

Guideline for Steward Election

To be held every odd number years from September 5th – October 5th

Per/Bylaws Section: 13 D -1

1. Please fill out the **OFFICIAL UNION NOTICE DEPARTMENT STEWARD(S) ELECTION** form and post it on the Union-Bulletin Board at least 48 hours before you have the election.
2. The scheduled date and time posted for each department must start on time. (Only those working in that Department and Shift can be elected, nominate, or vote. No nominations or votes can be accepted before or after the slotted date and time posted.
3. Fill out the top portion of the **LOCAL 1145 DEPARTMENT STEWARD ELECTION FORM.**
4. Announce it is **EX: 3:00 pm** we will start the election process for department **EX: RLG, 1st Shift.** Everyone in attendance must sign the election form (may use the back of the paper if needed). Once all have signed in, announce we are opening the floor for **EX: RLG, 1st Shift Nominations.** Ask are there any nominations and write in their name(s) on the form. You must ask are there any further nominations three times. With no further nominations, nominations are now closed. If there are the same number of nominations as the number to be elected, they are the Elected Steward(s). (White Ballot) Have them fill in their information.
5. If there are more candidates than the allotted number to be elected, you must have a secret ballot vote. Hand out paper/pen to each person to vote. Teller will collect the ballots and count them in front of everyone. Write in their name and the number of votes. Then, announce the winner(s) and have them fill in their information.
6. You must submit the posted **OFFICIAL UNION NOTICE DEPARTMENT STEWARD(S) ELECTION** form & the **LOCAL 1145 DEPARTMENT STEWARD ELECTION FORM** to the Union Hall after the election(s).