

# **AMFA Bargaining Ground Rules**

## **For the Room**

- During all negotiation sessions, all parties shall be respectful of those who are speaking and, in order to ensure that any notetaking is accurate and complete, shall make every reasonable effort not to talk-over another speaker who "has the floor."
- Avoid anchoring.
- Review Ground Rules with observers each time.
- Schedule will be set 90 days out.
- Start and end times will be identified at prior session.
- Core team will be identified for each side.
- Non-core team participants (subject matter experts) may attend, and notification will be sent to other side 48 hours in advance whenever practical.
- To the extent possible, relevant information will be shared not only at the bargaining sessions, but also in between meetings.
- Agenda will be set at the end of each session and will be confirmed one week prior to session.
- Communications will be issued consistent with the spirit and intent of interest-based bargaining.
- During regular bargaining sessions, in the event any party expressly requests that the discussions be "off the record," neither party shall take notes or ever give oral testimony or any other evidence concerning the "off the record" discussions. The bargaining notes shall only indicate the starting and concluding times of any "off the record" discussion. During any "off the record" discussion, no official proposals or counterproposals shall be given. This provision does not preclude the presentation of "what if" or "hypothetical" proposals for discussion and evaluation. Furthermore, no acceptance of a party proposal or counter proposal shall be made during any "off the record" discussion.
- All proposals shall be in writing and all tentative agreements shall be reduced to writing. The parties shall also develop and sign an "Intent Log" for sections added, modified, or deleted.
- Cell phones shall be placed on silent during session.

## **For Observers**

- Observers welcome to enter room following breaks.
- Observers are not participants and will refrain from talking during session.
- Observers shall be barred from testifying in any subsequent hearing concerning any statements or proposals discussed in bargaining.
- Observers will be limited to the capacity of the room the session is held in and no less than 6, 3 from each local.
- When observer list exceeds capacity of the room, RSVP list will take priority and AMFA will be responsible for determining who stays.
- AMFA will introduce new observers to the room following each break.
- Observers will not be addressed for opinion directly by the company.
- Cell phones shall be placed on silent during session.
- No audio or video will be recorded during sessions.
- No documents will be removed from sessions. This includes screen shots and/or pictures of documents/presentations from the meeting room.