



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.

What is the delegate's term and role?

There is no limit to a delegate's term, however if an election is called you will need to be re-elected by your site membership. It is a good thing to have regular elections at your worksite.

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? / Where can I find these forms?

Yes, there is 2 methods to submit a delegate election form, Forms can be found on E tū website www.etu.nz in the 'for delegates' section. <https://etu.nz/delegates/>

- **Fillable PDF form** is a printable and digitally fillable. Need to be downloaded and saved before print/editing.
- **Online Web form** is a digital only webpage form. Need to be filled in and submitted on website.

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

Who do I give the completed delegate form to?

Please email or give completed delegate forms to your organiser, if that is not possible you can drop off to your local E tū office or email to Union Support Organising Team at support@etu.nz.

What is a digital, fillable PDF form?

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>

Steps for accessing the digital PDF form

1. Download and save the blank form first
2. You can now open the file and fill in the text boxes and checkboxes 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

What happens after the form is handed in?

Once forms are received, organiser will send it to the administration team for checking and processing. If there are any issues with the information provided E tū staff member will get in touch with you.

IF All information is correct and accounted for & signed by you and organiser. You will be:

- Loaded as a delegate on our database and given access to the delegate portal
- Sent a new/re-elected delegate welcome email with general information
- Your employer will be notified of your delegate status. There will be a delay (min. 3 days) 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 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/ site members. 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 not accepting the old version of the form. We will require for the information to be resubmitted on the current election form. Please make sure to get rid of any old forms you have.

What do I do if I need help?

Contact your organiser or reach out to us on 0800 186 466 or support@etu.nz