

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

SECTION/CODE:

Electronic Meetings

Board By-Laws 1 – VII

APPROVAL DATE:

SUPERSEDES:

NUMBER OF PAGES:

REVIEW DATE:

January 13, 2025

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ELECTRONIC MEETINGS

1. The requirements for physical attendance at Board meetings shall be in accordance with the *Education Act (Section 208.1) and Ontario Regulation 463/97*.
2. At the request of trustee(s) or as determined by the Board, the provision of electronic (audio and/or visual) shall be afforded to trustee(s) for their participation in all Board meetings including all meetings of committees of the Board as defined in its Policies.
3. The Board shall follow the process for electronic meetings as outlined in Board policy and in particular for votes by secret ballot and maintenance of privacy.
4. All regular procedural rules such as notice of meeting, quorum and the requirements to maintain a record and minutes of the meeting shall be adhered to. A lack of notice of the meeting to all members and a lack of quorum shall render action taken at the meeting invalid.
5. The electronic meeting shall permit all members to hear and be heard by all other participants in the meeting simultaneously.
6. Members attending a teleconference meeting shall be deemed to be present at the meeting.
7. Since voice recognition cannot always be ascertained during a telephone meeting the following minor variations in meeting rules are required.
 - 7.1 Attendance and quorum is established through a roll call.
 - 7.2 Members shall always be identified before speaking.
 - 7.3 At the Chairperson's discretion discussion takes place on a rotating basis.
 - 7.4 Votes are taken by roll call or by general consent.
 - 7.5 Members who are to leave the meeting prior to adjournment shall announce their leaving.

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8. Meetings where a group of members meet in one room and use a speaker-phone and other individual members of the group call in from other locations are permitted.
9. Trustees participating electronically in closed sessions must ensure confidentiality is not compromised by the proximity of others to the phone/video conversations.
10. In cases where a vote is to take place by ballot, a Trustee who is attending by electronic means may communicate their vote by telephone conversation or email with a scrutineer, who shall mark the vote on a paper ballot in the same form and manner as though the ballot had been marked in person by the voter, and the ballot shall then be included with the other ballots to be counted. The Scrutineers duty of confidentiality shall apply to all votes cast, both electronically and in person.
11. An attendee at a teleconference meeting may not electronically record a meeting without the permission of the meeting granted by majority vote.