



Advice on the election of the Federation Workplace Committee

Federation is a democratically run industrial organisation and it is important that our election and decision-making processes mirror this ethos.

Therefore, when electing members to the Federation Workplace Committee (FWC) at the beginning of each school year, the process used must be clearly understood by all members. Elections should be held on, or around day 1, term 1.

The following FAQs will assist our workplace to run a democratic election for this important Federation Committee.

Q. What are the positions on the FWC?

A. Federation Representative (Fed Rep), Women's Contact, and committee member/s.

Q. Who is eligible to vote in the election?

A. All financial members of Federation including part-time, casual and temporary members.

Q. Who is eligible to stand for a position on the FWC?

A. All financial members of Federation including part-time, casual and temporary members.

Q. How does a school organise an election of FWC members?

A. The expectation is that the previous Fed Rep or Women's Contact will:

- arrange the meeting at the most convenient time for members to attend
- advise the members of the date, time and location of the meeting
- at the start of the meeting, elect a chairperson/returning officer and a minute-taker (these members usually aren't nominating for a position on the FWC).

This advice would vary for a small school.

Q. How many members can there be on the FWC?

A. All workplaces must elect a Fed Rep and Women's Contact. The decision about the number of committee members is made by the members at the school and reflect the number of members at the school.

For example:

- a) a small primary school may decide on a committee of three including a Fed Rep, Women's Contact and one committee member



- b) a medium-sized primary school could have a Fed Rep, Women's Contact and a representative from each stage
- c) members at a high school may decide on a Fed Rep, Women's Contact and a representative from each faculty.

Please note that these are examples only. The number of members elected will vary from school to school, and is best determined locally.

Q. The number of members to be on the FWC has been agreed upon, what do we do next?

A. At the meeting:

- call for nominations to specific positions on the FWC, beginning with the Fed Rep and Women's Contact
- second each nomination
- accept nomination by each nominee
- elect each candidate by a majority vote
- record the above in the minutes.

Q. Is a vote required?

A. Yes. The minutes must reflect the nomination, seconder, acceptance and that an election by a majority of members present endorsed the candidate.

Q. How is the vote conducted?

A. Voting may be by show of hands unless any member calls for a secret ballot. Each member of the Federation Workplace Committee must be elected by a majority vote.

Q. What should we do if our school doesn't elect a Fed Rep?

A. Please contact your local Federation Organiser as soon as practicable.

Q. Our school has elected our committee, what is next?

A. It is important that Federation has a record of its elected representatives for each workplace. Day 1, term 1, all 2018 Fed Reps and Women's Contacts and will be emailed a Federation Workplace Committee Register for 2019 to complete. Please forward the completed register to the email address at the bottom of your form.

INFORMATION LEAFLET

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