

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 February 25, 2014

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, and/or a Committee 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.

3. PARAMETERS

- 3.1 Trustees, including Student Trustees, shall inform the Secretary to the Director – Trustee Services, in a timely manner that they are requesting to participate in a meeting of the Board, including a meeting of the Committee of the Whole Board through electronic means.
- 3.2 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.

4. RESPONSIBILITIES

4.1 Trustees, including Student Trustees

- 4.1.1 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.

4.2 Director of Education

4.2.1 To oversee compliance of the Participation in Meetings Using Electronic Means policy.

4.3 Secretary to the Director – Trustee Services

4.3.1 To provide, when notified, the necessary equipment to enable Trustees, including Student Trustees to participate in a meeting through electronic means.

5. DEFINITIONS

5.1 Electronic Means

The use of electronic devices to enable participation of committee members in meetings of the Board.

5.2 Quorum

The presence of a majority of all of the members constituting a board and/or committee is necessary to form a quorum. A Student Trustee will not count towards quorum at Board meetings.

5.3 Student Trustee

A secondary student or students elected to officially represent the interests of pupils allowing the student perspective to be heard through their participation at Board meetings.

5.4 Trustee

An individual officially elected through the Municipal elections process to represent York Catholic District School Board.

6. CROSS REFERENCES

YCDSB Policy 107 Student Trustees

Education Act, R.S.O., 1990

Municipal Conflict of Interest Act, R.S.O. 1990

Municipal Elections Act, 1986, S.O. 1996

Ontario Regulation 463/97 Electronic Meetings

Approval by Board	<u>March 25th, 2008</u> <i>Date</i>
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Review Date	<u>February 2019</u> <i>Date</i>

POLICY TITLE: PARTICIPATION IN MEETINGS USING ELECTRONIC MEANS

SECTION B

GUIDELINES:

1. At the request of any Trustee, including Student Trustee, the Board shall provide the 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 or Vice Chair of the Board (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 or Vice 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, shall be open to permit physical attendance by members of the public, regardless of whether one or more Trustees (including the Student Trustee) participate at such meetings electronically.
6. At all meetings of Committees of the Board including the Committee of the Whole Board from which the public is excluded, the Chair of the meeting shall ensure that members of the public shall not be permitted to participate.
7. At all meetings at which a Trustee, including Student Trustee participates by electronic means, it is the responsibility of the Trustee to comply with the requirements of the *Municipal Conflict of Interest Act*, including, in the case of a meeting that is closed to the public, to disconnect from the electronic participation for so long as it is necessary in order to so comply.