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*Old East Branch Library*

*30 Bawhirley Road*

*Greenock*

*Inverclyde*

*PA15 2BH*

*Tel: 01475 715900*

[www.unisoninverclyde.org.uk](http://www.unisoninverclyde.org.uk)

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4<sup>th</sup> January 2017

*ALL MEMBERS*

Dear Colleague

**BRANCH ANNUAL GENERAL MEETING – 22<sup>nd</sup> February 2017**

Please note that the Branch Annual General Meeting will take place on Wednesday 22<sup>nd</sup> February.

**The meeting will be held at 12.30 in Greenock Town Hall Saloon.** Lunch will be provided.

Nominations are sought for the following office bearers' positions which are to be elected at the meeting:

Branch Chair

Branch Vice Chair

Branch Secretary

Treasurer

Service Conditions Officer

Assistant Service Conditions Officer

Young Members Officer

Publicity Officer

Welfare Officer

Health & Safety Officer

Education Officer

Membership Officer

Equalities Officer

Lifelong Learning Officer

If you wish to nominate a member for any of the above positions please do so by completing the tear-off slip below and returning it to this office no later than noon on **3<sup>rd</sup> February 2017**

Yours sincerely

Robin Taggart  
**Branch Secretary**

**UNISON: INVERCLYDE BRANCH – BRANCH OFFICERS NOMINATIONS**

I wish to nominate..... Service.....  
For the position of ..... Today’s Date .....  
Nominated by ..... Signature .....  
Seconded by ..... Signature .....

Nomination forms should be sent to: Unison, Old Library, 30 Bawhirley Road, Greenock PA15 2BH by post or by e-mail to [unison@inverclyde.gov.uk](mailto:unison@inverclyde.gov.uk)



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***TO ALL UNISON MEMBERS  
IN THIS CONSTITUENCY***

**ELECTION OF STEWARDS**

You are invited to submit nominations for shop stewards for 2017

Application forms, signed by the nominee, proposer and seconder should be submitted to the Branch Secretary by close of business on Friday 3<sup>rd</sup> **February 2017**.

Please note that the general ratio is 1 Steward for each 25 members. This rule may not apply to smaller or isolated workplaces. Contact the Branch Secretary if in doubt.

Existing Steward \_\_\_\_\_

Workplace Address \_\_\_\_\_

\_\_\_\_\_

UNISON Office, The Old Library, 30 Bawhirley Road, Greenock, PA15 2BH, Phone: 715900

**4<sup>th</sup> January 2017**

**TO ALL MEMBERS**

Dear Colleague

I am writing to ask you to seek nominations for stewards for your workplace for the coming year.

The enclosed **NOTES FOR GUIDANCE** set out in detail the procedures approved by the Branch, but the following are the main points:-

**IMMEDIATELY** place the enclosed **ELECTION OF STEWARDS** notice on the workplace notice boards asking for nominations or issue a circular to all members in your workplace.

If only one nomination is received and approved by workplace members, complete the enclosed **APPLICATION FOR STEWARDS CREDENTIALS** and return it to the above office by **3<sup>rd</sup> February 2017**, ensuring it is signed by constituent members nominating and seconding the application.

If there is more than one nomination an election should be conducted, i.e. a show of hands at a workplace meeting. If difficulties are encountered, members should contact the Branch Office.

**Please note that existing stewards must seek re-election and submit paperwork as above.**

Thank you for your co-operation.

Yours sincerely

Robin Taggart

## Branch Secretary

UNISON: The Public Services Union

### *Inverclyde Branch*

Regulations approved by the Branch allow that every interest group and workplace should elect a steward, and that no steward be responsible to more than 25 members.

Where a workplace has more than 25 members it should have more than one steward, but each steward should normally have a separate defined constituency.

If a workplace has less than 10 members the steward may be required to represent another workplace of the same department within the immediate geographic area. For further details please contact the Branch Office.

Regulations state that the names of stewards elected by the members shall be advised to the Branch Secretary, who will advise Personnel Services of the accreditation and send out credentials.

Stewards are entitled to hold office for a year, at which point the Branch will send out paperwork for elections to take place, in which stewards can still stand if they wish.

The present steward/contact should seek nominations from all members of the workplace, by placing the notice supplied on notice boards or by circular to each member.

If there is only one nomination approved by the workplace membership, the present steward/contact should complete the attached **APPLICATION FOR STEWARDS CREDENTIALS** giving details of the new steward and send it to the Branch Secretary, ensuring it is signed by members in their workplace proposing and seconding this nomination.

If there is more than one nomination, an election shall be carried out either by show of hands at a workplace meeting or by ballot. The Branch Secretary shall oversee this where difficulties arise.

A credential card will be issued to each steward - until such time stewards are not entitled to time off for trade union activities, pending notification of their election to the employer. A credential may be withdrawn by the Branch Secretary if a steward acts contrary to the interest of the Branch or the Union, outwith the scope, functions and powers of a steward or a sufficient number of constituents express no confidence in him/her.

On resignation, stewards should immediately return their credential card to the Branch Secretary.

**THE ABOVE RULES ARE IN ACCORDANCE WITH GUIDELINES  
ISSUED BY UNISON HQ.**

WORKPLACE			
ADDRESS (Including Full Postcode)			
TELEPHONE NO.		FAX NUMBER	
<b>HOME ADDRESS</b> (Including full postcode)			
HOME TELEPHONE NO		e-mail address	
National Insurance Number		UNISON Membership No.	
<b>Number of Members Represented</b>			
<u>Steward's Signature</u>			
<u>Proposed by</u>			

<u>Seconded by</u>		
<u>Date of election</u>		<b>For office use only:</b> Processed by: Date:



**Inverclyde Branch**  
Application for Stewards Credentials 2017

**Branch AGM Wednesday 22<sup>nd</sup> February 2017, 12.30**

**Agenda**

1. **Sederunt / Apologies**
2. **Previous Minutes**
3. **Matters Arising**
4. **Election of Branch Officers**
5. **Branch Accounts**
6. **Motions**
7. **Inverclyde Council Budget 2016/18**
8. **A.O.C.B.**
9. **Guest Speaker – TBA**