



University Staff Association Rules and Guidelines for Silent Bargaining Representatives:

All Silent Bargaining Representatives (SBRs) must read and comply with these rules. You will be asked to verify your understanding of these rules when registering as an SBR. If you have questions, please reach out to one of the USA representatives listed below.

All SBRs who are attending a bargaining session, must also attend a short orientation that will take place 15 minutes immediately before each session.

1. Silent participation

Silent Bargaining Representatives (SBRs) are present during negotiations with management to listen but do not speak. Disruptions of bargaining could potentially be used as a legal excuse by the administration to delay the process or exclude SBRs from participating.

Virtual sessions: When you first arrive, you will have your camera on and name posted, no phone numbers. After a few minutes, you will be instructed to turn your camera off and keep it off for the rest of the time that the bargaining session is taking place with management. Your microphone is to be MUTED AT ALL TIMES. Failure to do so may result in you being removed from the session.

2. Participation in the union-only caucus

Much of the time during negotiation sessions will be spent in “caucus.” This means that the administration meets with their team and we meet with ours. This is an opportunity for us to react, discuss what has been proposed, and strategize our response. It may also be a time to let things cool off if the discussions become tense, we can regroup and rethink our next move.

When we are at the table we are unified. When in caucus, we can agree to disagree. Our chief spokespeople, Mary Malinowski and Miles Stern, will facilitate the caucuses. They will ask specific questions in order to focus our conversations efficiently. They will

typically invite responses from the Core Bargaining Team first. Sometimes they will also invite Silent Bargaining Representatives to respond.

Local 9005

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When responding during caucus, try to focus on the impact and the context of the proposals in question. Your responses will inform the core bargaining team about how rank-and-file members are thinking and feeling.

If you wish to participate, raise your virtual hand to respond specifically to the question that was asked. Remain muted and wait to speak until called upon. This is valuable time for deliberation, so it is crucial that our discussions remain focused and orderly. Keep feedback concise and be mindful to not monopolize the speaking time.

3. Attendance

It is necessary that all SBRs arrive on time. Arriving late to negotiation sessions may be construed as disruptive by the administration. If anyone is late for a session with management, you will not be able to attend the meeting until the next caucus.

4. Communications

The bargaining team will typically provide a written membership update after each session. We know that some members do not read these updates. **A key role of SBRs is to help communicate these bargaining updates to your co-workers.** The day after a bargaining session, check in with your co-workers. Share your experience, ask if they have read the email update, and ask what they think. If you receive questions or suggestions from your co-workers, great! Feel free to respond with your own thoughts and/or or loop in these USA representatives for support if desired:

- Mary Malinowski, President, mary.malinowski@umass.edu
- Sheila Gilmour, Vice President, sgilmour@umass.edu
- Camille Godbout-Chouinard, Communications Chair, cgodboutchou@umass.edu
- Anna Rose, MTA Rep., arose@massteacher.org
- Miles Stern, MTA Rep., mstern@massteacher.org

We thank you for your time and your solidarity!

University Staff Association

“When we fight, we win!”