



## Local 5454 – Section Locale 5454

Representing Canada's Air Traffic Controllers - La voix des contrôleurs aériens du Canada

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August 25, 2010

By: Email

TO: BRANCH EXECUTIVE AND FACILITY STEWARDS

### Contract Committee Voting and Counting Procedures

Attached are the procedures and information required for the election of the 2010 Contract Committee. Branch Executive and Facility Stewards are responsible for conducting the election in their respective units; this includes delegation of responsibility for the voters list, ballots, and ballot box required to ensure all members are afforded the opportunity to vote.

Included are: a voters' list; a non-member report; unclaimed member report; membership cards; and ballots. Please follow the instructions below:

#### Highlights of new election procedure established at CATCA Convention 2010

- A Returning Officer will be appointed for the oversight of each and every election.
- Each branch will designate an Election Officer who will be responsible for enforcing the established procedure of election policy at the branch level.
- Ballots are to be counted by the Elections Officer or delegate, with one observer. With prior notification Candidates may designate an additional scrutineer to be present. Results will be tabulated. They are not to be shared with anyone.

#### Definitions

Returning Officer - The Returning Officer for CATCA 5454 will be the Executive Vice President for all elections with the exception of that position. For the position of Executive Vice President, the Returning Officer will be a member of the Board of Directors appointed by the President.

The Returning Officer for this election:

**Doug Best**  
**Executive Vice President**  
**(613) 796-5045**  
**dbest@catca.ca**

Elections Officer – Elections Officer means an individual in charge of preparing and conducting all local and national elections within the Branch or Facility and who supervises the counting of votes and tabulates the results. The Elections Officer shall be appointed by a Branch or Facility.

#### Right to Vote

As in any matter affecting the Association, only Active Members may vote. Please refer to By-law #1, paras. 5.1; 6.2; and 6.4 which outlines the definition of an Active Member.

Non-Members may fill-out a membership card prior to voting. Membership cards are included in this package. This will be considered a membership application and should be returned to the National Office once the election has concluded.

#### Voting, Counting, and Reporting Procedure

Voting is to begin, Wednesday September 1<sup>st</sup>, 2010. **Proxy votes are not allowed.** Branch Secretaries and Facility Stewards are to refer any problems to their branch Election Officer. Voting must be completed by 12:00 EDT, Tuesday September 14<sup>th</sup>, 2010.

During the voting period, the Elections Officer is responsible for enforcing the following rules of conduct:

1. Ballots are to be issued to the voter in a discrete environment, where the privacy of the voter will not be compromised in any way.
2. Ballot boxes are to be kept locked at all times and are not to be left unattended, tampered with, nor are they to be opened until the designated time - 12:01 EDT Tuesday September 14<sup>th</sup>, 2010. During the progress of any vote where a ballot box is opened or tampered with prior to the time established for the opening of ballot boxes, the ballots contained in that ballot box shall be declared spoiled ballots. In such cases where there was a premature opening of a ballot box the members of that unit will be deemed to have forfeited any further opportunity to vote.

3. Ballots are to be counted by the Elections officer, or designate, with at least one observer. With prior notification, candidates may designate an additional scrutineer to be present for the counting.
4. Once the results are tabulated, they are not to be shared with anyone other than the Elections Officer.
5. Results of the voting are then reported via telephone followed by an email to the Returning Officer, not later than 13:00 EDT. This report should contain the number of votes for each candidate, the total number of votes cast and the number of spoiled ballots (if any). The Elections Officer is responsible for reporting the Branch and Facility results from that Branch to the Returning Officer.

Ballots and voters' lists shall be retained and kept confidential on site for 60 days, upon which point they shall be destroyed. Membership applications shall be mailed to CATCA national office after the election is complete.

**For three or more candidates:**

How to vote using Runoff Ballots:

Candidates are to be ranked in order of preference, by placing the number 1 (one) beside the first choice, the number two (2) beside the second choice, the number three (3) beside the third choice, and the number four (4) beside the fourth choice etc.

**First Counting:**

- a. Open the ballot box at the prescribed time and count the ballots for each candidate that was ranked 1 (one) on the ballot by the voter.
- b. Report this number to the Returning Officer by phone followed by an email. This report should contain the number of first place votes for each candidate, the total number of votes cast and the number of spoiled ballots (if any) and the telephone number where you are to be contacted.
- c. Standby to receive further direction from the Returning Officer.

**Only proceed with step 2 if directed to do so by the Returning Officer.** If none of the candidates receives 50%+1 of the total votes cast in the area the runoff process will be undertaken. **Therefore you must remain available to take the next step.**

**Run Off Procedures:**

- a. The Returning Officer will advise which candidate received the fewest number of votes. That candidate is eliminated. Do not destroy these ballots; they are required for this step.
- b. Only the Ballots for the eliminated candidate are to be recounted, add the second choice of these voters to the appropriate remaining candidates
- c. The new totals are reported to the Returning Officer.

For example assume there are 3 candidates and 20 ballots cast.  
The first counting resulted in

Candidate A receiving 9 first place votes.  
Candidate B receiving 6 first place votes  
Candidate C receiving 5 first place votes.

Now review only the five ballots on which candidate C received first place votes and distribute these ballots to the candidate who was the voters' **second choice**.

Report the new total to the Returning Officer by phone followed by an email.

Standby to receive further direction from the Returning Officer.

If you have any questions, please call CATCA National Office at 613-225-3553.

In Solidarity,

Noel Dwyer  
CATCA Election Committee

Chad Watt  
CATCA Election Committee

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