



August 4, 2020

To: Regional Vice Presidents  
Branches & Facilities

### **National Executive Vice President Voting Procedures**

Electronic Voting for the National Executive Vice President position will commence **Wednesday August 12<sup>th</sup>, 2020 at 12:00 EDT** and will **close at 12:00 EDT on Monday August 17<sup>th</sup>, 2020**. The voting period for the election is 5 days as required by CATCA's policy manual.

Please note:

1. Voter lists
  - a. Active members who do not have a member card on file, or have not provided a personal email address should submit a member card online or contact their local branch chair. Any changes or additions will be reported to the RVP.
  - b. Member cards may only be submitted [online](#).
2. The electronic ballot will be :
  - a. Scott Loder
  - b. Benoit Vachon
3. A notice of the voting result will be sent via B&F as soon as the results are available.

### **Electronic Voting and Counting Procedure**

- On August 11<sup>th</sup>, 2020, you will receive an email from "CATCA: vote@simplyvoting.com" which will provide you with access to vote.

Please note:

- Check your spam and junk email folders for the Simply Voting email.
- If it does appear in one of these folders, flag it as "safe" so that it moves to your inbox.
- If you do not receive this email by 12:00 EDT Wednesday, August 12<sup>th</sup>, contact National Office via email ([sumeeta@catca.ca](mailto:sumeeta@catca.ca))

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**Electronic Voting procedure** (per revised [Policy Book, Section I, 6.4](#) of June 2019)

- 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

**How to E-Vote (2 methods)**

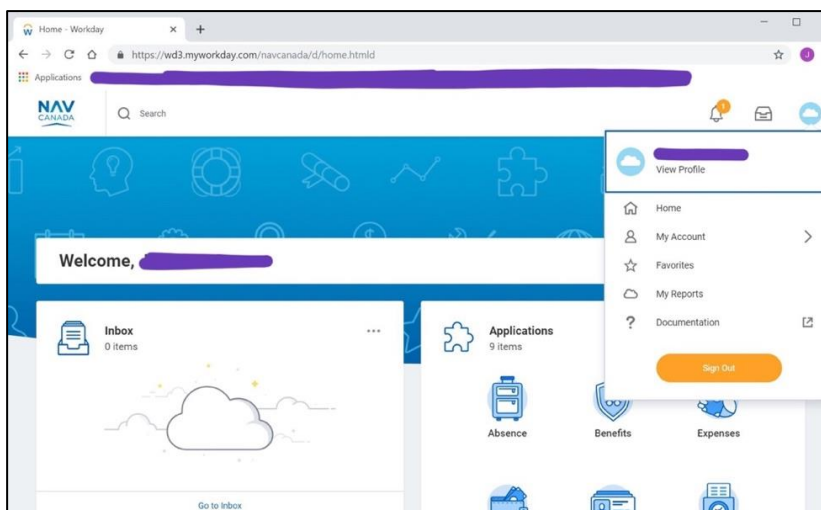
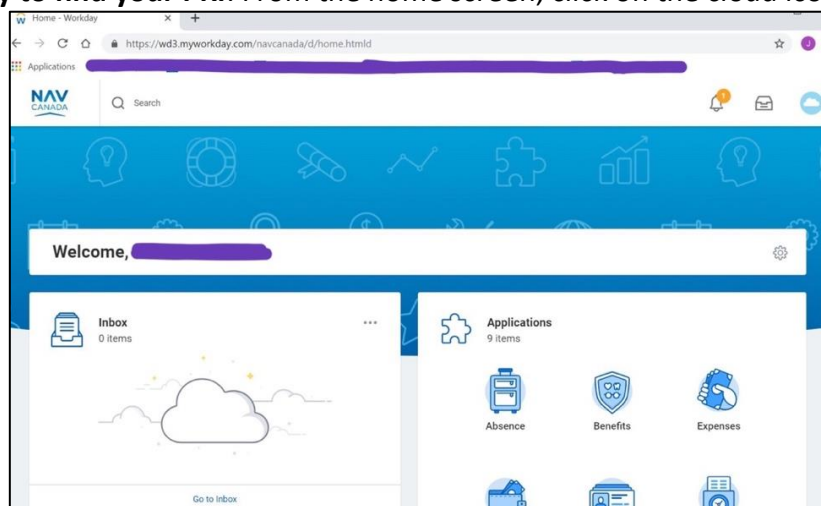
1) Follow link provided in email received August 11, 2020

