



July 11, 2016

To: Branch Executive, Montreal ACC
St. Laurent RVP

E-Voting for Contract Committee: Rules and Guidelines

As outlined in the June 17, 2016 B&F, the Montreal ACC Contract Committee position election will be run via online voting provided by Simply Voting.

How to E-Vote

- A B&F will be sent out prior to the election opening with a web link to the CATCA Simply Voting election page
- The Montreal ACC Contract Committee election will open August 1, 2016 at 9am ET through to August 15, 2016 at 12pm ET
- During the election period, a voter will simply click on that link or go to CATCA.simplyvoting.com
 - o They will be prompted to enter their Elector ID and Password
- The **Elector ID** will be the voter's first and last name (i.e.: John Doe) as shown on the voter's list attached
 - o In the event where two or more people have the same name, a middle name has been added to the voter's list and hence the Elector ID
 - o In any case, **voters are to use their names EXACTLY as shown on the voter's list**
- The **Password** will be the voter's PRI number (employee number)
 - o This unique number can be found on your pay stub or your Sun Life membership card (listed as "participant number")
 - ▣ Samples are attached for reference
- Voters **MUST** rank all candidates in numerical preference
 - o This allows Simply Voting to account for run-offs where needed using a variation of STV (Single Transferable Vote) applying the Droop quota and not applying any redistribution of surplus votes
 - o In the event of a tie, additional elections will be held until a winner is elected

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- Voters will be able to review their vote before submitting, and then have the option to print their voting receipt
- Any problems or questions that arise during the election should be sent to the Montreal ACC Branch Executive who will contact the Returning Officer
 - o Only the Returning Office has direct access to Simply Voting

Voter's List

- Attached is the complete Montreal ACC voter's list
- Please review the list carefully and advise Tania Calverley at National Office (tania@catca.ca) of **any errors or omissions by Friday, July 15, 2016**
 - o This is very important as the **exact name** on the final voter's list will be used as the elector ID
- Additions to the voter's list are possible during the election period (i.e.: a seniority bid transfer)
 - o Branch Executive **MUST** contact dbest@catca.ca and tania@catca.ca with detailed information

About Simply Voting

- Offer a [secure voting service](#) for over 1000 organisations, including unions.
- Use third party audits & certifications with voter-verified results
- Learn more at simplyvoting.com

NOTE:

- The official voting package (voting procedures, candidate list, etc.) will be sent via B&F after the nomination period closes July 15, 2016.

On behalf of the Elections Committee,

Doug Best
Executive Vice President

ID Samples

Initiaux + Nom de famille		Matricule 009999999		N° service XXXXX		Paie De A		Paiement 2012/10/10		
				N° employeur 010041		21 2012/09/27 2012/10/10		Séquence XXXXXXXX		
STATEMENT OF EARNINGS BULLETIN DE PAIE					EMPLOYEE DEDUCTIONS AND EMPLOYER CONTRIBUTIONS RETENUES DE L'EMPLOYE ET COTISATIONS PATRONALES					
TYPE	HOURS HEURES	RATE TAUX	AMOUNT MONTANT	Y.T.D. A JOUR	TYPE	CURRENT COURANT	Y.T.D. A JOUR	TYPE	CURRENT COURANT	Y.T.D. A JOUR
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MEMO DESC	HRS	MNT COUR.	MNT ACCJ							
BANQ CONG	.00									
BANQ CONG	.00	-								

Participant :

N° de participant
9999999

Code d'accès

Financière
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Médicaments
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Si les renseignements que vous cherchez ne se trouvent pas en ligne ou si vous avez besoin d'assistance, communiquez avec notre Centre de service à la clientèle au numéro sans frais 1 800 361-6212. Vous pouvez utiliser votre code d'accès et votre mot de passe pour accélérer le service lorsque vous accédez à notre système téléphonique automatisé.

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