

4. Electronic Meetings

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

Attendance of all trustees at Board meetings is an expectation under the *Education 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 so the Board can fulfil its governance role.

4.1 Electronic Meetings

A trustee may participate in a meeting of the board by electronic means or other communication facilities if the electronic means or other communication facilities enable the trustees participating in the meeting and members of the public attending the meeting to hear each other.

4.2 Meetings of the Board

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

- a. Regular and Special Board Meetings
- b. Board Committee Meetings

4.3 Attendance

- a. A trustee who participates in a meeting of the Board through electronic means in accordance with Board policy and Board Procedures Regulation, Section 5 shall be deemed to be present at the meeting.
- b. A trustee may elect to participate in a meeting of the Board, or Committee of the 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.
- c. Attendance shall be taken 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, 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 designates
 - This attendance practice will be upheld unless there are extreme circumstances (e.g. a pandemic) that warrants individuals to connect electronically due to health and/or safety mandates.
- f. At every Committee meeting, 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
 - This attendance practice will be upheld unless there are extreme circumstances (e.g. a pandemic) that warrants individuals to connect electronically due to health and/or safety mandates.

4.4 Procedure

- a. Trustees may request participation by electronic means according to the following guidelines:
- In the case of emergent situations, including illness, inclement weather and/or poor road conditions by contacting the Chair and Secretary Treasurer at least one (1) hour prior to the start of the meeting.
 - Consideration will be given for personal reasons, by contacting the Chair and Secretary Treasurer, 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 they are 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.

4.6 Audio/Video Recording Devices

Out of courtesy, the Board expects that members of the public wanting to use recording devices at a public Board meeting shall notify the Board Chair prior to the start of the meeting.

Reference:

[Education Act](#)
[Board Procedures Regulation](#)