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1. Identify each member of the bargaining team for the town, and for the union. Provide a minimum quorum for each side, to validate each negotiating session. This ensures that each side is properly represented should claims be made later on of improper representation or “*back door dealings.*”
2. At each meeting, the time, date, and location of the next meeting will be mutually agreed upon by the parties, along with a secondary date in the event of a need to reschedule.
3. Other than in an emergency, each party will provide at least a twenty-four hour notice of cancellation. (Compliant with governmental meeting requirements)
4. The parties should mutually agree upon length, duration, and location of meetings.
5. Each bargaining team shall designate one bargaining committee member to act as a primary spokesperson. This does not prohibit any representative of either party from speaking on any issue at appropriate times during the process.
6. Proposals and counter-proposals should be made through the primary spokesperson of each team, in writing when possible.
7. Each side shall have the right to caucus at any time for a reasonable period and shall inform the other party of the anticipated length of the caucus. (Good faith)
8. Initial proposals shall be submitted by the Union once the ground rules have been established.
9. No tape recording or transcript shall be made of the bargaining sessions, and there shall be no official minutes or records. However, both parties are expected to keep notes of the process, and maintain such documents throughout the life of the contract when ratified.
10. All tentative agreements will be reduced to writing, initialed, dated as agreed upon by the parties. It is understood that all tentative agreements are subject to final agreement, and appropriation of funds.
11. At the conclusion of the negotiations, a memorandum of agreement shall be drafted and signed by the parties, subject to ratification by the bargaining unit and the Board of Selectmen, and to funding in each year of the agreement

12. Negotiating sessions are an exception to the open meeting law and are therefore closed to the public. The ground rules should end with a clause that indicates that the ground rules contained in this document are the only rules that apply while negotiating this contract.