

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Governance	<i>Policy Number</i> 104
<i>Former Policy #</i> 814	<i>Page</i> 1 of 3
<i>Original Approved Date</i> July 2nd, 2003	<i>Subsequent Approval Dates</i> March 25th, 2008

Policy Title: PARTICIPATION IN MEETINGS USING ELECTRONIC MEANS

SECTION A

1. PURPOSE

On occasion a Trustee, including a Student Trustee, may be unable to be physically present for a meeting of the Board, including a meeting of the Committee of the Whole Board. In order to enable participation and ensure quorum, a Trustee may participate in a meeting using electronic means. This policy is intended to clarify the guidelines under which this may occur.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to permit the use of electronic means for the holding of meetings of the Board and Committees of the Board (including the Committee of the Whole Board), subject to all of the requirements of law and the regulations hereunder. A Trustee, including a Student Trustee, who participates in a meeting through electronic means, in accordance with this policy, shall be deemed to be present at the meeting.

3. CROSS REFERENCES

Municipal Conflict of Interest Act
Ontario Regulation 463/97 Electronic Meetings

4. RESPONSIBILITIES

Trustees, including Student Trustees:

- To inform the Secretary to the Director - Trustee Services, of the need to participate in a meeting through electronic means in sufficient time to provide necessary equipment.

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SECTION B

GUIDELINES:

1. At the request of any Trustee, including Student Trustee, the Board shall provide electronic means to facilitate participation in meetings of the Board or of a Committee of the Board, including a Committee of the Whole Board; provided that such means shall not be provided to a Trustee:
 - 1.1 if it breaches the requirement of Section 229 of the Education Act (which requires the Trustee to be physically present in the meeting room for at least three regular meetings of the Board in each twelve (12) month period beginning December 1st); and
 - 1.2 in the event that the provisions of either Section 3 or Section 4 hereof, as the case may be, cannot be observed.
2. The electronic means provided for in Section 1 shall permit each person participating in the meetings to hear and be heard by all other participants.
3. At all meetings of the Board and of the Committee of the Whole Board, in addition to the usual requirements for quorum, the personal presence in the meeting room at the Catholic Education Centre shall be required of:
 - 3.1 the Chair of the meeting (as determined in accordance with the Board By-laws);
 - 3.2 not less than one other Trustee, other than the Student Trustee; and
 - 3.3 the Director of Education, or his/her designate.
4. At all meetings of Committees of the Board other than the Committee of the Whole Board, in addition to the usual requirements for quorum, the personal presence in the meeting room at the Catholic Education Centre shall be required of:
 - 4.1 the Chair of the meeting (as determined in accordance with the Board By-laws); and
 - 4.2 the Director of Education, or his/her designate.
5. Except those Committee meetings from which the public has been excluded, the meeting room of the Board or of a Committee of the Board, as the case may be, shall be open to permit physical attendance by members of the public at every meeting of the Board or of the Committee of the Board, regardless of whether one or more Trustees (including the Student Trustee) participate at such meetings electronically.
6. The Board shall determine, from time to time, whether, and if so where, electronic means should be provided at one or more locations within the area of jurisdiction of the Board in addition to the Catholic Education Centre, to permit participation by members of the public in meetings or classes of meetings:
 - 6.1 provided, however, that any such participation in accordance with this section shall conform with all Board by-laws and policies with respect to the participation generally by members of the public.

