

BASIC INSTRUCTIONS FOR ANNOUNCING AND CONDUCTING AN ELECTION FOR LOCAL STEWARD

1. Post LOCAL STEWARD ELECTION CALL in the office on the bulletin board used for rural carrier information or another conspicuous place. This notice must be completely filled in with date, time and place of election. If you intend to hold the election in the Post Office, be sure and get permission from your Postmaster first. Generally it is better to schedule the election for a time and day that most carriers are in the office (Tuesday morning, for example). **MAKE SURE THE POSTING GOES UP AT LEAST 15 DAYS BEFORE THE ELECTION.**
2. Allow members to nominate their chosen candidates or themselves by signing and printing their name on the Election Call.
3. At the planned time of the meeting, announce to all carriers present that the election meeting is going to be held and give them time to get prepared and get to the meeting place.
4. At the meeting have someone (any union member not a candidate) conduct the election. He/she should announce that only union members can nominate, vote or hold the office. If there are any questions about union membership contact your NRLCA District Representative or Assistant District Representative or the state secretary for verification.
5. The person running the meeting should then announce that _____ has/have been nominated for the position of local steward on the Election Call form and then they should ask if there are any other nominees. They should ask this at least twice.
6. If there is only one person nominated, then the person running the meeting should then say _____ has been nominated, all those in favor raise your hand. It only takes one vote to win that election because we do not allow "No" votes or write in votes in elections.
7. If there is more than one candidate, then ballots should be handed out and each member votes secretly. The group should choose 2-3 people to count the ballots and report the results. It takes a majority of the votes cast to win election. If there are more than 2 candidates, one must still get a majority (more than 50%) of the votes or there is no election. In this case, one candidate may wish to drop out. Either way, the vote must be taken again until one candidate gets a majority.
8. Whoever is elected should then collect signatures from the carriers who voted on the *Application for Steward Certification* and also fill in all of their personal information. **Both the *Election Call* and the *Application for Steward Certification* should then be sent to the District Representative.** If a ballot vote was held, the ballots should also be sent to the state steward.
9. Remember, your steward is not certified to act as the steward until trained and certified by the District Representative. The newly elected steward will be contacted soon after election to schedule certification training.

SPECIAL PROVISIONS FOR DELIVERY UNITS WITH 50 OR MORE RURAL CRAFT EMPLOYEES AND OFFICES WITH MULTIPLE DELIVERY UNITS

1. Any delivery unit (work location) with 50 or more rural craft employees is entitled to elect two local stewards.
2. At the time of the election, two separate votes would be held—one for each steward position. All the principals of nomination and election would apply. The winners of the two elections would be certified to the District Representative as the local stewards.
3. A third election is then held between the two local stewards. Union members vote for their choice to serve as Chief Steward for that unit. The local steward receiving the majority of votes will be certified to the District Representative as the Chief Steward. In the event of a tie, the District Representative will select the Chief Steward.
4. In offices with more than one delivery unit, each unit (station or branch, APO or RMPO) is entitled to elect a local steward or stewards according to the above guidelines.
5. In these offices with multiple delivery units, a Chief Steward should be elected from among the current local stewards serving in the delivery units by all of the union members in the office (ALL stations and branches). The Chief Steward of the office will represent the craft in matters that concern the entire office and also serve as the local steward for the stations and branches that have no local steward.
6. If an election is to be held for the Chief Steward of an office with multiple delivery units, we recommend contacting the District Representative for assistance with notifying all members, setting a meeting time and place outside the Post Office, and conducting the election.