



Q & A: Electronic Voting

REVISED JUNE 13, 2018

1. Why is my Branch/National Office asking for my personal email address?

CATCA is transitioning to an electronic voting system; therefore, National Office must have a current and valid personal email address for each active member, allowing a unique voting link to be sent to each voter.

2. How does electronic voting work?

Per April 2018 [Policy Book](#), Section I, 6.4:

- Proxy votes are not allowed
- Branch Secretaries and Facility Stewards are to refer any problems to their Branch Elections Officer, who will, in turn, report the problem to the Returning Officer
- The Returning Officer shall report the results to the Elections Committee after the election closes

3. A vote/election is coming up, and I haven't received an email yet. What should I do?

- Look in your SPAM folder to ensure that the email hasn't been blocked
 - Note: To avoid this in the future, add Simply Voting to your 'safe' list in your email program
- Contact your local branch to verify that you are indeed on the voter's list
- The local branch and/or RVP should be the initial point of contact for help
- If further assistance is required, contact National Office at (tania@catca.ca or 613.225.3553 (M-F 8am-4pm ET)

4. What is the link to the voting website?

- catca.simplyvoting.com

5. What is my Elector ID and Password?

- Your Elector ID is your name exactly as it appears on the voter's list (accents, capitalization, spaces, etc.)
 - It is also listed in the Simply Voting email
 - NOTE: A middle name has been added where two or more people have the same name
- Your Password is your PRI number (employee number) which can be found on your pay stub (**drop any leading 0's**)



Sample Old Pay Statement

This is your PRI. Do not enter any leading zeros

Initials + Last Name		Employee # XXXXXXXXX		Department # XXXXXX		Pay From To		Payday 2012/10/10		
		Employer # 126 -b		21		2012/09/27 2012/10/10		Sequence XXXXXXXXX		
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
ANNUAL SALARY			73385.00		80 G.P.P.	302.26	1480.26			
00 BASIC PAY	72.00		2812.21	19685.47	81 E.I.	114.21	564.51			
55 PMTSFL	.00		500.00	500.00	N5 SFL	517.07	15521.21			
21 OT REST 2	28.00		2187.36	6054.30	82 FED TAX	1777.76	7816.63			
04 EVNG SHIFT	4.00	78.1200	40.00	200.00	G4 PENS 9.50	142.96	1000.72			
07 WKND PRM1	16.94	10.0000	21.18	52.95	J0 CATCA CRT	91.71	275.13			
08 WKND PRM2	16.94	1.2500	21.18	42.36	K7 B-LIFE PRM	33.10	99.05			
58 OJT ALLOW	72.76	1.2500	873.12	1393.32	N2 CATCA INS	.00	363.21			
68 OFP/ATC PR	.00	12.0000	210.56	1473.92	REC ESA	.00	-363.21			
90 COMM/G ALL	160.00		75.20	207.00						
19 OT REG DAY	.00	.4700	.00	78.12						
20 OT REST 1	.00		.00	644.49						
22 WORK HOL	.00		.00	165.42						
Please note: the calculations on this sample are not exact and are being used only as visual aids.										
SUMMARY SOMMAIRE		GROSS PAY PAIE BRUTE		DEDUCTIONS RETENUES		NET PAY PAIE NETTE		NET PAY ALLOCATION DETAILS DE LA PAIE NETTE		
CURRENT COURANT		6240.81		2462.00		3778.81		3778.81 DEPOSIT xxxx xxxxx xxxxxxxxxxxx		
Year-to-date Cumul annuel		29997.35		10873.09		19124.26				
Employer # 010041 NAV CANADA 77 METCALFE OTTAWA K1P 5L6										

6. Do I have to rank all the candidates?

No. As per [Policy Book](#) section 6.4 (g), members are encouraged to rank all candidates in order of preference (who you would like to see win) so that their ballot can be used in all rounds of run-offs as the electronic voting system shall employ the preferential ballot procedure when more than two candidates appear on the ballot. However, ranking is not mandatory and a member may choose to rank any number of candidates. The ballot will be valid and counted.

NOTE: Should you vote for only one candidate who is then eliminated in the first round, your ballot will be considered “spoiled” going forward into run-off counting.

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, etc.

In the event no candidate receives an outright majority, the candidate receiving the lowest number of votes shall be eliminated. The ballots for the eliminated candidate are then to be recounted, and the second choice of these voters is then distributed to the appropriate remaining candidates and tabulated. This process shall be repeated until such time as a candidate has received a majority of the eligible votes cast.

7. Can I abstain from voting?

- Absolutely. We do ask that you still log in and select the “ABSTAIN” option on the Simply Voting website.

8. I’m having trouble with the voting process. Who can I contact for assistance?

- Your local branch rep or your RVP should be the initial point of contact for help
- If further assistance is required, contact Tania Calverley at National Office
 - tania@catca.ca or 613.225.3553 (M-F 08:00-16:00 ET)