

Building Representatives and School Union Committees

Building representatives as well as school union committees are integral to our union. Building a strong worksite leadership structure, running issue-based campaigns, reaching out to new members and existing members, and keeping and using accurate data, are the basics of internal organizing and effective unions.

Roles and expectations of the building representatives

Representative of the union

- Welcomes new employees
- Annually updates the contact information of members in the building
- Organizes and mobilizes members
- Assists members with concerns and prevents potential problems
- Upholds the contract and handles grievances
- Meets with principal and building committee in September to jointly determine the extra-curricular activities for the school year
- Meets, as needed, with building administration and school union committee to discuss building issues or concerns

Union communicator

- Attends the executive board and membership meetings
- Holds monthly worksite meetings and verbally shares information with members
- Maintains bulletin boards
- Distributes the union's literature
- Communicates with union office and president

Additionally, the members of the school union committee shall support and enhance the efforts of the building representative. A member of the school union committee shall represent the building representative in his/her temporary absence.

Suggested practices in electing building representatives and school union committees

- Building representatives and school union committees shall be elected each September.
- All union members in good standing are eligible to vote and to run for building representative or member of the school union committee.
- Each worksite shall elect one (1) building representative and three (3) members to serve on the school union committee except Classical, English, and L.V.T.I. High Schools where five (5) representatives shall serve.
- A building based election committee shall be formed to oversee and publicize the election.
- Notices from the election committee publicizing the nominating and election process must be distributed to each union member via their school mailbox.
- Candidates are prohibited from serving on the election committee.

From the teachers' contract with the Lynn School Committee relating to Building
Representatives and School Union Committees

Article XIII: Union Privileges, Responsibilities, and Rights

C. Allowed Time for Union Negotiations

1. The principal shall recognize the Union building representative as the official representative of the Union in the school.
2. The principal shall meet no more than once a month after school hours with the School Union Committee of three (3) representatives in each school except Classical, English, and L.V.T.I. High Schools where five (5) representatives shall serve, if requested by the Union representative to consult on local school problems and policies as they relate to established Committee policies and procedures and this Agreement. No other committee composed of bargaining unit personnel shall exist for this purpose. Both parties shall submit items for the agenda.
3. The discussion of other matters, as agreed upon for discussion by the principal and the School Union Committee, is not precluded by the above. However, the principal and the School Union Committee do not have the authority to reach any decision which changes this Agreement or any established School Committee policy or procedure.
4. A committee of the Union representatives, not to exceed more than five (5) members, shall meet after school hours once a month with the Superintendent of Schools for consultation on matters of educational program and curriculum during the school year. Both parties shall submit items for the agenda.

D. Distribution of Materials

The Union shall have the right to place Union-related materials in the mailboxes of teachers and other professional employees.

E. Bulletin Boards

The Union shall be permitted to post Union-related notices and other materials on the school bulletin board.

F. No Union Activity on School Time

The Union agrees that no teacher will engage in Union activity during the time he is assigned to teaching or other duties.

K. Time for Building Representatives

The Union building representative in high school and junior high school shall be allowed one (1) administrative period per week for conferring with teachers assigned to that building on matters relating to the contract. The principal shall provide suitable space for such purpose.