

**BOARD
ADMINISTRATION 2100**

**ELECTRONIC
MEETINGS 2140**

1. Rationale

The purpose of this policy is to provide trustees an opportunity to participate electronically (i.e. via telephone conference call or video conference call) when unable to physically attend meetings.

2. Policy

It is the policy of the Simcoe County District School Board that electronic means may be used to facilitate trustee participation at Board and Special Board meetings (including closed sessions) and standing committee meetings.

3. Guidelines

- 3.1 "Electronic attendance" is defined as participation in the meeting via telephone conference call or video conference call.
- 3.2 Electronic means of attendance will be provided for trustees who are unable to physically attend Board and Special Board meetings (including Closed Sessions) and Standing Committee Meetings.
- 3.3 Meetings in which trustees participate electronically will be held in conformity with the provisions of the Education Act and Regulations, and the applicable By-laws of the Board.
- 3.4 Cellular phones/smartphones are not to be used for closed session electronic meetings. Video conference will only be allowed for closed session electronic meetings if a secure connection can be made available.
- 3.5 Trustees **must contact the Executive Assistant – Board by no later than 12:00 PM (noon) on the day of the meeting to indicate that they will be participating electronically.** Should trustees wishing to participate electronically not be at their residences while the meeting is taking place, they must leave alternative contact instructions with the Director's Office.
- 3.6 At the beginning of the meeting, agenda material will be communicated to all participating trustees, if not previously communicated.
- 3.7 Trustees participating electronically will inform the Chair of their departure from a meeting, whether it is temporary or permanent, to ensure a quorum is maintained at all times.

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- 3.8 The Chair will conduct voting by asking trustees to indicate those in favour by stating their name, followed by those opposed. For ballot votes (conducted for the purpose of electing new trustees or of electing trustees to the positions of Chairperson or Vice Chairperson), trustees participating electronically have three options (listed below). **Trustees participating electronically must advise the Director of their voting preference when they give notice that they will be participating electronically:**
 - 3.8.1 After the motion has been read, the trustee may choose to fax his/her ballot to the Director's Office fax machine;
 - 3.8.2 After the motion has been read, the trustee may choose to email his/her ballot to the Director's email account. The Director or designate will print a copy of the email and add to the collected ballots;
 - 3.8.3 The trustee may choose to provide the Director's Office with sealed, numbered envelopes in advance. Each envelope shall contain a piece of paper indicating the name of a candidate; after the motion has been read, the trustee will indicate via conference call which envelope the Director (or designate) is to open. The Director or designate will open the corresponding envelope and add the slip of paper to the collected ballots.
- 3.9 Should a ruling of the Chair be appealed, the Chair will poll trustees alphabetically by last name to verify the decision.
4. The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

**ADOPTED JULY 19, 2000
REVISED FEBRUARY 22, 2006
REVISED DECEMBER 21, 2011**