



June 17, 2025

To: Regional Vice Presidents
Branches and Facilities, Atlantic Region

Atlantic Regional Vice President Election Voting and Counting Procedures

Electronic Voting for the Atlantic Regional Vice President position will begin on Wednesday, June 18, 2025, at noon ET and close Monday, June 23, 2025, at noon ET.

On June 18, shortly before voting opens, you will receive an email from “CATCA: vote@simplyvoting.com” which will provide you with access to vote. Please:

- 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 noon ET Wednesday, June 18, 2025, contact National Office via email (kmurphy@catca.ca).

Procedures and information required for the election of the **Atlantic Regional Vice President** position:

- E-voting link: CATCA.simplyvoting.com
- Voters’ list segmented by Branch
- List of members without membership cards or email addresses on file (if applicable)
 - Membership cards can be completed online at catca.ca/en/membership-card/

Electronic Election procedure (per revised [Policy Book, Section I, 6.4](#) of January 2025)

- 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 and the candidates after the election closes. As per the Policy Resolution passed at Convention 2025 in St. John’s, NL, only the percentage of votes cast to determine the winner will be released to the elections committee and the candidates.

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How to E-Vote

- Click on the link provided above or the “[CATCA: vote@simplyvoting.com](mailto:vote@simplyvoting.com)” email on June 18
- You will be prompted to enter your Elector ID and Password
 - Your **Elector ID** is your name exactly as it appears on the voter’s 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 Employee ID, which can be found on Workday (details on how to obtain your Employee ID are below).
 - If your Employee ID begins with “0” or “00”, **do not** enter those zeros
 - Choose your preferred candidate(s) or choose Abstain.
 - **You will not be required to rank all candidates if you choose not to. You can rank 1, 2 or all 3 candidates.**
 - 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, Kristen Murphy, has direct access to Simply Voting.

Definitions

Returning Officer

- The Returning Officer for CATCA 5454 will be the Executive Vice President for all elections with the exception for a position in which he is running.
- The Returning Officer for this election is Scott Loder, Executive Vice President. He can be contacted at sloder@catca.ca or 613.225.1908.

Elections Officer

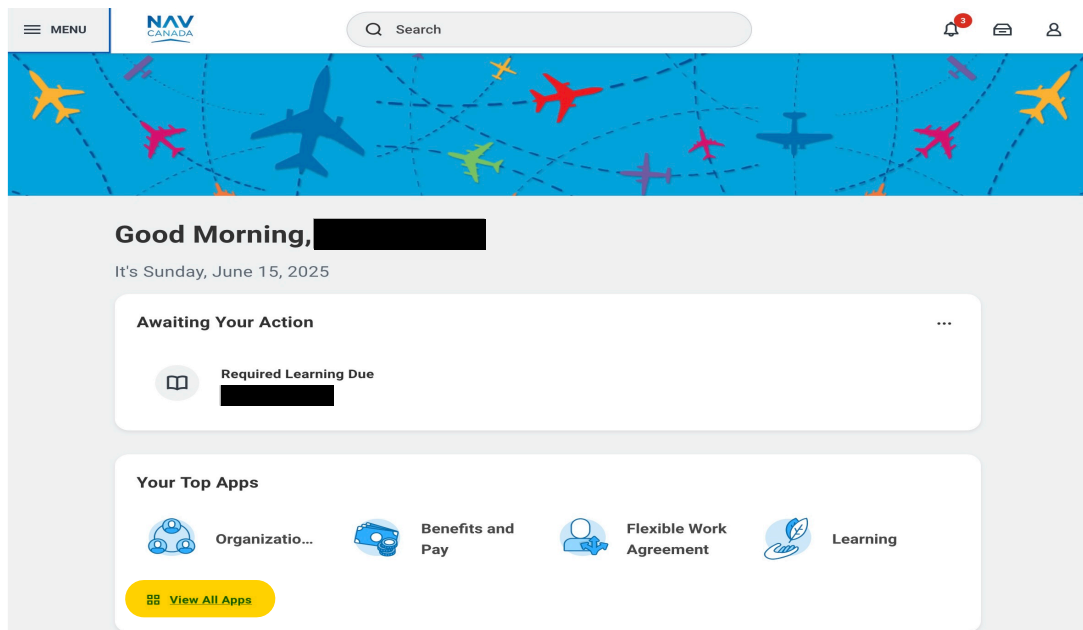
- Elections Officer means an individual in charge of preparing and conducting all local and national elections within the Branch or Facility. The Elections Officer shall be appointed by a Branch or Facility Executive.

