University of Minnesota, Morris  
Labor-Management Team  
Bylaws

I. Membership  
A. The Labor-Management Team shall be made up of eight (8) representatives from the University of Minnesota, Morris (UMM) community. Four (4) members will represent labor, and four (4) will represent management. The Human Resource Officer will be a permanent non-voting ex-officio member.  
B. Alternates: There will be no alternates for members’ attendance at meetings.  
C. Filling Vacancies: someone within the appropriate representative group will fill Vacancies occurring on the team.

II. Officers will consist of two (2) Co-Chairs and one (1) secretary  
A. Co-Chairs (one (1) from management and one (1) from labor) will serve 2 years. Each will be replaced every other year so that there is overlap in their experience.  
B. Members will volunteer to be Co-Chairs and will be approved by consensus of the team.  
C. Duties of Co-Chairs  
   1. Conduct and facilitate meetings  
   2. Prepare and finalize agendas and attachments and distribute them to members at least one week prior to meetings  
D. Duties of Secretary  
   1. Keep minutes  
   2. Type unapproved minutes and distribute them  
   3. Correct minutes and distribute approved minutes  
   4. Maintain permanent file of the meeting records  
   5. There will be an alternate recording secretary elected by the team

III. Terms of Membership  
A. Each person will commit to a two-year term; except initially, when half the membership will serve a three-year term. Thereafter, two (2) labor and two (2) management representatives will be replaced or reappointed every two (2) years. Each term will expire after the first meeting of fall semester.  
B. Members will be chosen and rotated by respective groups. New members will be identified in spring semester. The overlap meeting, with both out-going and new members present, is the first meeting of Fall Semester.  
C. A member may resign prior to the end of his/her term by submitting a written resignation to the Co-Chairs.  
D. The number of consecutive terms will be limited to two (2) in order to provide the opportunity for new representatives to participate in the Labor-Management Team. (A person may serve again after a break.)  
E. At the first meeting of fall semester, all members will sign the letter of understanding. New members added in mid-term will sign the existing letter of understanding.

IV. Meetings of the Team  
A. Meeting times are determined by the team at the beginning of the academic year. Estimated time commitment is two (2) hours/month. Meetings will start promptly at the designated time.  
B. Non-members may attend meetings only upon invitation or approved request.  
C. Modifications of dates, places and times of meetings can be made by team consensus.  
D. Special meetings may be called by the co-chairs with the approval of at least two (2) other representatives, one (1) Management and one (1) Labor.

V. Quorum  
A. In order to conduct business, a quorum consisting of two (2) labor and two (2) management members and one (1) of the Co-Chairs must be present.  
B. If a member is unable to attend a meeting, a Co-Chair shall be contacted to confirm an excused absence. A member who has two (2) consecutive unexcused absences will be terminated from the team.
VI. Team Action
A. Actions by the team will be by consensus. Only team members can participate in consensus decision-making.
B. The team is not a collective bargaining forum, and as such, has no authority to modify the terms of agreement between parties. Team recommendations and actions are not binding on the Teamsters or AFSCME contracts or Civil Service or other UMM work rules.
C. Team recommendations can be forwarded to negotiators for consideration and incorporation into the collective bargaining process.
D. The Labor Management Team may form subcommittees. These subcommittees will be chaired by a team member but may include non-team members.

VII. Agenda
A. The agendas for scheduled team meetings will be set and distributed by the presiding Co-Chair (unapproved minutes will be distributed within the same time frame) at least one week in advance of the scheduled meeting.
B. Agendas will identify the topic and the member(s) responsible for organizing information relative to the agenda topics.
C. The Labor-Management Team may identify and invite resource persons for a topic on the agenda. Upon invitation, the resource person may participate in the discussion and resolution of the issue; the final action will be taken by the Labor-Management Team members.

VIII. Evaluation
A formal Labor-Management self-evaluation will be completed yearly and submitted to the Senior Administrative Director for Finance and Administration and the Chancellor for reaction and feedback.

IX. Compensation
Meetings will be conducted during normal UMM business hours. Members will use their personal time should meetings extend beyond regular work time, or for meeting preparation completed outside of the normal workday.

X. Amendments to bylaws
Any changes to these bylaws may be proposed at any Labor-Management Team meeting and shall be approved by consensus of a quorum at the next meeting.

XI. UMM Administration’s Involvement:
A. It is understood that this team has been approved and sanctioned by the Chancellor and Vice Chancellor for Finance (effective Fall 2002, the Senior Administrative Director for Finance and Administration).
B. The Chancellor and Senior Administrative Director for Finance and Administration are invited to attend all meetings.