



ADMINISTRATIVE PROCEDURES

ELECTRONIC MEETINGS OF THE BOARD AND COMMITTEES (Policy Statement: Electronic Meetings of the Board and Committees)

Purpose

The Board is required to develop procedures for the provision of electronic means for holding meetings of the Board and meetings of the Committee of the board, including a committee of the whole. Trustees are expected to contribute to the best of their ability. When meeting, Trustees are gathering to discuss issues of the day in clear view of those assembled in full cooperation of all present. The option of meeting electronically is appropriate but not equal to the assembly of participants. When necessary, the following administrative procedures will apply for electronic meetings of the Board and Committee.

References

Mission Statement
The Education Act and Regulation
Regulation 463/97

Procedures

1. Attendance

- 1.1 In the case of inclement weather and/or poor road conditions, the Trustees must contact and receive consent by the Secretary of the Board and/or Chair at least two (2) hours prior to the start of the meeting.
- 1.2 In the case of urgent personal and/or professional reasons, the Trustee must contact and receive consent by the Secretary of the Board and/or Chair of the Board prior to the start of the meeting.
- 1.3 At every meeting of the Board or Committee of the Whole Board, the following persons shall be physically present in the meeting room of the Board:
 - (a) the Chair of the Board or his/her designate;
 - (b) at least one additional member of the Board;
 - (c) the Director of Education of the Board or his/her designate.
- 1.4 At every meeting of a Committee of the Board, the following persons shall be physically present in the meeting room of the Committee:
 - (a) the Chair of the Committee or his/her designate;
 - (b) the Director of Education of the Board or his/her designate

- 1.5 At the request of any Board member or Student Trustee, the Board shall provide the member with electronic means of participating in one or more duly constituted meetings of the Board or its Committees. The request for making electronic means available to Board members for duly constituted meetings of the Board or its Committees must be made at least twenty-four (24) hours before the scheduled meeting.
- 1.6 A member of the Board who participates in a meeting through electronic means shall be deemed to be present at the meeting.
- 1.7 A member of the Board shall be physically present in the meeting room of the Board for at least three regular meetings of the Board in each twelve month period beginning December 1st.

2. Participation of Board Members

- 2.1 Electronic means will be provided at the Board Office in Napanee or at the site at which the Board meeting or Committee meeting of the Whole Board is hosted.
- 2.2 The electronic means used for these meetings shall permit the member to hear and be heard by all other participants in the meeting.
- 2.3 Student Trustees to the Board who are participating through electronic means shall not participate in any proceedings which are closed to the public, under clause 207 (2) (b) of the Act.
- 2.4 The electronic means shall be provided in such a way that the rules governing conflict of interest of members are complied with.
- 2.5 A member of the Board, participating electronically, will verbally signify their vote (or decision to abstain) for each motion being considered by the Board during the meeting in question, until such time as the Board members verbally indicate their desire to withdraw from the meeting. Such withdrawal will be recorded in the minutes as part of the board's official record.

Appendices
Forms
Associated Documents

Approved: October 22, 2002
Reviewed: April 28, 2015
Revised: May 12, 2020