Right to Vote

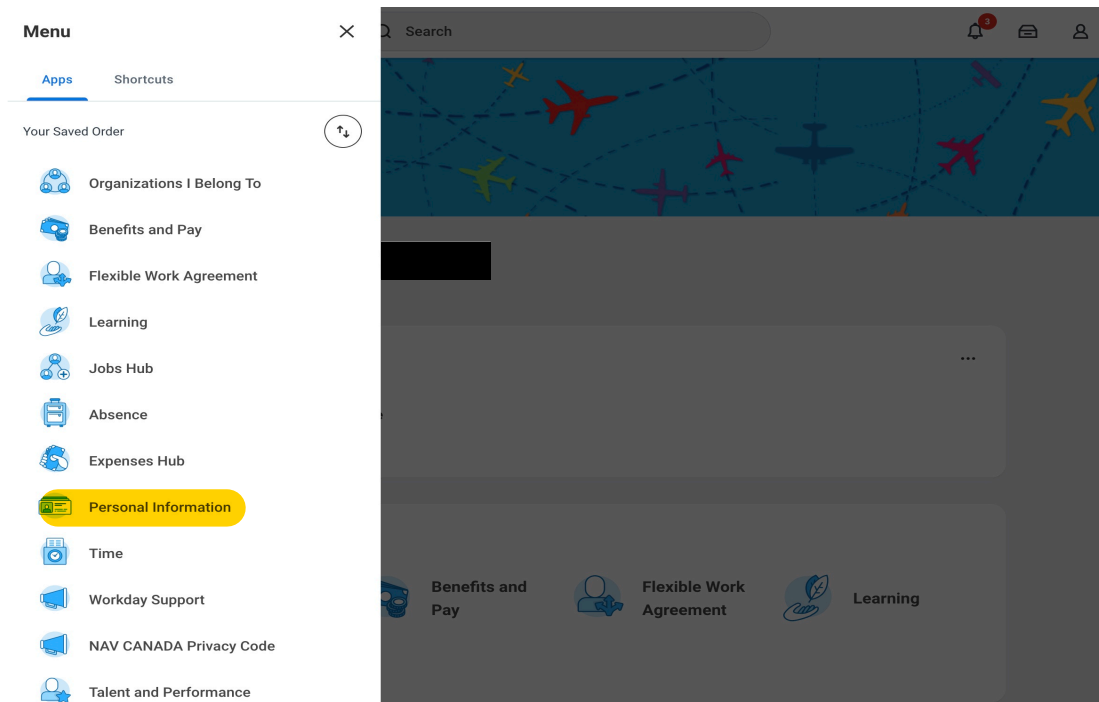
- As in any matter affecting the Association, only active members within the Atlantic Region may vote. Please refer to the Union By-law, paras. 4.1; 5.2; and 5.4 ([July 2022 Union By-Laws](#)) which outlines the definition of an active member.
- Non-members may fill out an online membership card prior to voting. The link to the online membership card is listed above.

If you have any questions, please call CATCA National Office at 613.225.3553 or contact Kristen Murphy (kmurphy@catca.ca)

Using Workday to find your Employee ID: From the home screen, click on “View All Apps”

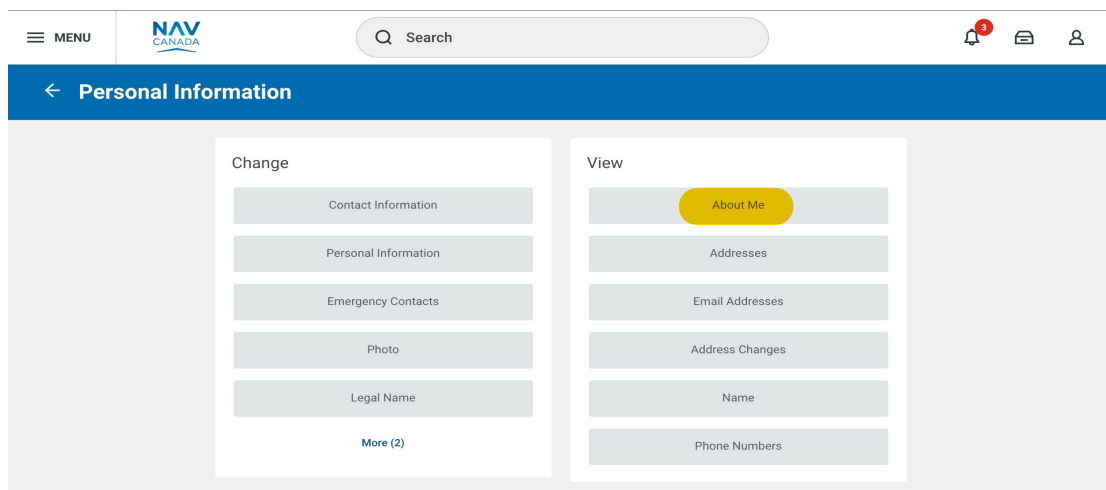


From the drop-down menu, select “Personal Information”

