



**Shop steward elections
2017-2019**



Make your team stronger.

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BUILDING TRUST

Work plays an important role in life. The quality, fairness and development of the world of work have an essential impact on people's well-being. At organised workplaces, development is not directed from the top or outside but, rather, it is based on genuine collaboration.

Workers are the best experts in their own work and they express their will and ability to influence the development of their work by organising into unions. In order to promote their common interests, they also elect employee representatives – people they trust – for their own workplace. However, not even employee representatives can work alone; instead, interests are promoted together. Organised workers define the development targets that they consider necessary and that they are ready to promote by taking action together with employee representatives. Elections of employee representatives build trust within the workplace.

This material includes basic instructions for shop steward elections. You also have access the Rules for Shop Steward Elections that have been adopted by PAM's Executive Committee (in Finnish). Further information on organising elections is available from PAM regional offices and online at www.luottamusta.fi.

ELECTING SHOP STEWARDS

PAM members have the right to elect a member employee to act as their shop steward and to represent them at the workplace. The shop steward must be an employee at the workplace and must be familiar with workplace conditions.

Elections of shop stewards and deputy shop stewards must be organised so that all PAM members that they are going to represent have the opportunity to participate in the election. Shop steward elections are based on agreements between the employer organisation and the union, which are part of the collective agreement for the sector in question. Sector-specific information on how to elect shop stewards for companies is available later in this brochure.

After an election, you should always fill in a notification form indicating the results of the shop steward election. The notification form and other election materials are available on the PAM website at www.luottamusta.fi.

In these instructions for shop steward elections, a 'shop steward' is used as a general term covering all types of shop stewards.

OVERVIEW

Election period

In PAM sectors, shop steward elections are usually held in October–November of each odd-numbered year, i.e. every other year. When a shop steward is to be chosen for the workplace for the first time, or when a current shop steward steps down, the election can be held at any time.

Term of office

A shop steward's term of office starts at the beginning of the next even-numbered year and lasts for two (2) years. In other words, the terms of office will run from 1 January 2018 to 31 December 2019, from 1 January 2020 to 31 December 2021, etc.

Election of a shop steward during a term of office

If a workplace has not had a shop steward before, or whenever a shop steward resigns from the position due to a change of jobs or for some other reason, employees will elect a new shop steward, whose term of office will commence immediately after the election. In such cases, the shop steward will hold the position up until the end of the remaining term of office.

As an exception, however, a shop steward elected during an election year (i.e. between 1 January and 31 December 2019 or 1 January and 31 December 2021, for example) will continue directly into the subsequent two-year term.

Right to stand for election

All PAM members must have a chance to put forward a candidate, stand as a candidate and become elected as a shop steward or a deputy shop steward. Your membership must be valid at the time when you stand as a candidate or put forward candidates for shop stewards.

ELECTION COMMITTEE

Choosing an election committee

In each company, an election committee is chosen by those employees who are PAM members from among themselves. The recommended size of an election committee is at least three PAM members.

An election committee may also be convened by or composed of union officials. Individuals planning to stand as candidates for a role as a shop steward would do well to recuse themselves from the election committee.

Duties of an election committee

- To manage scheduling and organising the candidate nomination process.
- To oversee the fairness of the voting procedure.
- To take care of the practical arrangements for the election and provision of relevant information.
- To ensure that no electioneering takes place at the ballot station where ballot boxes are used.
- To draw up meeting minutes.
- To ensure the secrecy of the ballot.
- To take care of storing the election materials during the election.
- To archive the election materials (see section 'Storing election materials' below).

NOMINATION OF CANDIDATES

Any PAM member who works within the shop steward's area of responsibility and is covered by the sector's collective agreement can be nominated as a candidate.

Proposers must be PAM members, who need to obtain their candidate's consent for candidacy. No-one may put themselves forward as a candidate.

The election committee will inform employees by when, where and how to submit their candidates.

The minimum duration of a candidate nomination process is 7 days.

The candidate nomination process covers nominations of candidates for both shop steward and deputy shop steward.

