

St. Peter's Hospital & Montana Nurses Association Local Unit #13
Professional Conference Committee Charter

Mission

The purpose of this committee shall be to facilitate communication and cooperation between professional RNs and management and to establish a forum for open discussion of mutual and professional concerns through a proactive and/or consensus approach.

Goals & Objectives

1. Prioritize and resolve issues
 - a. Foster full understanding of issues
 - b. Reach consensus on identified issues
2. Foster respectful communication and build trust
 - a. Effective issue identification
 - b. Collect and share information
 - c. PCC member responsibility for attending/following up on PCC agenda items and minutes

Meeting Frequency & Logistics

The PCC will meet monthly or meet more frequently by mutual consent. The date and time of meeting will be determined at the end of each monthly meeting and be set by mutual agreement. Meetings will be held consistent with the current collective bargaining agreement.

Membership

- The committee will be comprised of (6) members from management and (6) members from MNA.
- Management and labor will be responsible for selecting their own committee members.
- MNA representatives and St. Peter's Hospital executive team members may serve as a resource and standing honorary members to PCC, with right to participate in discussion but without decision-making authority.
- Up to (2) alternates may be chosen by both parties. Alternates may attend PCC meetings and participate in place of regular committee members. Notice will be given by either party when an alternate will be in attendance. Alternates may observe as a guest at any PCC meeting.

Co-Chairs

Each team will appoint a Co-Chair. Co-Chairs will alternate facilitating the committee meetings and be responsible for setting and distributing the agenda, gathering information, and preparing/distributing/posting meeting minutes.

Decision Making

Decisions will be made by consensus. If the committee cannot reach consensus on an issue, it will be put in the “parking lot” to be considered at the next PCC meeting. Issues may remain in the parking lot until resolved. The PCC will have authority and responsibility to address concerns, identify and complete projects of mutual value, and otherwise achieve the mission of the committee.

Quorum

A quorum consists of 80% of committee members with an equal number of nurses and management members present, unless otherwise mutually agreed upon on a per meeting basis.

Behavioral Norms

The PCC will use Federal Mediation and Conciliation Services (FMCS) recommended rules for getting the most out of meetings:

- Enter the discussion enthusiastically
- Give freely of your experience, but don't dominate the discussion
- Confine your discussion to the issue
- Avoid private conversations when others are speaking
- Be prompt and regular in attendance
- Listen alertly to the discussion
- Appreciate other's point of view
- No personal attacks
- Maintain professionalism
- Limited use of cell phones

Guests & Observers

Guests with knowledge/information to impart on the committee may be invited by mutual agreement by both parties. Guests will follow meeting protocol. Observers will not participate in the meeting unless by consensus request of the committee.

Adopted on _____.