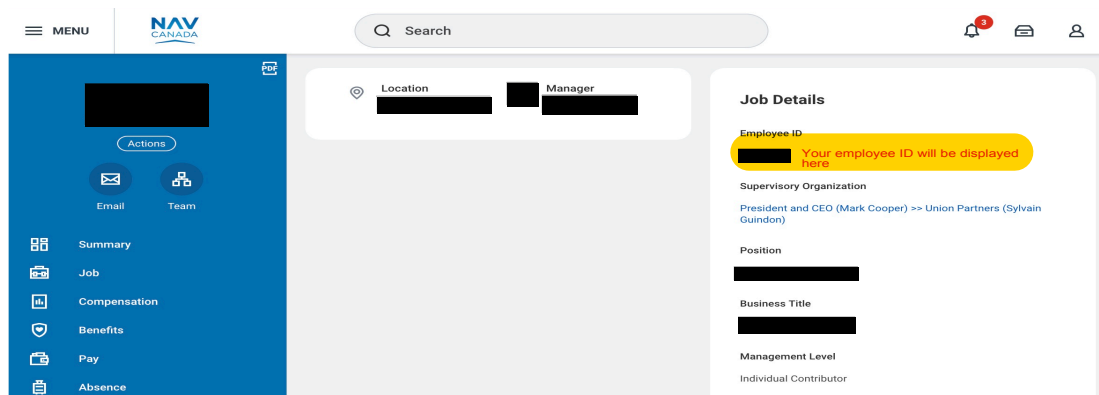


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Under Personal Information select **“About Me”**

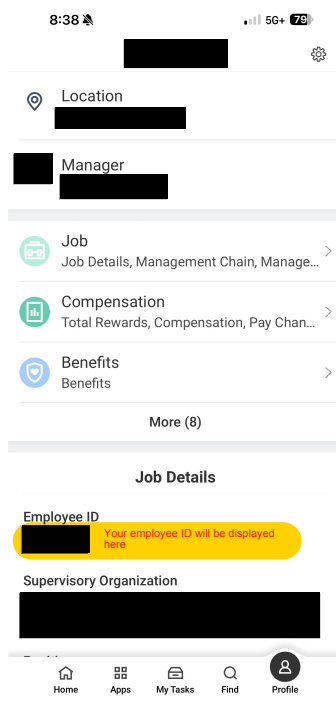
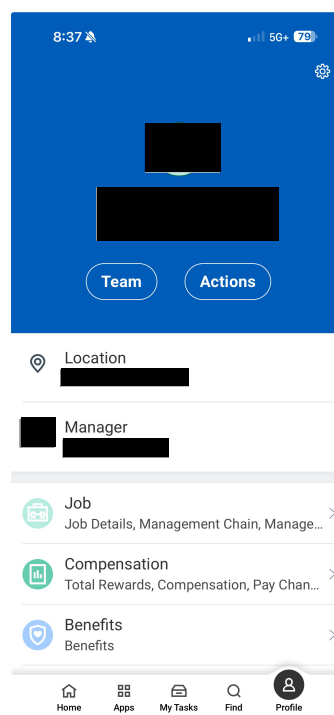
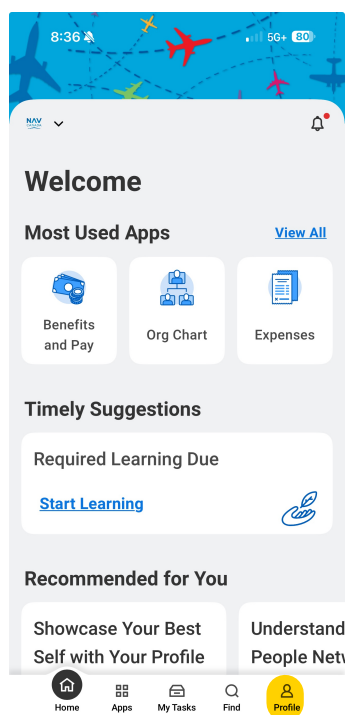


Your Employee ID will be listed under **“Job Details”**.



To obtain your Employee ID on your mobile device, from the home screen select **“Profile”** (bottom right corner). On the next page, displaying your profile, scroll down to **“Job Details”**. Your **Employee ID** will be displayed.

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In solidarity,
Chad Watt
Chair, CATCA Elections Committee

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