



Administrative Procedure: Electronic Board Meetings

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1.0 Rationale

- 1.1 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.
- 1.2 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.

2.0 Definition

- 2.1 Electronic means shall include:
 - 2.1.1 Teleconferencing or
 - 2.1.2 Video Conferencing (where available)

3.0 Guidelines

- 3.1 A Trustee of a district school board who participates in a meeting through electronic means in accordance with the Board policy and Reg. 436/97 as well as the Board By-Laws shall be deemed to be present at the meeting for the purposes of every act.
- 3.2 On the request of any Trustee to participate in a meeting 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.
- 3.3 At every meeting of the Board or Committee of the Whole, the following persons shall be physically present in the meeting room:
 - 3.3.1 The Chair of the Board or his/her Trustee designate.
 - 3.3.2 The Director of Education or his/her designate.
- 3.4 A schedule of Board meetings will be created and approved annually identifying the location of the meeting according to Board By-Laws.
- 3.5 The Committee of the Whole (in-camera) will be done according to Board By-Laws.
- 3.6 The public may not access the Committee of the Whole as per the Education Act.
- 3.7 Members of the public may attend Board meetings electronically by contacting the Board Office.
- 3.8 All electronic meetings and individuals attending electronic meetings provided by the Board are governed by Policy and Administrative Procedure T702 Acceptable Use of Technology-Users.

4.0 Procedure for Meetings of the Board

- 4.1 All trustees must have a copy of the Board package, including the agenda, prior to the meeting, for reference during an electronic meeting.
- 4.2 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.
- 4.3 Committee of the Whole (in-camera) is a meeting closed to the public.
- 4.4 The Board shall provide electronic means for members of the public to participate in Board meetings open to the public. Their participation shall be limited to:
 - 4.4.1 Observing/listening to proceedings of the Board.
 - 4.4.2 Responding to Board activities and/or providing input during the appropriate allocation of the Board agenda

5.0 Electronic Meetings

- 5.1 Committee of the Whole (in-camera) is closed to the public. The individual(s) who have been designated by the Director of Education to operate and monitor the electronic means will open and close the site's electronic means according to:
 - 5.1.1 The requirements of the Education Act.
 - 5.1.2 Directions of the Chair.
- 5.2 The individual(s) designated by the Director or Education have the authority of the Chair to shut off a site 30 minutes after the meeting has commenced if:
 - 5.2.1 No Trustees are accessing the meeting electronically.
 - 5.2.2 No members of the public are in attendance.
- 5.3 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.

6.0 Attendance of Trustees

- 6.1 Roll call for all meetings shall be taken verbally and duly recorded to ensure Trustees are recognized as in attendance.
- 6.2 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.
- 6.3 Trustees must agree to participate by electronic means at least 24 hours in advance through the office of the Director of Education.
- 6.4 Electronic means will only be available to the public in designated sites other than the designated meeting room of the Board.
- 6.5 The Director of Education will designate, if necessary, various individuals to be in attendance at these sites to operate and monitor the electronic means.

7.0 Voting at Electronic Meetings

- 7.1 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.
- 7.2 The Chair will call the vote for:
 - 7.2.1 Those in favour of the motion.
 - 7.2.2 Those opposed to the motion.
- 7.3 The Chair will make the decision whether the motion was carried or defeated.
- 7.4 The ruling of the Chair may be appealed by any member.
- 7.5 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.