

**GROUND RULES
BETWEEN THE PEMBROKE SCHOOL COMMITTEE
AND
THE PEMBROKE TEACHERS ASSOCIATION**

January 15, 2025

1. All meetings shall be held in executive session.
2. The Employer and the Association will each be represented by their respective bargaining teams and each team may include silent representatives. Each bargaining team will have authority to make proposals and counter proposals and otherwise negotiate and make decisions subject to ratification.
3. Each member of the respective bargaining teams will be courteous and respectful at all times. Disrespectful personal comments will not be tolerated and will result in the immediate conclusion of that bargaining session.
4. Until final agreement is reached, all matters discussed during the collective bargaining negotiations will be kept confidential by all participants, including silent representatives, except to inform their respective constituents.
5. No new proposals shall be submitted after the 3rd bargaining session except by mutual agreement of the parties.
6. All tentative agreements are subject to reaching agreement on the entire package.
7. When the final agreement is reached, the package shall be committed to writing. The parties agree that each bargaining team shall recommend the package to their respective constituents for ratification.
8. Meetings shall begin promptly as scheduled and shall be scheduled for up to two (2) hours.
9. Bargaining shall take place at the bargaining table only.
10. Meetings shall be scheduled at least three (3) in advance with the agenda for the next meeting set before the conclusion of each meeting.
11. No press releases or public statements prior to mediation unless mutually agreed upon. The parties further agree that there will be no social media posts, tweets, Facebook messages, mass emails or other electronic communications of any type regarding negotiations prior to filing for mediation.
12. The parties will attempt to limit caucuses to no more than thirty minutes. If a caucus needs to be longer, the caucusing party will so inform the other party and

provide an approximate length of time. The other party will have the option of concluding the bargaining session if the estimated length of the caucus is deemed excessive.

13. There will be one (1) spokesperson for each team.
14. Meetings may be canceled by either party due to unforeseen and extenuating circumstances. The parties agree to give each other as much notice as possible if such a cancellation is necessary.

For the Committee

For the Association

Date: