

**Appendix Name:** I. Electronic Meetings

**Policy Section:** Appendices

**Effective Date:** November 23, 2023

**Revised Date:** February 24, 2025

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

The Board recognizes the necessity of providing Trustees with the ability to participate in all meetings that require representative attendance and participation. Electronic meetings are recognized as being a legitimate means of conducting business of the Board and may provide for a more efficient use of time and resources.

**Process:**

- 1) The Board shall provide the electronic device 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.
- 4) All rules pertaining to in-person member, Board, or Committee meetings apply equally to electronic meetings (e.g., notice, pre-meeting package requirements, quorum, minute taking, voting, confidentiality requirements, etc.).
- 5) 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 headphones or ear buds).
- 6) 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. Any such recording must be destroyed once the official minutes of the meeting have been approved.
- 7) The chat function in electronic meetings will be used as an assistive tool at the discretion of the Board and will not be copied and saved by meeting participants or included as part of the official meeting minutes.
- 8) 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.
- 9) When voting at electronic meetings is called for, opposition to the motion is called first. The Chair will then announce the number of votes cast in favour or against the motion and whether the motion is carried.

- a) 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.
- 10) 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.

*Reference:*

*Adapted from Regina Catholic School Board Policy*