

# 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 option 2 or email [branchoffice@unison-edinburgh.org.uk](mailto: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
Department		
Work Address		
Work Address 2		Post Code

### 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

Date of Workplace Meeting or ballot

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

<b>Nominated by:</b> BLOCK CAPITALS	<b>Membership Number:</b>
<b>Seconded by:</b> BLOCK CAPITALS	<b>Membership Number:</b>

All completed forms should be returned to:

UNISON City of Edinburgh, Broadside, 2 Powderhal Road, EDINBURGH, EH7 4GB  
Tel: 0131 558 7488 option 2 ~ Fax: 0131 558 7041 ~ E-Mail: [branchoffice@unison-edinburgh.org.uk](mailto: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.

## **EXTRACTS FROM THE NATIONAL AND BRANCH 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 Shop Stewards Committee and the Branch Committee.” Such meetings may elect stewards and, if quorate, will mandate their own steward.”.....

### **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 or by a ballot (in hard copy or electronically as approved by the branch chair and secretary) of members in the constituency 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.....”