



**FMCS**

FEDERAL MEDIATION &  
CONCILIATION SERVICE

# LMC Definition

**A voluntary process of labor and management working together with a common goal of discussing and resolving mutual problems and improving their relationship.**



# Meetings/Procedures

- Establish ground rules
  - meeting frequency
  - dates
  - location
  - duration of meetings (1 1/2-2 hours)
  - rules of conduct



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# Example Meeting Ground Rules

Start and stop on time

Postpone phone calls, place pagers on vibrating mode, cell phones off

Recognize and accept that participants may have different views

Listen attentively

Stay flexible

Respect each other

Learn and enjoy!



# Example Meeting Ground Rules

The program belongs to you, and it's success rests on you.

Enter discussion enthusiastically

Don't dominate the discussion.

Say what you think.

Confine your discussions to the problem.

Only one members speaks at a time.