



Niagara Catholic District School Board  
**TRUSTEE ELECTRONIC MEETINGS POLICY**  
**(Board and Committees)**

ADMINISTRATIVE OPERATIONAL PROCEDURES

100 – Board

Policy No 100.8

Adopted Date: October 25, 2005

Latest Reviewed/Revised Date: February 25, 2020

## DEFINITION

Electronic meetings are meetings of the Board, or its committees, including the Committee of the Whole Board, which utilize either teleconferencing or videoconferencing technology.

Teleconferencing and videoconferencing include telephones, video monitors and web access.

## PROCESS FOR ELECTRONIC MEETINGS

A Trustee or Student Trustee, will provide in writing to the Director of Education Secretary/Treasurer, a request to participate in a meeting of the Board or a meeting of a committee of the Board through electronic access a minimum of 48 hours prior to the meeting. Once received and acknowledged by the Director of Education, the Trustee will be provided access to an appropriate two-way communication technology platform to join meeting participants at the Catholic Education Centre, subject to any technology limitations at the origin of the call. For emergency situations where 48-hour prior notice was not provided, every attempt will be made to accommodate the Trustee or Student Trustee to participate electronically.

1. The electronic means shall permit the Trustee or Student Trustee to hear and be heard by all other participants in the meeting.
2. The electronic means shall be provided in such a way that the rules governing conflict of interest of members and in-camera regulations are complied with.
3. During meetings that are closed to the public, Trustees or Student Trustees who are participating in the meeting through electronic means will ensure that in-camera confidentiality is maintained at all times.
4. Trustees using electronic means to participate in meetings shall inform the Chair of the Board or the Chair of the Board Committee about their intentions to leave the meeting whether on a temporary or permanent basis.
5. Student Trustees who are participating in closed in-camera meetings through electronic means shall participate in all proceedings with the exception of those that are closed to the public under clause 207 (2) (b) of the Education Act.
6. At every meeting of the Board or the Committee of the Whole, or of a committee of the Board, the following persons shall be physically present in the meeting room of the Board:
  - The Chair of the Board or their designate;
  - At least one additional member of the Board; and
  - The Director of Education or their designate.
7. At every meeting of a committee of the Board, except the Committee of the Whole Board, the following persons shall be physically present in the meeting room of the committee:
  - The Chair of the Committee or their designate
  - The Director of Education or their designate

8. If it is not possible for the required persons (as outlined in 6 and 7) to be physically present at the meeting room, the request for an electronic meeting shall be declined by the Chair of the Committee and/or the Director of Education. For electronic meetings of the Board or a committee of the Board, public or open meeting agendas will be posted on the Board website. 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 except where the meeting is in-camera and closed to the public.

<b>Adopted Date:</b>	<b>October 25, 2005</b>
<b>Revision History:</b>	<b>May 27, 2014</b> <b>February 25, 2020</b>