

By-law No. 4 Librarians and Archivists Stewards Council  
The University of Western Ontario Faculty Association

<b>Version</b>	<b>Effective Date</b>	<b>Supersedes</b>
2.0	April 1, 2026	By-law No. 4 Librarians and Archivists Stewards Committee
<b>Policy Approver</b>	<b>Policy Owner</b>	<b>Policy Contact</b>
Board of Directors UWOFA Membership	Policy & Governance Committee	UWOFA Vice-President
<b>Last Reviewed</b>	<b>Next Review Date</b>	<b>Required Reviewers</b>
December 2025	December 2027	Policy & Governance Committee Faculty Chief Steward Librarians and Archivists Chief Steward

**I. TERMS OF REFERENCE**

1. The Librarians and Archivists Stewards Council (LASC) is responsible for educating, supporting, and engaging Members and for sharing information.
2. All Librarians and Archivists Stewards (Stewards) shall be members of the LASC.
3. The Mobilization Chair shall be an *ex officio* member of the LASC.
4. UWOFA staff, as designated by the UWOFA President, shall attend meetings of the LASC and provide administrative and operational support.
5. The Librarians and Archivists Chief Steward (Chief Steward) shall chair the LASC.
6. The LASC shall meet at least once each Fall and Winter Academic Term to discuss matters and share information relevant to the Bargaining Unit. The Chief Steward may convene more frequent meetings, such as for training purposes or during periods of collective bargaining.

**II. ELECTION PROCEDURES**

7. Units shall have a Member who is the Steward for the Unit.
8. Stewards shall be elected by the Members of their Unit and serve a two-year renewable term. Terms begin on July 1. All Members of UWOFA-LA are eligible to serve as a Steward with the exception of Heads.
9. Elections for Stewards shall proceed as follows:
  - a. Steward elections shall be managed by UWOFA, with elections normally held in June.
  - b. If a position is vacated four or more months before the end of the position's term, the procedure for interim appointments in By-law No. 1 clause 3.16 shall be followed, with references to the President being read as references to the Chief Steward.

- c. Elections shall involve a call for nominations and, if required, a mail ballot.
- d. Members with joint appointments under the Collective Agreement may vote in the Steward elections in each of their respective Units.
- e. If a Unit does not elect a Steward, the Chief Steward shall endeavour, in consultation with Members of the Unit, to find a Steward for the Unit.

10. The LASC shall elect the Chief Steward from among the LASC membership for a two-year term starting July 1. The Chief Steward may serve multiple terms.

11. Elections for the Chief Steward shall proceed as follows:

- a. These elections shall be managed by UWOFA and normally held in June immediately following Steward elections.
- b. If a position is vacated four or more months before the end of the position's term, the procedure for interim appointments in By-law No. 1 clause 3.16 shall be followed.
- c. Elections shall involve a call for nominations and, if required, a mail ballot.
- d. If the LASC does not elect a Chief Steward, the Past President shall endeavour to identify a Chief Steward through consultation with Stewards.

### **III. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES AND OTHER RESOURCES**

- a. Librarians and Archivists Stewards Policy
- b. By-law No. 1