The Joint Negotiating Committee will consist of representatives from [Agency A] and [Agency B], the sponsor organizations.

**Purpose and Duties of the Committee:**

1) To determine whether or not there is a mission and business case to be made for a merger or strategic partnership between the two organizations
2) To negotiate the terms of the merger
3) To draft a Memorandum of Understanding (MOU) to be presented to each Board of Directors for final approval
4) To regularly report to each Board of Directors about the progress being made in the negotiations process
5) To oversee all facets of the merger process, including preparation of an MOU, budget, and legal documents; due diligence; selection of an attorney; and implementation of the merger

**Rules of Conduct:**

1) Maintain confidentiality throughout the process.
2) Respect each person’s opinions.
3) Put concerns on the table at the time a member has them.
4) Come prepared for meetings.
5) Follow communication protocols for your board and staff throughout the process.

**Time Frame:**

The Committee’s work shall begin [DATE] and end no later than [DATE]. If the process is not completed by this deadline, the Committee must seek approval from each board in order to extend the process.