

# FAQs delegate election form



## Member/ Delegate FAQ

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## Why is it important to complete and submit the delegate election form?

We need to know your name and your correct contact details so we can:

- Invite you to education events and delegate forums
- Contact you about wider union activities and site activities
- Allow you to access the delegate portal which contains digital resources and information
  - **It is important you understand your responsibilities regarding the Privacy Law** – as a delegate you will have access to information about your sites to which general members do not have access
  - **Notify the union office or organiser** of any delegate resignations or membership changes on your site, including new leaders.
  - The form also clarifies the role and term of a delegate.
- **The delegate term is two years. During this time, your role is to:**
  - represent E tū members in your workplace
  - recruit new members, activists, and leaders
  - engage with members and get them involved to build a better workplace
  - be actively involved in bargaining collective agreements and other union activities
  - keep yourself and your colleagues informed about current union matters.

## Who can nominate or second a delegate election?

The nominator and seconder **must be:**

- **Current E tū members** at the time of the election
- Working on the **same site** as the incoming delegate, or have the **same organiser, city, and group employer**
- The nominator and seconder **cannot** be the same person.

## Can I submit a form online?

There is now a **digital fillable PDF form**, as well as a **printable form**. We have provided clear instructions and an explanation in the new forms to help you fill them out once the election is confirmed.

- **Section C, D & E must be fully complete**
- Sections A and B must be filled as much as possible
- Forms will be sent back to organisers, and they'll get in touch if the information is not complete, or if there are other issues with the information received.

## Where can I find these forms?

The two forms will be available to download in the delegate portal resources section, or you can ask your organiser for the form or how to access it.

- The **printable form** is made to be both printed and written on.
  - Download, save and print. Once you have completed your section, please hand in to your organiser
- The **digital fillable PDF** is made to be edited electronically.

## I can't access either of these forms – what do I do?

There is also a web-based delegate election form that you can use at: <https://www.etu.nz/delegate-election/>.

Forms received here will then be sent to your organiser for verification.

## Who do I give the completed delegate form to?

All forms will need to be signed off by an organiser before being processed.

- **Physical forms** can be given to your organiser, dropped off, or mailed to your local E tū office
- **Digital forms** can be emailed to your organiser or Union Support Organising Team at [support@etu.nz](mailto:support@etu.nz).

## How do I use the digital, fillable PDF?

A fillable PDF is a PDF document that can be edited *without* PDF-editor software. Any fillable PDF that opens in modern PDF viewers (Acrobat, Preview, Chrome, Bluebeam) will allow you to fill out this form. Your device just needs to have PDF reader software installed.

You can download Adobe Acrobat Reader here for free: <https://www.adobe.com/nz/acrobat/pdf-reader.html>

### How to fill out the **digital PDF**

1. Download and save the blank form first
2. You can now open the file and fill in the text boxes and check-boxes in the document
3. Save the edited form. **When you save it, rename the file by adding your full name and employer name**, otherwise the completed form will override the empty one you downloaded
4. Once you have completed your section, please email it to your organiser.

## What do you mean by "electronic signature"?

E tū accept all electronic signatures – this includes:

- Typing in name in the signature space
- Digital free hand signing in the signature space
- Uploaded signature in the signature space

## What happens after the form is handed in?

Once forms are received, the information is checked by the administration team and verified by an organiser. If there are any issues with the information provided your organiser or administration team will get in touch with you.

### **IF all information is correct and accounted for:**

- You will be loaded as a delegate on our database and be given access to the delegate portal
- A new/re-elected delegate welcome email will be sent with general information
  - Note there could be a delay between processing and when the welcome letter is sent
- Your employer will be notified of your delegate status
  - There will be a delay between the delegate welcome letter and the employer notification as per E tū rules.

## Can forms expire?

Yes, the form needs to be sent to E tū team asap. **Forms are valid within a 60-day time frame from the time of the member's election date**, this provides time to contact you if there are issues. Otherwise, a new form will be required. Information received will go through a verification process as stated above.

## Where, in the E tū rules, does it cover delegates and delegate elections?

- Delegates are covered in Section 33, under Part 3 – Structure and Governance of the Union in the E tū rules
- The E tū rules can be found on our website at: <https://etu.nz/resources/e-tu-rules/>.

## What happens if I have completed an old E tū delegate form?

- We are still accepting the old version of the form until the end of 2021, as we understand that it can take time to make this change
- Please inform your members of the new forms available and replace any of the old forms you have.