

Appendix Name: I. Electronic Meetings

Policy Section: Appendices

Effective Date: November 23, 2023

Revised Date:

The Board has created policy to guide the use of electronics for the holding of meetings of the Board and/or Committees/Linkage of the Board. All provisions in the legislation with regard to in-camera meetings and conflict of interest will apply to electronic meetings of the Board and/or its Committee/Linkage meetings.

The Board recognizes the necessity of providing Trustees with the ability to participate in all meetings arranged by the Board that require representative attendance and participation. The use of electronics is recognized as being a legitimate means of conducting business of the Board. The provision of electronics is intended to allow for the participation of Trustees in meetings where extenuating circumstances make it impossible for the Trustee to physically attend.

In special circumstances, with the approval of the Board, electronic meetings of the Board may be necessary to provide for a more efficient use of time and productive resources in circumstances where time and/or availability of Trustees and/or staff make it a better means of conducting a Board or Committee/Linkage meeting.

Process:

- 1) At the request of a Trustee, in situations where it is not possible for the Trustee to attend a regularly scheduled or special meeting of the Board or Committee/Linkage of the Board, the Board shall provide the electronic means for Trustees to participate in the meeting of the Board or its Committee(s).
- 2) Electronic participation in Board or Committee meetings shall comply with the Act and Regulations.
- 3) A Trustee who participates in a meeting by electronic means shall be considered present at the meeting, subject to such conditions or limitations that may be provided for in the Act and/or Regulations.
- 4) Electronic meetings of the Board are intended to allow for extenuating circumstances rather than to replace regularly scheduled in person meetings.
- 5) All rules pertaining to in-person member, Board, or Committee/linkage meetings apply equally to electronic meetings (e.g., notice, pre-meeting package requirements, quorum, minute taking, voting, confidentiality requirements, etc.).
- 6) All meeting participants must ensure they maintain complete privacy in their off-site meeting space. This will ensure all discussions are kept confidential and are only heard by those invited to and attending the meeting (e.g., the use of earphones or ear buds).
- 7) All provisions and policy related to in camera meetings and conflict of interest will apply equally for electronic meetings of the Members, Board, or Committees.

- 8) At no time will meeting participants record any portion of the meeting without prior consent of the Board. The only exception to this is any recording made by the Assistant to the Director or approved designate for the purpose of minute taking. Meetings will not be recorded when all Trustees are present. Any such recording must be destroyed once the official minutes of the meeting have been approved.
- 9) In no circumstance are discussions in the “chat” function of virtual meeting software to be copied and saved by meeting participants or included as part of the official meeting minutes.
 - a) The Chair of the Board or Committee will be the Chair of the meeting.
 - b) Any technology employed will enable every participant to hear and be heard by all other participants in the meeting.
 - c) The Chair will ensure that declarations of conflict of interest are heard by all present and that those participating have an opportunity to verbally declare any conflict.
 - d) The meeting will be administered in such a way that the rules governing conflict of interest of are complied with.
 - e) The electronic means will enable appropriate processes to ensure the security and confidentiality of proceedings, both regular and in-camera meetings. This may mean using separate connections and logins for scheduled in-camera/executive sessions.
 - f) Attendance shall be taken and duly recorded to ensure participants are recognized as in attendance.
 - g) Participants will identify themselves before speaking in order to assist the Assistant to the Director or designate in recording the minutes.
 - h) Those participating in an electronic meeting shall notify the Chair and/or Vice Chair of any departure from the meeting before absenting themselves to ensure quorum is maintained.
 - i) All meeting participants must have a copy of the meeting package including the agenda prior to the meeting for reference during the electronic meeting.
 - j) Voting at electronic meetings shall be carried out as follows to ensure that accurate records of votes are maintained:
 - i) When a vote is called, opposition to the motion is called first.
 - ii) If no one is opposed, the motion is considered carried.
 - iii) 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.
 - iv) The Chair will make the decision as to whether the motion was carried or defeated.



- v) When the technology does not allow for those votes requiring a secret ballot, a confidential email should be in place between meeting participants and the scrutineer to facilitate secret votes.

- k) To avoid as much disruption as possible and to support seamless dialogue and debate, all participants will keep their electronic devices on mute unless speaking.

- l) Any open chat windows in the technology must be used only to resolve technological problems – it should not be used for side discussions, lobbying other members and participants, or voicing support for motions on the floor. Members, Boards, and Committees meet and have authority only as a collective with due order.

Reference:

Adapted from Regina Catholic School Board Policy