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### **Nominations and Elections Procedures for Directors**

1. A call for nominations, including a nomination form, shall be sent by regular mail or e-mail, no less than 120 days prior to the Annual Meeting (AM), to all members in good standing.
2. All nominations for election to the board of directors must be submitted on the prescribed nomination form and be accompanied by a biography not exceeding 350 words in length.
3. To be eligible to hold the position of Director on the CATIE Board (and, hence, to be eligible for nomination), a person must:
  - a. Be an individual member of CATIE in good standing.
  - b. Be at least 18 years of age and residing in Canada.
  - c. Have been nominated by another CATIE member.
  - d. Be subject to the *Canada Not-for-profit Corporations Act*, which states that a director must not have been declared incapable by a court in Canada or another country, and must not be an undischarged bankrupt.
  - e. Not have been convicted of offences related to financial dishonesty or to another issue relevant to CATIE's operations; if so convicted, the individual would be ineligible for nomination under the *Income Tax Act*.
  - f. Not have been a managing employee or board member of another organization whose charitable registration has been revoked.

For more information related to the *Canada Not-for-profit Corporations Act*, go to:  
<http://laws.justice.gc.ca/eng/acts/c-7.75/page-1.html>

Questions regarding eligibility may be directed to [membership@catie.ca](mailto:membership@catie.ca).

4. CATIE's membership records will be the final determinant as to whose membership is in good standing.
5. Applications for new members must be made at least 60 days before the AM, for membership privileges to be in effect for board elections and at the AM. New membership applicants applying less than 60 days before the AM are welcome to attend, but will not have membership privileges at the AM. Their membership will consequently remain in effect in perpetuity.
6. The deadline for receipt of nominations shall be no later than 60 days prior to the date of the AM. Board elections are held in advance of the AM with the results of the election announced at the AM. Late nominations and nominations from the floor will not be accepted.

7. Ballots containing the names of all candidates for election, together with candidate biographies, shall be sent by e-mail or regular mail to all members in good standing, no later than 30 days prior to the date of the AM.
8. These ballots will be delivered in the form of a link to an online voting service. Ballots will be mailed to those CATIE members who do not have an e-mail address on file with CATIE.
9. Ballots shall be received at the CATIE office by a date determined by CATIE, approximately one week before the AM.
10. Directors shall be elected by majority vote using Instant Runoff Voting (IRV), a method in which voters rank the candidates in order of preference. These preferences are used to conduct runoffs until one candidate has a majority of the vote.
11. Voters can choose to rank all, some or none of the candidates. A blank ballot is a valid ballot. A candidate must achieve a majority of all valid ballots cast, including blank ballots, in order to be elected.
12. A ballot in which more than one preference is marked for one candidate, or in which two candidates are assigned the same preference, or in which the voter's intention is in any way unclear, is an invalid ballot, and shall not be accounted for in determining the election result.
13. If a candidate receives a majority of the first-choice votes, that candidate has been elected.
14. If no candidate receives a majority of the first-choice votes, the candidate with the least number of first-choice votes is eliminated. The votes for the eliminated candidate are transferred to the remaining candidates in accordance with the next choice indicated on each ballot. The ballots are recounted, and candidates are eliminated, and votes transferred in this fashion until one candidate emerges with a majority of the vote.
15. If more than one candidate is to be elected, the runoff procedure is conducted until one candidate is elected as above. The runoff procedure is then begun again, by eliminating the already elected candidate and transferring his/her votes to the remaining candidates according to the next choice indicated on each ballot. Runoffs are conducted until another candidate emerges with a majority of the vote.
16. In the event that more than one candidate ties for the least number of votes, all candidates tied for last place shall be eliminated and their votes transferred to the remaining candidates in the manner indicated above.
17. In order to ensure the minimum levels of representation of persons with lived or living experience as specified in the bylaws (50% plus one), candidates who are not persons with lived or living experience shall be eliminated at any point in the runoff process when deemed necessary to achieve such minimum levels of representation, and their votes transferred to the remaining candidates in the manner indicated above.
18. In order to ensure the minimum levels of representation of persons with lived or living experience as specified in the bylaws, candidates who are not persons with lived or

living experience shall be eliminated starting with candidates for regional positions, in increasing order of share of the vote for their position. If the minimum levels of representation are still not met, candidates without lived or living experience shall be eliminated among candidates for at-large positions, in increasing order of share of the vote for their position.

19. Lived or living experience of substance use, as specified in the bylaws, shall be defined as a person who has experienced or is currently experiencing marginalization or criminalization related to their personal use of illicit drugs.
20. Election results are not official until announced at the AM and a motion to destroy ballots has been passed.

May 2025