

# POLICY AND PROCEDURES MANUAL

## 5.6.1 STEWARDS - ELECTION

### Policy

To outline the process for Steward elections.

### Procedure

#### Steward Election Prerequisites

All prerequisite elements are required to be considered as a candidate in the steward election process.

1. The Member must have completed the Building Union Strength (BUS) workshop.
2. The Member must have attended three (3) separate and verifiable events, since the conclusion of the prior general steward election, from the following list:
  - (a) Regional or Provincial conferences and Conventions;
  - (b) Mini Regional meeting;
  - (c) BCNU Town Hall meeting;
  - (d) BCNU dinner, or other meal, Meeting;
  - (e) Regional Meeting;
  - (f) BCNU organized Worksite, unit, or program Meeting;
  - (g) Political engagement event, with either municipal officers, MLA, or MP, focusing on healthcare issues;
  - (h) Acted as a JOHS Rep or were engaged in the local OHS process;
  - (i) Participated as a subject matter expert in a ratio focus group; or
  - (j) Other Regional events.
3. The Member commits to observe BCNU Steward-related activities prior to taking the Steward Essentials course. Such activities may include investigating an issue at the worksite, observing a meeting, or participating in a steward team event.
4. The Member commits to completing the Steward Essentials course within their first year as a steward.

#### Steward Election Process

1. The term of a Steward shall be three (3) years commencing July 1st of the Steward election year.
  - (a) The current Steward term of office, ending June 30, 2025, will be extended until August 31, 2025; and
  - (b) Effective September 1, 2025, the Steward term of office shall be three (3) years commencing September 1st of the Steward Election year.
2. The provincial returning officer, or designate, shall ensure election notices are sent to Stewards, and ensure that advertising of such elections has occurred in the BCNU Update magazine.
3. The election process shall be determined by Council.

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4. Elected Officers and Regional Executive Members will not be included in the steward election process as they follow the Constitution and Bylaws and Policies and Procedures pertaining to elections for those positions.
5. There shall be no maximum number of Steward positions available in any given Worksite.
6. The election will be conducted by electronic voting.
7. To be declared elected the candidate must have more yes votes than no votes.
8. BCNU will ensure that the election takes place.
9. BCNU will ensure elected Steward lists will be:
  - (a) Posted on the BCNU Member portal;
  - (b) Sent to the Employer;
  - (c) Sent to the Regional Council Member; and
  - (d) Sent to the Provincial Returning Officer.
10. Stewards who have not been elected will be removed from BCNU's Steward list.
11. If there are no FTS at the worksite the Stewards will choose a Steward Coordinator from within the group.
12. Between elections, follow the Steward Appointment Policy.

### Policy Footnotes

<b>Section</b>	5 Governance and Administration
<b>Sub-section</b>	5.6 Stewards
<b>Policy Number</b>	5.6.1
<b>Council Approved</b>	13-05-03
<b>Council Revised</b>	30-01-25
<b>Further reading</b>	Policy 5.6.2 – Steward Appointments