



## **ADMINISTRATION 6 – Meetings by Electronic Means**

Date: March 23, 2016 Revised:

Responsible Administrator: *Associate Superintendent, Ed Services*

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**1.0** Board Regulation, Meetings by Electronic Means shall be administered in compliance with Policy B/II/6, Meetings by Electronic Means.

1.1 The Board believes that Trustees should be afforded the opportunity to attend Board meetings by electronic means.

### **2.0 PROCESS**

2.1 A Trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enables the Trustees participating in the meeting and members of the public attending the meeting to hear each other.

2.1.1 Meetings of the Board include regular Public Board Meetings and the Committee of the Whole Meetings.

2.2 A Trustee who participates in a meeting by electronic means is considered present at the meeting and will be recorded as in attendance.

2.3 A maximum of two Trustees may attend a meeting of the Board by electronic means.

2.3.1 The board chair or designate must be physically present in the meeting room.

2.4 All votes of the Board taken at any meeting in which a Trustee participates through electronic communication shall be taken by roll call vote.

2.5 Except for cause due to illness or emergency, no Trustee shall attend more than two meetings of the Board through virtual means within a one year period. (Sept. 01 – Aug. 31)

2.6 A Trustee who wishes to participate in a Board meeting by means of electronic communication shall notify the Board chair as soon as reasonably possible. Except in the case of a declared emergency, a Trustee shall provide such notice not less than [two (2) days] before the Board meeting in question.

2.7 The chair of the Board may refuse to permit a Trustee to participate in a meeting by electronic means or other communication facilities in order to meet the requirements of subsections 2.3 and 2.5.

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References: Board Policy: B/II/6 Meetings by Electronic Means