Agenda Development and Pre-Meeting Preparation

1. Co-Chairs Set Deadline for Exchanging Agenda Items

To allow time to review, screen, prioritize, exchange, and research agenda items, set a deadline 10 to 20 days prior to the meeting date. Allow flexibility 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 to make use of the Labor-Management Committee (LMC) by suggesting agenda items. This helps increase the value of the LMC process. LMCs may wish to use a proposed agenda item submission 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 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. Old business from the previous meeting should 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 well informed in advance of meeting.

6. Labor and Management Teams Prepare for Meeting

Each team should meet in advance of meeting to prepare for presentation of agenda (who, what, how, etc.). Each team should also review the other side's agenda items and prepare to ask questions, discuss their interests, and share any concerns.

NYS & CSEA Partnership

Proposed Agenda Item Submission Form

1. Issue Statement: Describe specific events or behaviors 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 issue (include names, titles, time frames, etc.).

   _____

   _____

   _____

   _____

4. What is the change that is desired? (That is, 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)

Briefly describe as many options as possible for resolving or addressing the issue stated. Be creative!

Option 1:

_____

_____

_____

Option 2:

_____

_____

_____

Option 3:

_____

_____

_____

_____

Submitted by: _____   Title: _____

Worksite: _____   Phone Number: _____

Representing: Labor ☐   Management ☐   Date Submitted: _____

Agenda Format

The 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 focus their attention on what you are trying to accomplish.

Topic	Outcome	Process	Time
What you want to discuss, the kind of topic you usually see on a meeting agenda.	The desired outcome for the 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 topic.

LMCs often work on issues that take several meetings to arrive at a mutually-agreeable outcome. An agenda topic could be the same for several meetings with different outcomes at each, all building toward the outcome. For example, an agenda topic entitled "Improving Facility Morale" may appear on several consecutive meeting agendas.

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.

Standard Agenda Items

Get Organized:	Feedback & Closure:
• Review ground rules • Assign roles – facilitator, timekeeper, recorder • Review meeting agenda for understanding and agreement	• Review action items • Identify next steps • Identify strengths and improvement opportunities of the meeting

Sample Agenda

The following is an example of a typical agenda for an LMC meeting. Keep in mind that some of these topics could also appear on subsequent meeting agendas.

Topic	Outcome	Process	Time
Get organized	Agree on ground rules, roles, and agenda	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 facility	Members informed of specifics of issue, agreement on next steps	Presentation and discussion	25 min.
Feedback and closure	Action items reviewed; next steps identified; meeting strengths and improvement opportunities identified	Presentation by recorder, go around	5 min.

Labor-Management Committee Meeting Agenda

Date: _____

Start Time: _____   End Time:_____

Members Present: _____

_____

Members Absent: _____

Special Guests: _____

Topic	Outcome	Process	Materials	Time
Get organized	Agree on ground rules, roles, and agenda	Discussion	Agenda	5 min.
Feedback and closure	Action items reviewed; next steps identified; meeting strengths and improvement opportunities identified	Review decisions and action items		5 min.