All PAM members at the workplace must be informed that a shop steward is to be elected for the workplace and that they have a chance to stand for and participate in the election.

If only one candidate has been nominated for the position, there is no need to organise an election. Instead, the election committee will confirm that the candidate has been elected.

If there is more than one candidate for a specific position, an election will be organised.

ELECTIONS

If there is more than one candidate for a specific position, an election will be organised.

Voting procedure

The election committee will ensure that voting will take place in such a manner, at such a time and, when ballot boxes are used, in such places that members entitled to vote are able to do so.

The election committee is responsible for organising elections, counting votes and ensuring the secrecy of the ballot.

Voting

- Anyone whose membership is valid before voting opens is entitled to vote. Each member is responsible for the accuracy of their membership details.
- Voters must have access to lists of candidates while voting.
- A candidate list includes each candidate's last name, first name, occupation, age and place of residence.
- Candidates are listed in alphabetical order by last name. Candidates may also be numbered starting from number 2.
- If a shop steward election/voting meeting is to be organised at the workplace, the employer must be notified of this.
- Provisions of each collective agreement must be taken into account in notification periods.
- Voting by proxy is not allowed.

Elections at a small workplace

The easiest way to organise elections at a small workplace is to invite employees who are PAM members to an election meeting, in order to record any candidates and, if necessary, hold a vote by secret ballot.

Ballot box elections

The election committee will acquire one or more lockable ballot boxes for the election and will ensure that votes are safely stored for the entire duration of the voting procedure. The ballot box(es) will only be opened once the vote is closed.

- Before starting the voting procedure, the election committee records the number of ballot papers available.
- Before handing out a ballot paper to a member, the election committee verifies the member's right to vote from a list of voters.
- The first member to cast a vote checks that the ballot box is empty. This will be recorded in the minutes of the voting event.
- Each voter writes a candidate's name or number on the ballot paper, according to voting instructions. No other notes are allowed on the ballot paper.
- The voter then folds the ballot paper and hands it over to the election committee to be marked (with a stamp or initials).
- The voter drops the ballot paper into the ballot box.

Postal elections

If it is difficult to arrange a common time and place for the election, it is possible to organise a postal election.

In this case, it is necessary to ensure that each voter's right to vote is verified and that the secrecy of the ballot is preserved.

- The election materials contain voting instructions, a voting certificate, a ballot paper, a ballot envelope, a return envelope and a list of candidates.
- The postal election is organised by using two envelopes: a ballot envelope and a return envelope.
- The voter fills in the ballot paper and seals it in the ballot envelope.
- The ballot envelope is then sealed in a return envelope with a notification of the voter's name.
- The return envelope is submitted to the election committee by post or by some other reliable means.

For further instructions on postal elections, please visit www.luottamusta.fi.

Online and postal elections

Decisions on holding online elections are made by union officials responsible for shop steward elections, who will also co-ordinate the election from PAM's main office.

When a combined online and postal election is organised, the primary mode of voting is online voting. If the phone number and e-mail address of a member entitled to vote are missing from their membership details, the postal election materials will be sent to the member's postal address.

Counting votes

Once the vote is closed, the final counting of votes will be carried out immediately at a time specified by the election committee.

Those who stood as candidates will recuse themselves for the duration of vote counting.

If a postal or ballot box election results in a tie, the result will be decided by lot. If an online election results in a tie, the voting system will generate a random number for each candidate, which will be used to draw the winner.

Storing election materials

All election materials will be stored for a period of at least two (2) years. The documents to be stored include a notice of candidate nomination, any possible ballot papers, as well as meeting minutes, etc. The union and/or local branch are entitled to review election documents in the event that any irregularities are found.

Protection against dismissal for chief shop steward candidates

Any candidates for the position of chief shop steward are protected against dismissal, provided that such candidate has informed the employer of their candidacy personally in writing.

AFTER ELECTIONS

Confirming election results

In order for election results to become official, a notification form must be filled in without delay. The form should also be submitted when the same person is re-elected. The notification form for reporting the results of the shop steward election is available in both electronic (luottamusta.fi) and printed format.

