

INSTRUCTIONS FOR COMPLETING FORM 10

Post the “Local Steward Election Call” sheet in a visible location for 15 complete days. Ask permission from local management to hold the election five (5) minutes prior to the starting time of the office. **Only Union members may vote.**

1. Use only the form supplied by the Union.
2. Use black ink only.
3. There are lines for ten (10) Rural Routes and their relief carrier. Carriers are to sign on the numbered lines corresponding with their route number. If an additional sheet is needed for offices over ten (10) routes, use a second form.
4. If a route is vacant, write vacant.
5. If a carrier refuses to sign, write “refused to sign”.
6. If a carrier wishes to vote, they **must** be a Union member. A carrier may join the Union at the time of the vote. Have a Union application form(s) available at the day of the election.
7. When election is complete, send **both** completed forms to State Steward immediately.
8. A newly-elected Local Steward must be trained/certified by the State Steward before they can officially operate in the position as Local Steward.
9. Trainings are held every four months in March, July, and November.

QUESTIONS: CALL THE STATE STEWARD!!!!