Living Sky School Division No. 202
BOARD POLICY

2120 – ELECTRONIC MEETINGS			
Policy Type:	GOVERNANCE & MANAGEMENT	**Last Revision Date:**	
Implementation Date:	November 24, 2020	**Last Review Date:**	August 2026
Legal Reference(s):	Section 80.1 *The Education Act* *Local Authority Freedom of Information and Protection of Privacy Act* *The Local Government Election Act*		

BACKGROUND

The need and advantages to holding electronic meetings from time to time is both acknowledged and necessary. This policy is intended to provide guidance when holding and participating in these meetings and is in keeping with all other meeting policies and procedures.

POLICY

1. Electronic meetings may be used to hold board and/or committee meetings subject to due notice requirements for any such meeting being met (or waived by unanimous consent in special circumstances).

2. All participants must have access to the necessary equipment for participation.

3. All rules pertaining to in-person board and/or committee meetings apply equally to electronic meetings.

4. All meeting participants must ensure they maintain privacy in their off-site meeting space.

5. All provisions and policy related to in camera meetings and conflict of interest will apply equally for electronic meetings of the board and/or committees.

6. At no time will meeting participants record any portion of the meeting.

7. In no circumstance are discussions in the "chat" function of virtual meeting software to be copied and saved by meeting participants or included as part of the official meeting minutes.

8. A board or committee member who participates in a meeting through electronic means shall be deemed to be present at the meeting and will be recorded as in attendance at and part of the quorum of the meeting.

PROCEDURES

1. The Board Chair or Committee Chair will be the chair of the meeting.

2. Any technology employed will enable every participant to hear and be heard by all other participants in the meeting. IT staff will be available to resolve any issues with technology.

3. The Chair will ensure that declarations of conflict of interest are heard by all present and that those participating have an opportunity to verbally declare any conflict.

4. The meeting will be administered in such a way that the rules governing conflict of interest of are complied with.

5. The electronic means will enable appropriate processes to ensure the security and confidentiality of proceedings, both regular and in-camera meetings. This may mean using separate connections and log-ins for scheduled in camera/executive sessions.

6. Attendance shall be taken by the Chair and duly recorded to ensure participants are recognized as in attendance.

7. Participants will identify themselves before speaking in order to assist the recording secretary in recording the minutes.

8. Those participating in an electronic meeting shall notify the Chair of their departure (either temporary or permanent) from the meeting, before absenting themselves, in order to ensure a quorum is maintained.

9. All meeting participants must have a copy of the meeting package including the agenda prior to the meeting for reference during the electronic meeting.

10. Potential motions coming forward at the meeting may be prepared by staff ahead of time and included in the board package.

11. Voting at electronic meetings shall be carried out as follows to ensure that accurate records of votes are maintained:

a) When a vote is called, opposition to the motion is called first.

b) If no one is opposed, the motion is considered carried.

c) If there is opposition, a roll call vote is held, and the chair will announce the number of votes cast in favour or against the motion and whether the motion is carried.

d) The Chair will make the decision as to whether the motion was carried or defeated.

e) When the technology does not allow for votes requiring a secret ballot, a confidential email should be in place between meeting participants and the scrutineer to facilitate secret votes.

f) If technology permits, the board may use electronic means to cast votes.

12. 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.

13. Any open chat windows in the technology must be used only to resolve technological problems, not for side discussions, lobbying other members and participants or voicing support for motions on the floor.