The form should be submitted to PAM's regional office, which will forward it to the employer, the local branch and the elected shop steward. Once the employer has received notification of the results of the shop steward election, the results will become official. Elected shop stewards will inform their company's employees of their election.

Disputes on shop steward elections

Protesting against election arrangements

If there is reason to protest against any arrangements relating to elections, a PAM member falling within the shop steward's area of responsibility may appeal to PAM within 30 days of confirmation of the election results by the election committee in its minutes and notification thereof to the employer.

- A member of the election committee may not protest against an election result confirmed by the committee after the fact.
- Any appeals should be addressed to the executive board of the local branch to which the shop steward belongs.
- The local branch and a PAM representative responsible for shop steward elections will consult the election committee and review the election materials prior to deciding on launching any possible re-run process.
- Any member entitled to participate in the shop steward election may appeal against the decision made by the local branch to PAM's Executive Committee within 30 days.
- PAM's Executive Committee will make a final decision on the matter.

Replacing a shop steward

For a justified reason, if a shop steward neglects their duties or oversteps their authority, the majority of those PAM members represented by the shop steward may demand a new shop steward election.

- Members should address their request to the local branch to which the shop steward belongs.
- The request must indicate the grounds for the request and details of the requesting parties.
- The Executive Board of the local branch will consider the request and will issue a written response after hearing from the current shop steward and the PAM representative responsible for shop steward elections.
- The decision on launching a new election process will be made by the local branch to which the shop steward belongs.
- Any member entitled to participate in the shop steward election may appeal against the decision made by the local branch to PAM's Executive Committee within 30 days.
- PAM's Executive Committee will make a final decision on the matter.

SHOP STEWARD ELECTIONS BY COLLECTIVE AGREEMENT (MAIN AGREEMENT SECTORS)

The provisions governing shop stewards below are in keeping with the collective agreements signed for the period from 1 February 2017 to 31 January 2018. Please note any possible changes that may result from the 2017–2018 collective agreement negotiations.

COLLECTIVE AGREEMENT FOR THE COMMERCIAL SECTOR

Shop stewards are elected as follows:

A chief shop steward is elected for a company with at least 30 employees. For companies with fewer than 30 employees, a shop steward is elected.

If a company has several units or if it operates in a broad geographical area, it may be agreed locally that workplace or regional shop stewards be elected in addition to the chief shop steward.

This will be agreed in writing between the employer and the chief shop steward.

If an election is arranged on the employer's premises, the employer must be notified no later than 7 days before the election.

COLLECTIVE LABOUR AGREEMENT FOR THE FACILITIES SERVICES SECTOR

Shop stewards are elected as follows:

A chief shop steward is elected for a company with at least three employees.

For companies operating nationally or in a broad geographical area, it is also possible to elect regional chief shop stewards.

If more than one candidate for shop steward is put forward for election in any collective agreement sector of the company, an election is to be agreed with the employer.

If several regional chief shop stewards have been elected for a company, they may choose a company chief shop steward from among themselves.

It is also possible to elect a local shop steward for a company, provided that this is agreed in writing between the employer and the chief shop steward.

If an election is arranged on the employer's premises, the employer must be notified no later than 7 days before the election.

COLLECTIVE AGREEMENT FOR THE HOTEL, RESTAURANT AND LEISURE INDUSTRY

Shop stewards may be elected as follows:

A chief shop steward is elected for a company operating in one or more units.

If a company has several units, it may also be agreed locally that the company be divided into appropriate regions and that a regional chief shop steward be elected for each.

In addition, it is also possible to elect workplace shop stewards for units with at least twenty employees.

However, the employer and the chief shop steward (or a regional chief shop steward) may agree in writing that the number of employees required for electing a workplace shop steward be higher or lower than the figure mentioned above.

Supervisors may choose a shop steward from among themselves to represent the company's supervisors. Such shop stewards have the same rights and responsibilities as workplace shop stewards, as well as the right to compensation and release from work. **If supervisors have not chosen their own shop steward, they are represented by employees' shop stewards.**

NB! A supervisor may not serve as a shop steward for other employees.

If an election is arranged on the employer's premises, the employer must be notified no later than 14 days before the election.

