

4. Electronic Meetings

Electronic meetings must be designed to make positive contributions to meetings and work of the Board.

Attendance of all Trustees at Board meetings is an expectation under the *School Act* in order to fulfill legislated responsibilities. The Board expects all Trustees to make attendance at the Board's meetings a priority and it recognizes that electronic meetings may be required. The Board believes that attendance of all Trustees at the Board meeting place is important for the Board's governance role.

4.1 Electronic Meetings

For the purpose of this procedure, electronic meetings are meetings of the Board, which utilize either teleconferencing or videoconferencing technology. Teleconferencing will be provided by the Board on telephones or communication centre using video conferencing equipment at approved and designated sites.

4.2 Meetings of the Board

For the purpose of this procedure, meetings of the Board include:

- a. Regular Board Meetings;
- b. Board Committee Meetings; and
- c. Special Meetings of the Whole Board

4.3 Attendance

- a. A member of the Board who participates in a meeting of the Board through electronic means in accordance with Board procedure and *School Act*, Section 71 (5), (6) shall be deemed to be present at the meeting.
- b. A Board member may elect to participate in a meeting of the Board, or Committee of the Board, including a Committee of the Whole Board through electronic means and the Board shall provide the appropriate technology ensuring that two way communication is available to all participants in the meeting. The Trustee wishing to participate electronically provides the Board office with a minimum of one working days' notice prior to the meeting at which they wish to participate electronically and a telephone number for a regular land-line telephone from which contact can be made during the meeting. (Only telephones on regular lines may be used by Trustees to participate in an electronic meeting.)
- c. Roll call for all meetings shall be taken verbally and duly recorded to ensure Trustees are recognized as in attendance.
- d. Trustees participating in an electronic meeting shall notify the Chair of their

departure (either temporary or permanent) from the meeting, before absenting themselves, in order to ensure a quorum is maintained.

- e. At every meeting of the Board or a Committee of the Whole Board, the following people shall be physically present in the meeting room of the Board:
 - The Chair of the Board or designate;
 - At least one other trustee and
 - The Superintendent and Secretary Treasurer or designate
- f. At every Committee meeting, except a Committee of the Whole Board, the following persons shall be physically present in the meeting room of the committee:
 - The chair of the committee or designate
 - The Superintendent or designate

4.4 Procedure

- a. Trustees may request participation by electronic means according to the following guidelines:
 - In the case of inclement weather and/or poor road conditions by contacting the Superintendent at least three (3) hours prior to the start of the meeting.
 - Consideration will be given for personal reasons, by contacting the Chair and in the absence of the Chair, the Vice-Chair, at least one (1) day prior to the start of the meeting.
- b. All Trustees must have a copy of the Board package including the agenda, prior to the meeting for reference during the electronic meeting.
- c. All committee members must have a copy of the committee's agenda prior to the committee meeting for reference during an electronic meeting.
- d. The Chair of the Board shall ensure that declarations of conflict of interest are heard by all trustees and that those participating by electronic means outside the meeting room of the Board have an opportunity to verbally declare any conflict.
- e. The Chair of the meeting shall ensure that Trustees in sites connected to the designate site of meeting by electronic means are periodically called upon by name to ensure that a quorum is maintained.
- f. Participants at electronic meetings, particularly teleconference meetings, shall identify themselves before commenting in order to assist the recording secretary.
- g. Anyone wanting to attend the meeting electronically will consider the cost implications to the Board, especially if he/she is outside the Division, the presumed reliability of the electronic means or other communication facilities, or any other circumstances, such as confidentiality which may impact the normal business of a board meeting.

4.5 Voting at Electronic Meetings

- a. In preparation of motions coming forward at the electronic meeting, members must indicate their willingness to let their names stand as movers. Prior to the vote, the Chair will read each motion and indicate the member who is moving the motion.
- b. Voting at electronic meetings shall be carried out as follows to ensure that accurate records of votes are maintained:
 - When a vote is called, opposition to the motion is called first.
 - If no one is opposed, the motion is considered carried.
 - If there is opposition, a roll call vote is held and the chair will announce the number of votes cast in favour or against the motion and whether the motion is carried.
 - The Chair will make the decision whether the motion was carried or defeated.