

Dear Prospective Steward:

Your Municipal Employees' Federation Board of Directors is pleased to provide you with the attached application and nomination forms to be submitted prior to appointment as an MEF Steward.

Stewards are absolutely critical to an AFSCME union and we welcome your participation and contribution. Without an active steward, no city department is fully engaged in the union process. As a steward, you will have four major roles:

**Leader** – Spark enthusiasm of fellow employees and enlist their cooperation to build a more active union.

**Representative** – Speak to management on behalf of co-workers, watch for violations of the agreement or established working conditions, and convey concerns of members to union leadership.

**Organizer** – Build a union team, sign up new members, and activate those who are members.

**Communicator** – Keep members informed, explain union goals, convey union policies and programs to the rank and file; express co-worker's needs and concerns to the union leadership.

The process to become a steward is simple. Complete and return the Steward Application and Steward Nomination forms to myself, or our Business Agent Charles Allen ([ba@mef101.org](mailto:ba@mef101.org)), in person, via email or by mailing it to the union office at the above address. You must obtain a minimum of five nominating signatures from other union members in your department.

After your application is received it will be reviewed by the Stewards' Council and the Board of Directors for approval. Following appointment, you will be provided a Steward's Packet. You will also be invited to the next formal steward's training session and be provided city release time to attend.

Thank you for considering this most important role. If you have any questions about steward duties or the nominating process, please feel free to contact me, or our Business Agent Charles Allen.

In solidarity,



MEF Chief Steward

[chiefsteward@mef101.org](mailto:chiefsteward@mef101.org)

408-904-9661

**PETITION FOR STEWARD APPOINTMENT  
MUNICIPAL EMPLOYEES' FEDERATION**

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PERSONAL INFORMATION

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(include full mailing address)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Are you an MEF member? \_\_\_\_\_ How long have you been an MEF member? \_\_\_\_\_

Any Union offices held: \_\_\_\_\_

\_\_\_\_\_

EMPLOYMENT INFORMATION

City Department (including Division/Unit): \_\_\_\_\_

Department Worksite: \_\_\_\_\_

Job Classification: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work email: \_\_\_\_\_

Length of Time Employed with the City: \_\_\_\_\_

Length of Time in Current Department: \_\_\_\_\_ Off Probation?: \_\_\_\_\_

Why do you want to serve as an AFSCME MEF Steward? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(signature)

\_\_\_\_\_

(date)

**PETITION FOR STEWARD APPOINTMENT  
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I, \_\_\_\_\_, have been nominated by the below  
co-workers to serve as a steward in the \_\_\_\_\_ Department  
at the \_\_\_\_\_ worksite.

Nominating co-workers (**must** be in the same department *and* **must** be Union members):

1. \_\_\_\_\_ (print name) \_\_\_\_\_ (signature)

\_\_\_\_\_ (job classification) \_\_\_\_\_ (shift/work phone)

2. \_\_\_\_\_ (print name) \_\_\_\_\_ (signature)

\_\_\_\_\_ (job classification) \_\_\_\_\_ (shift/work phone)

3. \_\_\_\_\_ (print name) \_\_\_\_\_ (signature)

\_\_\_\_\_ (job classification) \_\_\_\_\_ (shift/work phone)

4. \_\_\_\_\_ (print name) \_\_\_\_\_ (signature)

\_\_\_\_\_ (job classification) \_\_\_\_\_ (shift/work phone)

5. \_\_\_\_\_ (print name) \_\_\_\_\_ (signature)

\_\_\_\_\_ (job classification) \_\_\_\_\_ (shift/work phone)

Date Nomination Submitted to Chief Steward: \_\_\_\_\_.