

CHECKLIST FOR SHOP STEWARD ELECTIONS

- 1. **Choosing an election committee** (at least 3 members)
- 2. **Determining the shop steward system in place in the sector and the company**
 - www.pam.fi/en/work/collective-agreement
 - Company system:
 - employer
 - shop steward.
- 3. **Nominating candidates** (all PAM members at the workplace must be informed that the candidate nomination process is ongoing)
 - The minimum duration of the nomination process is 7 days.
 - Information on the candidate nomination process may be provided by means such as:
 - on a noticeboard (Appendix 1)
 - by letter
 - on the extranet, at meetings and via other such internal communications
 - in a newspaper or magazine
 - on social media.
 - Alternatives for where/how to submit candidates (Appendix 2):
 - via e-mail to the election committee or an individual committee member
 - into a designated mailbox
 - to a designated individual
- 4. **Election**
 - If there is only one candidate, the election committee will confirm that the candidate has been elected.
 - NB! Small workplaces: PAM members at the workplace will meet to elect a shop steward; no need for an election committee. Please proceed to point 6.
 - If there is more than one candidate, decide on the voting method
 - ballot box election
 - postal election.
 - Appendices: minutes templates (Appendix 3 and 4), list of candidates (Appendix 5), ballot paper (Appendix 6)
- 5. **Counting votes**
 - The election committee will fill in the minutes (Appendix 7).
- 6. **Confirming election results**
 - The elected shop steward will fill in a notification of election results, using either an online or a printed form (Appendix 8).
 - PAM will notify the employer of the election result after receiving the form.
 - The shop steward will inform employees of the appointment (Appendix 9).
 - The shop steward will archive the election documents.