OR

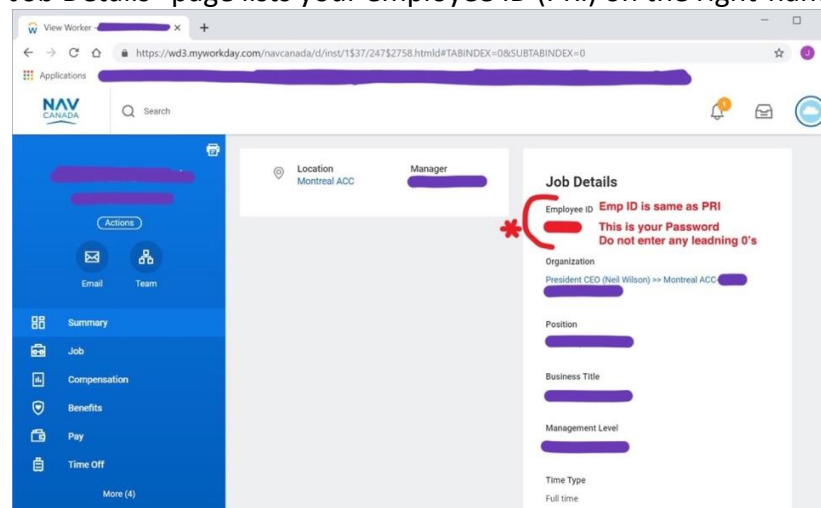
2) E-voting link: [CATCA.simplyvoting.com](https://CATCA.simplyvoting.com)

- You will be prompted to enter your Elector ID and Password
  - Your **Elector ID** is your name exactly as it appears on the voter list attached (accents, capitalization, spaces, etc.) It is also listed in the Simply Voting email
    - Apostrophes (') have been removed
    - A middle name has been added where two or more people have the same name
  - Your **Password** is your PRI number (employee ID) which can be found on Workday
    - If your PRI begins with "0" or "00", do not enter those zeros
  - Once you have logged in to Simply Voting, you can review the ballot and vote.
  - You are able to review your vote before submitting, and print your voting receipt.
  - Any problems or questions that arise during the voting period should be sent to your Branch Executive who will contact the Returning Officer.
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- Choose your preferred candidate, or choose Abstain.
    - In the event of a tie, additional elections will be held until a winner is elected.
  - You are able to review your vote before submitting, and print your voting receipt.
  - Any problems or questions that arise during the election should be sent to your Branch Executive who will contact the Returning Officer.
    - Only the CATCA Elections Administrator, Sumeeta Narula, has direct access to Simply Voting.

Using Workday to find your PRI: From the home screen, click on the cloud icon (top right)

