**Town/City of \_\_\_\_\_\_\_\_, Maine**

**and the**

**IAFF Local Name & Number**

**Ground Rules for Negotiating a Collective Bargaining Agreement**

1. Negotiations will be conducted in executive session. There shall be no unilateral press releases concerning the subject matter of negotiations without forty-eight hours prior written notice to the other party except as provided in 26 MRSA, Chapter 9-A, § 965(3) (C).
2. The signing of these rules attests that: The negotiators have the guidelines and the full authority to reach a final tentative agreement and that the principal parties reserve the right to ratify the total package reached at the bargaining table.
3. Negotiating sessions will be scheduled at mutually convenient times and locations with each of the parties reserving the right to request meetings pursuant to §965 (1) (B).
4. All proposals will be on the table by the conclusion of the fifth [5th] meeting. Proposals shall be in both hard copy and electronic format. This section does not preclude the parties from offering counter-proposals as necessary throughout their negotiations.
5. Tentative agreements will be contingent upon agreement on the total package. Items tentatively agreed upon will be reduced to writing, initialed and dated by the chief negotiator for each party.
6. If a total package is agreed to at the table, the negotiating teams agree to recommend and advocate ratification of the total package to their respective principals.
7. If either party's principals reject a total package, each party retains the right to open previous tentative agreements in order to reestablish a balance of interests, subject to the obligation to bargain in good faith.
8. The parties agree, that the current personnel policies, practices and matters affecting the working conditions of bargaining unit employees will remain in effect and unchanged unless mutually agreed to by the parties and a new collective bargaining agreement has been executed by the parties.

**Town/City of \_\_\_\_\_\_\_\_, Maine IAFF Local \_\_\_\_\_\_\_\_**

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**Designated Representative Designated Representative**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**