

UNION REPRESENTATIVE ELECTION CHECKLIST

1. Check the union representative system for the company and sector (www.pam.fi/collective-agreements)

2. Appointment of election committee (at least 3 persons)

3. Candidacy declaration

All PAM members at the workplace must be informed that candidacy declaration is underway.

Candidacy declaration takes place either

A) At a candidacy declaration meeting

a. A candidacy declaration meeting must be notified to the employer in good time, but no later than seven (7) days before the meeting

Tip:

Candidacy declaration can be advertised e.g. on the workplace noticeboard and intranet, by letter and on social media.

b. The notice must state:

- time and place of the meeting
- the collective agreement for which the union representative is being selected
- the operating area for which the union representative is being selected.

B) Candidacy declaration in writing

The candidacy declaration notification (annex 1) must state

- the candidacy declaration period: candidacy declaration in writing must last at least 7 days
- the collective agreement for which the union representative is being selected
- the operating area for which the union representative is being selected
- where and how candidates are notified.

Tip:

Candidates can be nominated for example by email to a member of the election committee, at a designated post box or to a designated person.

4. Selection

If there is one candidate

a) the selection meeting confirms the selection.
(Minutes of selection meeting at page 17)

b) If candidacy declaration has been in writing, the election committee confirms the selection.
(Minutes of selection meeting at page 17)

If there is more than one candidate, an election is held.

5. Vote count

After the vote count the election committee completes the minutes. (Minutes of selection meeting at page 27)

6. Formalisation of the selection

- The union representative selected completes the union representative notification either electronically or on the paper form. (Notification of selection at page 29)
- After receiving the form, PAM notifies the employer of the selection.
- The union representative notifies employees of the selection.
- The election committee archives the election documents.