# Bargaining Tasks

As a representative of your coworkers at the table, here are some things to know about bargaining.

**Before we go to the table/early in the process:**
Worker/Local/Building/Agency meetings:

- What do members need;
- What are members willing to do;
- Building participation (ex. seeking more survey respondents);
- Testing and strengthening member involvement:
    - Signing up non-members as union members and/or PAL contributors;
    - One-on-one conversations inviting members into process;
    - Undertaking concrete steps to build power at the table.
- Deciding on priorities.

**What does the bargaining team do?**
Exchange proposals with management and bargain over proposals.

**Bargaining tasks include:**

- Exchanging proposals with management;
- Bargaining over those proposals;
- Maintaining records (notes) of what was discussed and intended during contract talks at each session, moving to chief negotiators when needed;
- Making decisions on what to accept, and not to accept, in the proposed collective bargaining agreement/memorandum of understanding;
- Communicating with members about trends and progress in negotiations;
- Delegating responsibilities in conjunction with wider team;
- Mobilizing members to participate in support actions;
- Reaching a tentative agreement on a new contract;
- Supporting bargaining team decisions, including direction set by chief negotiators.

**After-bargaining tasks include:**

- Planning the vote on the tentative agreement;
- Making a recommendation to the membership on whether or not to ratify the tentative agreement;
- Signing up at least 10% of non-members at the ratification meeting;
- Informing and educating the membership about the new contract.