
- Labor and Management will appoint co-chairs.
- The LMC may have a neutral facilitator.

AGENDAS

- Co-chairs will set the agenda. All members can propose items by emailing co-chairs.
- There might be time during meetings to suggest items for future meetings.
- All items will be tied to a decision key included with every agenda.

DECISION-MAKING

- The LMC will make decisions by consensus.
 - Seek 100% agreement. If 100% agreement is not reached, the LMC will decide how to proceed on a case-by-case basis. Options include deferring the decision and reconsidering it later, forming a subcommittee to gather more information, getting external feedback on the issue, and passing the issue to a different group or forum for resolution.
 - For each individual, the standard for agreement is that s/he feels that they can support the decision.
 - The LMC will check consensus by a thumbs up, down, or sideways poll. No abstentions.
 - Anyone can ask for a poll of the group.
 - If an individual disagrees, s/he should clearly articulate concerns and try to offer an alternative solution.

- Everyone should understand whether the issue being discussed is time-sensitive.
- The LMC can consider piloting solutions. The decision to pilot should be explicit.
- An individual who must miss a meeting and has strong opinions about an issue that will be discussed should find a way to convey their opinions to the group.
- An individual who must miss a meeting when an issue of particular concern is discussed may request that the matter be deferred to a later time.
- A member who is absent when consensus is reached cannot re-open the issue unless s/he has new information. The member must ask the group for permission to re-open the discussion.

CAUCUSES

- Use caucuses only as needed.
- Any member can call for a caucus.
- Caucuses should be used in the spirit of collaboration: to further the LMC process, not impede it.
- The side that calls the caucus will leave the room and find another place to meet.
- If the caucus lasts longer than ten minutes, the group needs to return and let the others know they are still talking.
- Labor can have up to two 60-minute caucuses between LMC meetings.

GROUND RULES

- Meetings will start and end on time.
- During meetings, cell phones will be set to vibrate or off.
- LMC members commit to attend meetings and participate.
- If a member misses a meeting, it is their responsibility to read the minutes and catch up.
- Names of individuals will not be used in LMC discussions, even if the individual waives their right to anonymity.
- As a general rule, it is assumed that LMC discussions are not confidential. However, in discussing the LMC, do not attribute opinions to individual members. In rare case-by-case circumstances, confidentiality may be agreed upon.
- Differences of opinion should be addressed in a professional manner. It is not appropriate for one member to attack the motives or ethics of another.
- If LMC members feel uncomfortable for any reason, they should speak up or call for a caucus.
- Once decisions are made by the group, LMC members will support them.
- LMC members are peers. Meetings that occur outside of regularly-scheduled LMC meetings should be held in a place comfortable for all participants.
- Build trust by meeting commitments to one another.
- At the end of each topic, the LMC will agree on next steps, including messages.
- The LMC will be mindful of and follow the citywide LMC framework.
- Have a good time and a sense of humor.
- Trust the group.
- Employees who agree to abide by the ground rules are welcome to attend LMC meetings as observers.