



BOARD ADMINISTRATIVE PROCEDURE
ADMINISTRATIVE PROCEDURE
102 Electronic Meetings
DIRECTIONAL POLICY
Governance, Vision, and Strategic Priorities

Title of Administrative Procedure:

Electronic Meetings

Date Approved:

August 2024

Projected Review Date:

August 2029

Directional Policy Alignment:

This Administrative Procedure aligns with the Governance, Vision, and Strategic Priorities Directional Policy, by providing the Board of Trustees electronic means for participation in a meeting of the Board or its Committee, while supporting our moral purpose and the Board vision of transforming the world with justice and peace through Catholic education, inspired by the teachings of Jesus Christ.

Alignment with Multi-Year Strategic Plan:

The Electronic Meetings Administrative Procedure supports the Multi-Year Strategic Plan, anchored by four tenets: believing, protecting, learning, and nurturing. It specifically supports the tenet of protecting, by ensuring that the Board has clearly outlined the procedure for electronic meetings for Trustees and ensuring that Trustees can participate in meetings of the Board or its Committees, in situations where it is not possible to attend a regularly scheduled or special meeting in person.

[CDSBEO Strategic Plan 2020-2025](#)

Purpose

This administrative procedure provides for the use of electronic means for participation of Trustees, when necessary, in Regular meetings of the Board and its Committees, including a

Committee of the Whole Board, for certain reasons as stated. It is a part of the Governance Policies and Bylaws of the Catholic District School Board of Eastern Ontario.

Action Required

- 1) On appropriate note to the Executive Assistant of the office of the Director of Education, individual Board members or Catholic Student Trustees shall be given access to participate in meetings of the Board or its Committees through the use of electronic means. Board members or Catholic student Trustees must request participation by electronic means at least twenty-four hours in advance, where possible or in the case of inclement weather or illness, as soon as possible.
- 2) In the case of inclement weather, the Chair, in consultation with the Director of Education, shall determine whether an in-person or electronic board meeting will take place.
- 3) All Board by-laws shall apply to meetings conducted electronically, including rules governing conflict of interest and confidentiality. The Board will ensure the security and confidentiality of proceedings held in-camera meetings, especially those that include electronic participation.
- 4) When authorized, the Board member or Catholic Student Trustee who participates in a meeting by electronic means is considered to be present at the meeting and will be recorded as in attendance at the meeting.
- 5) The electronic means shall permit the Board member or Catholic Student Trustee to hear and be heard by all other participants in the meeting.
- 6) Electronic means will be provided in the Board meeting room at the Board's head office in Kemptville.
- 7) Trustees participating electronically will verbally signify their vote (or decision to abstain from voting) for each motion being considered by the Board during the meeting in question until such time as the trustees verbally indicate their desire to withdraw from the meeting. Such withdrawal will be recorded in the minutes as part of the Board's official records. The Board Chair will ensure that all trustees have an opportunity to speak to a motion before a vote is taken.
- 8) When a vote is attached to a ballot, as in the case of the Inaugural board meeting, the ballot shall take place electronically if a trustee is participating electronically.
- 9) Aside from inclement weather conditions, the following persons must be physically present in the meeting room of the Board:
 - a. The chair of the Board or designate

- b. At least one additional member of the Board
 - c. The Director of Education or designate
- 10) Under amended regulation 463/97, the chair of the board or committee meeting may preside over the meeting electronically if any of the following applies:
- a. the distance from the trustee's primary residence to the meeting location is 125 kilometers or more;
 - b. weather conditions do not allow the trustee to safely travel to the meeting location;
 - c. the trustee cannot be physically present at a meeting due to health-related issues;
 - d. the trustee has a disability that makes attending meetings in-person more challenging; or the trustee is unable to attend in person due to family responsibilities.
- 11) Board established laptops are the preferred means for electronic access to meetings.
- 12) The Board will ensure that Catholic student Trustees and the public do not participate by electronic means in any proceedings closed to the public.

Responsibilities

The Board of Trustees is responsible for:

- Ensuring this Administrative Procedure on Electronic Meetings is aligned with the board's Directional Policy on Governance, Vision, and Strategic Priorities.
- Observing and meeting their obligation to be present for at least three (3) Regular board meetings in the designated meetings room of the Board.
- Following the established process of communication and electronic participation in the event of their absence.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.
- Ensuring the Administrative Procedure for Electronic Meetings is facilitated on behalf of all Trustees.

Superintendents of Schools and System Portfolios are responsible for:

- Acting in place of the Director of Education to be the staff person present during electronic meetings, as designated by the Director of Education.
Progress Indicators

- Opportunities are utilized for electronic participation in meetings.
- Equipment is made available and is functional.
- Meetings are neither cancelled nor postponed because of the availability of electronic participation.

Definitions

- **Electronic Meeting:** is a board or committee meeting in which a board member, student trustee, staff member or member of the public making a presentation to the Board participates electronically in the meeting.
- **In-Camera Meeting:** is a meeting that is closed and not open to the public.
- **Inclement Weather:** weather which can create adverse conditions for transportation across the regions of the school board.

References

- [The Education Act](#)
- [O. Reg. 463/97: Electronic Meetings](#)
- [Municipal Conflict of Interest Act](#)
- [Municipal Elections Act, 1996,](#)
- [Municipal Elections Modernization Act, 2016](#)
- [Municipal Freedom of Information and Protection of Privacy Act.](#)
- [CDSBEO Strategic Plan 2020-2025](#)
- [CDSBEO Use of Electronic Communications and Social Media](#)