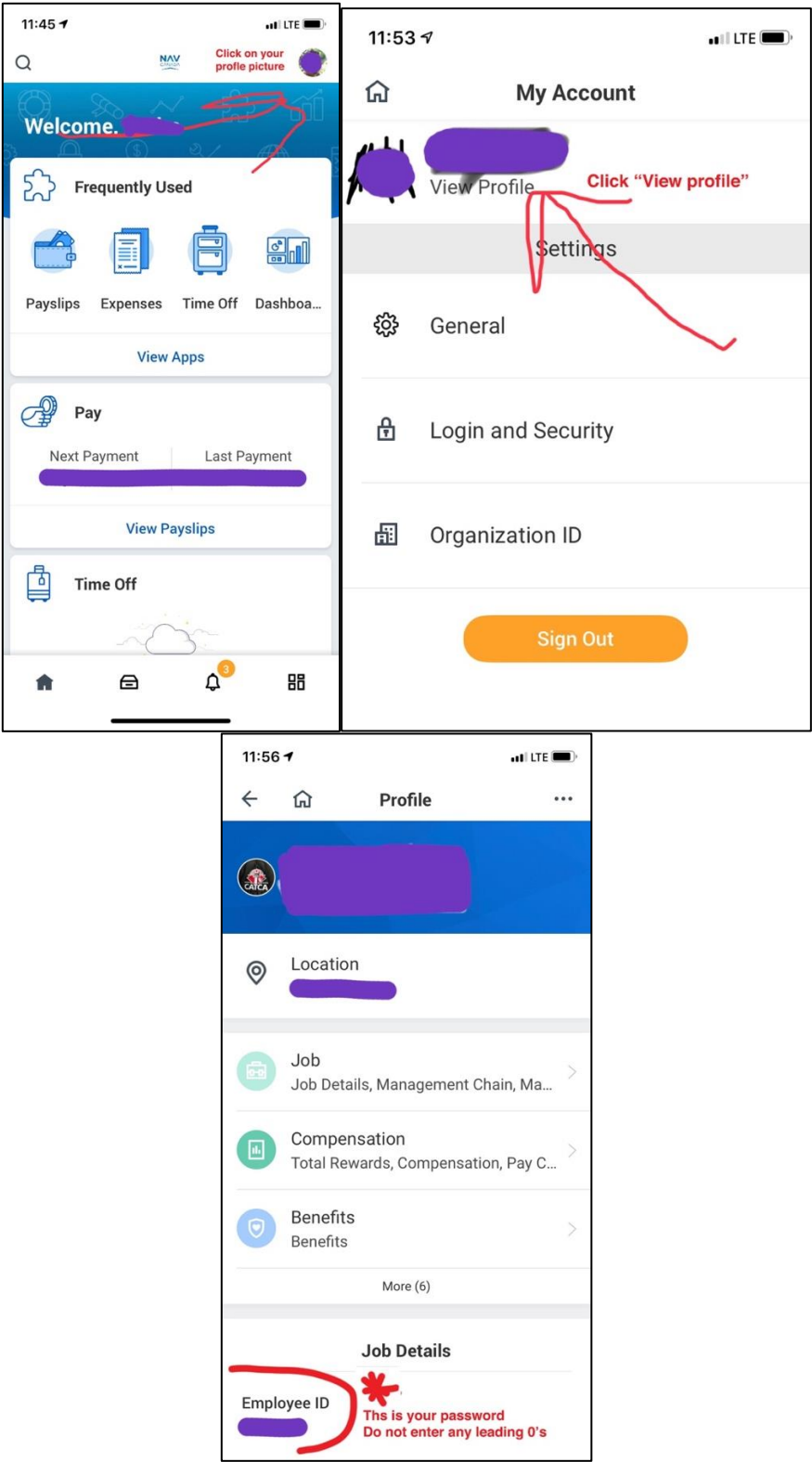


The “Job Details” page lists your employee ID (PRI) on the right-hand side.



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On your mobile:



## Definitions

### *Returning Officer*

- The Returning Officer for CATCA 5454 will be the Regional Vice President - Pacific.
- The Returning Officer for this election is Scott Shields. He can be contacted at [rvppacific@catca.ca](mailto:rvppacific@catca.ca) or 604-448-2445.

### *Elections Officer*

- Elections Officer means an individual in charge of preparing and conducting all local and national elections within the Branch or Facility. The Elections Officer shall be appointed by a Branch or Facility Executive.

### *Right to Vote*

- As in any matter affecting the Association, only active members may vote. Please refer to the Union By-law, paras. 4.1; 5.2; and 5.4 ([June 2019 Union By-Laws](#)) which outlines the definition of an active member.
- Non-members may fill out an online membership card prior to voting. The link to the online membership card is listed above.

If you have any questions, please contact CATCA Elections Administrator at [sumeeta@catca.ca](mailto:sumeeta@catca.ca).

In solidarity,

Scott Shields  
Returning Officer  
Regional Vice President - Pacific