



1. The Local Executive in consultation with the current stewards will:
 - Determine the number of stewards needed – If the collective agreement doesn't specify a number, then the BCGEU bylaws apply. (see overleaf).
 - Encourage existing stewards to stand again, and recruit new stewards to fill gaps.
 - Decide the dates for the opening and closing of nominations. Nominations must stay open for 30 days — the elections should be over by the end of November.
2. Worksite stewards or contacts should post the Notice of Elections and the Steward Nomination Form in the worksites. If you need more, either copy them or ask your Area Office for more.
3. At the end of the nomination period send a copy of the nomination form(s) to the Area Office. If an election is required, allow 10 calendar days for collection of ballots in the worksite or at the area office. Voting can occur at the worksite at a meeting and at the Area Office.
4. **Voting:** Current stewards will conduct the vote. Prepared ballots are NOT required. Members should simply write the name(s) of the candidate(s) they prefer on a piece of paper and place in the envelope provided by the steward.
5. **Count:** This should be done by three unbiased members. Candidates are entitled to have a scrutineer. Ensure you have all the ballots; check with the Area Office; also include ballots from any meeting held. The candidate with the most votes wins. Destroy ballots once the results have been announced.
6. **Results:** Post the results on the workplace bulletin board and notify the area office. Each steward must complete the Steward/Contact Information Sheet FA-138 (enclosed) and return to the Area Office.
7. **Disputes:** Steward elections are informal processes. Any disputes should be referred to the Local chair.

BCGEU Bylaws

Section 1 – Structure

- (f) (i) Steward elections will be held every three years, starting in September of the year prior to the year in which local elections are held. Stewards will serve for three year terms.
- (ii) The local executive will determine the appropriate number of stewards for their local at a common worksite or, if there is no shared worksite, by employer and geographic location. The number of stewards will be determined prior to the opening of nominations for election in September.

The local executive may not assign less than one steward per worksite, or per 100 members, whichever is greater.

Section 2 – Union Elections

- (a) A 30-day notice calling for nominations will be issued for any local or steward election. Nominees will indicate either verbally at a local meeting, or in writing prior to the close of nominations, whether they will stand for election. For all other elections, delegates will nominate by call of the name of the member they wish to stand for office, who will verbally or in writing indicate their assent.