

BOARD POLICY



Policy No. A4

Electronic Meetings

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POLICY STATEMENT:

At the request of a Board member or student trustee, in situations where it is not possible to attend a regularly scheduled or special meeting of the Board, the Board shall provide electronic means for participation in a meeting of the Board or its Committee.

1. Purpose:

To provide for the use of electronic means for participation of trustees when necessary in meetings of the Board and its Committees, including a Committee of the Whole Board, for reasons as stated in 2.1, 2.2 and 2.3.

2. Procedure:

- 2.1 In the case of inclement weather and/or poor road conditions, the trustees must contact the Secretary of the Board and/or Chair at least three (3) hours prior to the start of the meeting.
- 2.2 In the case of urgent personal and/or professional reasons, the trustees must contact the Secretary of the Board and/or Chair of the Board prior to the start of the meeting.
- 2.3 In the case a trustee must be physically absent for more than three consecutive Board meetings, he/she must receive prior authorization from the Board of trustees to access electronic means.
- 2.4 As per section 228. (1) (b) of the Education Act – A member of a board vacates his or her seat if he or she, absents himself or herself without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the board.
- 2.5 The following persons must be physically present in the Board meeting room for any meeting of the Board or Committee of the Whole:
 - The Chair of the Board or his/her designate
 - At least one additional member of the Board
 - The Director of Education or his/her designate
- 2.6 The following persons must be physically present in the Committee meeting room for any meetings of the Board's Committees (except for Committee of the Whole):

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- The Chair of the Committee or his/her designate
 - The Director of Education or his/her designate
- 2.7 When authorized, the Board member who participates in a meeting by electronic means is considered to be present at the meeting and will be recorded as in attendance at the meeting.
- 2.8 Given that the member must be able to be heard and hear all other participants in the meeting, audio-teleconferencing will be by electronic means.
- 2.9 If it is not possible for the required persons, (as indicated in 2.5 and 2.6) to be physically present at the meeting, the request for an electronic meeting will be refused.
- 2.10 Electronic means will be provided in the Board meeting room at the Board's head office in Kemptville.
- 2.11 All provisions in the legislation with regard to in camera meetings and conflict of interest will apply for electronic meetings of the Board or Committees.
- 2.12 Trustees participating electronically will verbally signify their vote (or decision to abstain from voting) for each motion being considered by the Board during the meeting in question until such time as the trustees verbally indicate their desire to withdraw from the meeting. Such withdrawal will be recorded in the minutes as part of the Board's official records. The Board Chair will ensure that all trustees have an opportunity to speak to a motion before a vote is taken.
- 2.13 Cellular, portable or radio phones are not allowed for electronic access of meetings.

Date of Board Approval: February 5, 2002

Board Motion No. 02-36-02, 05-11-306

Date of Revision (Amendments) November 1, 2005

ADMINISTRATIVE PROCEDURES:

REFERENCE:

Education Act Section 208

Ontario Regulation 463/97