COLLECTIVE AGREEMENT FOR THE SECURITY SERVICES SECTOR

Shop stewards may be elected as follows:

A chief shop steward is elected for a company. For companies operating nationally or in a broad geographical area, it is also possible to elect regional or workplace shop stewards.

The operating areas of shop stewards will be agreed within the company.

If an election is arranged on the employer's premises, the employer must be notified no later than 14 days before the election

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.

_____ (company name)

SHOP STEWARD AND DEPUTY SHOP STEWARD ELECTIONS

Those employees of _____ (company name and business ID) who are members of Service Union United PAM may elect a shop steward and a deputy shop steward from among themselves.

The term of office of the elected individuals runs from _____ to _____ (dd.mm.yy to dd.mm.yy).

Candidates may be put forward between _____ and _____ (dd.mm.yy and dd.mm.yy).

Both the candidate and the proposer must be in an employment relationship with the company and the candidate must have given their consent for candidacy.

The elected shop stewards will be covered by the collective agreement governing the _____ sector, as well as the shop steward agreement included as part of the collective agreement.

In the event that only one individual is put forward for each position by the date specified, they will be elected for those positions at the end of the candidate nomination process. If more than one candidate is put forward for either position, an election will be held at a time to be confirmed later.

You can submit candidates and their consent informally by post to _____ (address) or via e-mail to _____ by _____ (dd.mm.yy).

Greetings, Election Committee

MY PROPOSAL FOR SHOP STEWARD

Company/Workplace: _____

I propose the following person as shop steward:

Name: _____

Workplace: _____

Candidate's consent: _____

I propose the following person as deputy shop steward:

Name: _____

Workplace: _____

Candidate's consent: _____

Submitted by: _____

Signature: _____

Please submit the form by (date) _____ at (time) _____

Address: _____

Fax: _____

E-mail: _____

(Instructions for the election committee: PAM members at the workplace can use this form to submit details of their candidates to the election committee. You can make the required number of copies of this form. An informal submission is also permissible, but it must indicate the details mentioned above.)

MINUTES OF THE ELECTION MEETING (SINGLE CANDIDATE)

Election of shop steward and deputy shop steward

Company/Workplace: _____

Time: _____

Place: _____

Present at the election meeting::

Chairperson: _____

Secretary: _____

Members: _____

1. Recording candidates and electing a shop steward

Since only one candidate was nominated for each shop steward position, no election was organised.

It was noted that _____ and _____ were elected as the company's shop steward and deputy shop steward, respectively.

The term of office of the elected employee representatives runs from _____ to _____.

2. Scrutinising the minutes

The minutes were scrutinised immediately. Signed by

Chairperson

Secretary

MINUTES OF THE ELECTION MEETING (SEVERAL CANDIDATES)

Election of shop steward and deputy shop steward

Company/Workplace: _____

Time: _____

Place: _____

Present at the election meeting:

Chairperson: _____

Secretary: _____

Members: _____

1. Recording candidates and electing a shop steward

Election of a shop steward

There were several candidates for the shop steward position as follows:

Election of a deputy shop steward

There were several candidates for the deputy shop steward position as follows

2. It was noted that an election committee be chosen (unless already elected earlier) **and an election be held.**

3. It was decided that the voting method be _____ (ballot box, postal, online voting).

4. It was decided that the voting period runs from _____ **to** _____.

5. Closing the meeting

6. Scrutinising the minutes

The minutes were scrutinised immediately. Signed by

Chairperson

Secretary



Palvelualojen
ammattiliitto
Servicefocket

| LIST OF CANDIDATES _____ FOR ELECTION | | |
|--|------------------|-------------------|
| No. | Last name | First name |
| Occupation | | Age |
| Place of residence | | |
| No. | Last name | First name |
| Occupation | | Age |
| Place of residence | | |
| No. | Last name | First name |
| Occupation | | Age |
| Place of residence | | |
| No. | Last name | First name |
| Occupation | | Age |
| Place of residence | | |
| No. | Last name | First name |
| Occupation | | Age |
| Place of residence | | |

