

SHOP STEWARD NOMINATION FORM



UNISON City of Edinburgh 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 its 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 steward election are on the other side of this sheet)

MEMBERSHIP DETAILS

Membership Number

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CORRESPONDENCE DETAILS

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

E-Mail Address:

ELECTION DETAILS

How were members advised of this election

Date of Workplace Meeting or ballot

THIS SECTION MUST BE SIGNED BY A NOMINATOR & SECONDER WHO ARE UNISON MEMBERS

Nominated by:

BLOCK CAPITALS

Membership Number

Seconded by:

BLOCK CAPITALS

Membership Number

All completed forms should be returned to:

UNISON City of Edinburgh Branch, 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

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
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.”