**Instructions for Electing a Shop Steward**

1. Arrange a constituency meeting and **give at least 7 days notice** (i.e. workplace occupational group or area: *see Branch Rules*: **Section C Departmental Organisation 4. Election of Shop Stewards**. If the constituency is not a workplace, it needs Stewards Committee and Branch Committee approval.

2. Make sure the meeting is advertised to members and they know about it.

3. Circulate the nomination form or put it on a notice board to allow members to nominate stewards (it needs two members to nominate a steward). Make sure members know the nominations in advance.

4. **At the meeting**: If there is more than one candidate, there should be a vote. The member with the most votes will be elected as a steward.

5. Two stewards can job-share the post but they would only have one vote on the Stewards Committee. You can also have more than one steward. As a guide, there should be one steward per 25 members.

6. After the election, the form must be sent to the branch office, signed by at least two members present at the meeting.

**Stewards will not be recognised by the union or management until the form is received.**

Extracts from the relevant national rulebook:

**National Rule G.5.1**

“One or more stewards shall be elected annually for each work group or workplace by the members in

that work group or workplace.”

**Branch Rule C.3.2.**

“A workplace meeting shall have the following definitions:

(a) For the purpose of electing shop stewards:

All members from one department at a place or area of employment, or within an occupational group

recognised as a constituency by the Departmental Committee and the Branch Committee.”

**Branch Rule 4**

“1. Stewards will be elected annually to serve from 1 January to 31 December.

2. Stewards will be elected at workplace meetings by ballot or by show of hands and the result of the election forwarded to the Branch Secretary on the prescribed form which must be signed by two members of the workplace who were in attendance at the meeting.

3. Stewards will not be accredited until they have notified the branch office.

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6. Stewards elections are subject to confirmation by the branch via the Branch Committee or the AGM (both of which may delegate their powers) and the National Executive.”