BALLOT PAPER

WORKPLACE NAME:

Then fold here

I VOTE FOR THE FOLLOWING PERSON TO BE SHOP STEWARD:

I VOTE FOR THE FOLLOWING PERSON TO BE DEPUTY SHOP STEWARD:

This is the inside

Fold here first

SHOP STEWARD ELECTION



SHOP STEWARD ELECTION



MINUTES OF THE VOTING MEETING

Shop steward election

Company/Workplace _____

Time: _____

Place: _____

Present at the election meeting:

Chairperson: _____

Secretary: _____

Members: _____

1. Recording candidates and electing a shop steward

There were _____ candidates for the shop steward position:

The vote was held as _____ (postal/ballot box/online voting)

_____ people were entitled to vote. The number of votes cast was _____, of which _____ were found to be invalid.

The votes were distributed as follows: _____

The vote resulted in a tie and was decided by lot, which was won by: _____

_____ was elected as shop steward of _____ (company name) .

_____ was elected as deputy shop steward of _____ (company name)

The term of office of the elected shop stewards runs from _____ to _____.

2. Scrutinising the minutes

The minutes were scrutinised immediately. Signed by

Chairperson of the Election Committee

Secretary of the Election Committee

NOTIFICATION OF ELECTION RESULTS

| | |
|-----------------------------|-------------|
| Name of shop steward | Personal ID |
| Tel. | |
| E-mail | |

| |
|---|
| Official company name |
| Business ID |
| Company address |
| Postcode and town |
| Employer's e-mail (address to which PAM will send notification of election results) |
| Name of workplace (if different from the official name) |

| | |
|---|----------------------------|
| Position | |
| <input type="checkbox"/> Chief shop steward <input type="checkbox"/> Shop steward <input type="checkbox"/> Workplace shop steward <input type="checkbox"/> Deputy chief shop steward <input type="checkbox"/> Deputy shop steward <input type="checkbox"/> Deputy workplace shop steward <input type="checkbox"/> Other, please specify | |
| Date elected | |
| Term of office will begin on | Term of office will end on |

| | |
|-----------------------------|---|
| Number of company employees | Number of employees represented by the shop steward |
|-----------------------------|---|

| |
|------------------------------|
| Previous shop steward |
| Previous deputy shop steward |

Please send this form to your PAM regional office immediately after the election.

EMPLOYEE REPRESENTATIVES AT YOUR WORKPLACE

Position:

Name:

E-mail:

Telephone:

Contact hours:

Position:

Name:

E-mail:

Telephone:

Contact hours:

Position:

Name:

E-mail:

Telephone:

Contact hours:

Position:

Name:

E-mail:

Telephone:

Contact hours:

OFFICES

Helsinki-Uusimaa

Säästöpankinranta 2 A, 9. krs
P.O. BOX 154, 00531 Helsinki
helsinki-uusimaa@pam.fi

Jyväskylä

Kalevankatu 4, 2. krs
40100 Jyväskylä
jyvaskyla@pam.fi

Kouvola

Urheilijankuja 6
45100 Kouvola
kouvola@pam.fi

Kuopio

Ajurinkatu 29
70110 Kuopio
kuopio@pam.fi

Lahti

Rautatienkatu 21 B, 3. krs
15110 Lahti
lahti@pam.fi

Oulu

Uusikatu 22
90100 Oulu
oulu@pam.fi

Pori

Isolinnankatu 24, 3. krs
28100 Pori
pori@pam.fi

Rovaniemi

Rovakatu 8
96100 Rovaniemi
rovaniemi@pam.fi

Tampere

Aleksis Kiven katu 18 B, 3. krs
33210 Tampere
tampere@pam.fi

Turku

Yliopistonkatu 33 G, 4. krs
20100 Turku
turku@pam.fi

Vaasa

Pitkäkatu 38 C
65100 Vaasa
vaasa@pam.fi

www.pam.fi/luottamusta
www.pam.fi
pam@pam.fi

Palvelualojen ammattiliitto PAM ry

luottamusta.fi
pam.fi



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ammattiliitto
Servicefacket