

POLICY:	<u>ELECTRONIC MEETINGS</u>	#	<u>314</u>
SECTION:	<u>300</u> : <u>Business and Administrative Matters</u>	Page	<u>1</u> of <u>2</u>
APPROVAL/REVISION	EFFECTIVE	REVIEW	
DATE: <u>March 4, 2019</u>	DATE: <u>March 5, 2019</u>	DATE: <u>March 2024</u>	
CROSS REFERENCE:	Education Act Ontario Regulation 463/97 Bill 68 Modernizing Ontario's Municipal Legislation Act Municipal Conflict of Interest Act		

A: **POLICY**

1. The Thunder Bay Catholic District School Board recognizes the necessity of providing Trustees and Catholic Student Trustees with the ability to participate in all meetings arranged by the Board including Regular and Special Board Meetings, Ad Hoc Committee Meetings and/or Standing Committees and/or any other Meetings that requires Trustee membership for both In-Camera and Open Session.

It is the policy of the Thunder Bay Catholic District School Board that Trustees and Catholic Student Trustees who participate in a meeting through electronic means in accordance with Section 208 of the Education Act shall be deemed to be present at the meeting.

B. **GUIDELINES**

2. **Attendance**

- 2.1 Trustees shall inform the Secretary of the Board if they wish to participate electronically no later than 5 hours prior to a meeting.
- 2.2 At every meeting of the Board or Committee of the Whole Board, all the following people must be physically present in the meeting room:
 - The Chair of the Board or designate
 - At least one additional member of the Board
 - The Director of Education or designate.
- 2.3 For other committee meetings, the following people must be physically present:
 - The Chair of the committee or designate
 - The Director of Education or designate

3. **Procedures for Electronic Meetings**

- 3.1 All Trustees and Catholic Student Trustees shall be provided with a copy of the board package, including the agenda, prior to the meeting for reference during an electronic meeting.

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- 3.2 All Trustees and Catholic Student Trustees shall be provided with a copy of the committee's agenda prior to the committee meeting for reference during an electronic meeting.
- 3.3 Roll call for all electronic meetings shall be taken verbally and duly recorded to ensure Trustees and Catholic Student Trustees are recognized as in attendance.
- 3.4 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. Those trustees that verbally declare conflict of interest must complete a written declaration of conflict of interest to be filed in the registry of conflict of interest declarations from trustees.
- 3.5 Trustees participating in electronic meetings in closed session shall ensure confidentiality and this shall be noted by the Secretary of the Board.
- 3.6 Electronic meetings of the Board shall be conducted in accordance with the Board Procedural By-laws, or where not stated, Robert's Rules of Order.