



Administrative Procedure: Electronic Meetings

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Rationale

The Superior North Catholic District School Board serves a vast geographical area. Trustees and staff need technology to provide opportunities for fulfilling their commitment to the Board in carrying out their responsibilities. Members of the public must have access to meetings of the Board to encourage community awareness of Board activities.

Electronic meetings will be designed to make positive contributions to meetings and work of the Board. Their structure will conform to the requirements of Reg. 436/97 that

every district school board shall develop and implement a policy providing for the use of electronic means for the holding of meetings of a district school board, including a Committee of the Whole Board.

Guidelines

Board Meetings

1. A member of a district school board who participates in a meeting through electronic means in accordance with the Board policy and Reg. 436/97 shall be deemed to be present at the meeting for the purposes of every act.
2. Trustees who elect to participate through electronic means must participate under the Appendix A: Procedural Guidelines.
3. On the request of any Board member to participate in a meeting of the Board or a committee of the Board, including a Committee of the Whole Board, through electronic means, the Board shall provide the appropriate technology ensuring that two-way communication is available between all participants in the meeting.
4. At every meeting of the Board or committee or Committee of the Whole Board, the following persons shall be physically present in the meeting room:
 - The Chair of the Board/Committee or his/her designate.
 - The Director of Education or his/her designate.
5. A schedule of Board meetings will be created and approved annually identifying the location of the meeting and whether or not it can be accessed electronically. A minimum of four (4) face-to-face board meetings will be scheduled throughout the year.
6. From time-to-time, by motion of the Board, Committee of the Whole (in-camera) may be scheduled as a face-to-face meeting
7. Conditions for access to electronic meetings are governed by:
 - Purpose of the meeting.
 - Composition of participants in the meeting.

All scheduled Committee of the Whole Board are accessible via electronic means for all participants at designated sites.

Exceptions include:

- Trustees may not access scheduled face-to-face board meetings or Committee of the Whole under 1.6 electronically.
- Trustees may access scheduled Board and Committee of the Whole meetings electronically from places other than the designated sites only

when they are accessing the meeting from an area outside the jurisdiction of the Board.

- The public may not access Committee of the Whole as per the Education Act.

All committee meetings are accessible via electronic means for all participants. Members of the public may participate at designated sites. Trustees may access committee meetings electronically from the location of their convenience.

Procedure for Meetings of the Board

1. All trustees must have a hard copy of the Board package, including the agenda, prior to the meeting, for reference during an electronic meeting.
2. All Trustees should have a copy of the committee=s agenda prior to the committee meeting, for reference during an electronic meeting.
3. The Chair of the Board shall ensure that declarations of conflict of interest are heard by all Trustees and the public in attendance and that those participating by electronic means outside the meeting room of the Board, have an opportunity to verbally declare any conflict.
4. Committee of the Whole (in-camera) is a meeting closed to the public. The Chair of the Committee of the Whole shall make a reasonable effort by communicating with the participants to ensure access to Committee of the Whole (in-camera) is not available for the public.
5. The Board shall provide electronic means for members of the public to participate in meetings open to the public. Their participation shall be limited to:
 - a. Observing/listening to proceedings of the Board.
 - b. Responding to Board activities and/or providing input during the appropriate allocation of the Board agenda.
6. The meeting room of the Board or of a committee of the Board, shall be open to permit physical attendance by members of the public. It is understood that this provision does not apply where a meeting is closed to the public in accordance with the Education Act.

Electronic Means

1. Electronic means shall include:
 - a. Teleconferencing or
 - b. Video Conferencing (where available)
2. Teleconferencing will be provided by the Board on telephones or communication centres at designated sites.

3. Cellular, portable or radio phones are not allowed for electronic access of meetings.
4. During the meeting proceedings, all speakers will continue the communication as long as a Trustee is participating in the room.
5. Operational guidelines will be developed to ensure the meetings may have trained site monitors with clearly defined responsibilities, if members of the public participate.

Electronic Meetings

1. Committee of the Whole (in-camera) is closed to the public. The individuals who have been designated by the Director of Education under 5.5 to operate and monitor the electronic means will open and close the site=s electronic means according to:
 - a. The requirements of the Education Act.
 - b. Directions of the Chair.
2. The Board will establish a list of sites (usually the Catholic school) where Trustees and/or public can gain access to Board or committee meetings via electronic means. These sites will be the official electronic access points of the Board and where appropriate, the public will be notified of the time and place. Additional sites may be added on an as-needed basis.
3. The individuals designated under 5.5 have the authority of the Chair to shut off a site 30 minutes after the meeting has commenced if:
 - a. No Trustees are accessing the meeting electronically.
 - b. No members of the public are in attendance.
4. In the event that a board meeting that is being accessed electronically is encountering interference and/or disruption by electronic participants, the Chair shall warn the participants the first time, advise them a second time that if any further disturbance/interference continues, and on further disturbance/interference, direct the site monitor to shut off the electronic access.
5. No Trustee will be denied access at any time under section 3.4.

Attendance of Trustees

1. Roll call for all meetings shall be taken verbally and duly recorded to ensure Trustees are recognized as in attendance.
2. 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.

3. Trustees must agree to participate by electronic means at least 24 hours in advance through the office of the Director of Education.
4. Electronic means will only be available to the public in designated sites other than the designated meeting room of the Board.
5. The Director of Education will designate if necessary, various individuals to be in attendance at these sites to operate and monitor the electronic means.

Voting at Electronic Meetings

1. In preparation of Board motions, members must indicate their willingness to let their name stand as mover and seconder. Prior to the vote, the Chair will read each motion and indicate the member who has moved the motion and the member who is seconding it.
2. The Chair will call the vote for:
 - a. Those in favour of the motion.
 - b. Those opposed to the motion.The Chair will make the decision whether the motion was carried or defeated.
3. The ruling of the Chair may be appealed by any member.
4. When a ruling is appealed, the Chair will poll the members alphabetically by their last name to verify the decision. It should be noted this is not a recorded vote as per the procedural guidelines for board meetings.