

SHOP STEWARD NOMINATION FORM



UNISON City of Edinburgh Shop Stewards Election Form

If you wish to be considered as an accredited shop steward for UNISON City of Edinburgh, please fill in this shop steward election form and return it to the branch office. Stewards are the most important link between the union and it's members and UNISON aim to have at least one steward in every workplace. Full training and mentoring is given. If you would like more information on becoming a shop steward, please contact the branch office on 0131 558 7488 or email branchoffice@unison-edinburgh.org.uk (details of how to hold a stewards election are on the other side of this sheet)

MEMBERSHIP DETAILS

Membership Number

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CORRESPONDENCE

Title	First Name	Surname
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Department

Work Address

Work Address 2	Post Code
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CONTACT DETAILS

Please provide a contact number where you can be contacted by members and the branch office staff

Contact Number:

If you are happy for us to send out correspondence via e-mail, please provide a current e-mail address. For organisation reasons your email may be shared by other stewards and officers.

E-Mail Address:

ELECTION DETAILS

How were members advised of this election	
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Date of Workplace Meeting or ballot						
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THIS SECTION MUST BE SIGNED BY A NOMINATOR & SECONDER WHO ARE UNISON MEMBERS

Nominated by: BLOCK CAPITALS	Membership Number:
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Seconded by: BLOCK CAPITALS	Membership Number:
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All completed forms should be returned to:

UNISON City of Edinburgh, Douglas House, 60 Belford Road, EDINBURGH, EH4 3UQ
Tel: 0131 558 7488 ~ Fax: 0131 558 7041 ~ E-Mail: branchoffice@unison-edinburgh.org.uk

INSTRUCTIONS FOR ELECTING A SHOP STEWARD

NB: Normally a workplace meeting would need to be arranged with your colleagues for you to be elected. Due to COVID-19 and to ensure the safety of members virtual meetings will be held, support with arranging these is available from the Branch Office 0131 558 7488.

1. Arrange a constituency virtual meeting (the branch Office can help with this) and give at least 7 days' notice i.e., workplace occupational group or area. If the constituency is not a workplace, it needs Stewards Committee and Branch Committee approval.
2. We will make sure the meeting is advertised to members and they know about it.
3. Nomination forms have been circulated to enable members to nominate stewards (it needs two members to nominate a steward).
4. At this meeting: if there is only one person nominated the meeting can ratify the candidate, if there is more than one candidate a vote will take place this will be by show of hands. 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. 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. (Two confirmation emails will be accepted as signatures)

Full training and support is given to shop stewards and time off to attend training and trade union meetings as per Council Agreement on Time Off and Provision of Facilities for Trade Union Representatives [click here](#) for a link to the agreement. If you work for any other employer time off facilities to carry out trade union duties can vary.

STEWARDS WILL NOT BE RECOGNISED BY THE UNION OR MANAGEMENT UNTIL THE FORM IS RECEIVED IN THE BRANCH OFFICE.