

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY / REGULATIONS

Board Policy Number:	1 06
Subject:	Electronic Meetings: Audio Teleconferencing
Effective Date:	(309) October 28, 2008

Ontario Regulation 463/97 (Last amendment, Ontario Regulation 268/06) requires:
Every board shall develop and implement a policy providing for the use of electronic means for the holding of meetings of a board and meetings of a committee of a board, including a committee of the whole board.

It is the policy of the Dufferin-Peel Catholic District School Board that individual Board members may participate through the use of electronic meetings, by way of Audio Teleconferencing, in specified meetings of the Board. A minimum of three (3) business day's notice to the Chair of the Board, or to the Vice-Chair of the Board, is required. In addition to the notice, the Director and the General Manager, Communications and Community Relations, will be informed.

Electronic meetings are those in which Trustees may participate by means of Audio Teleconferencing. The use of analogue/digital cellular, portable or radio phones may be used at the discretion of the appropriate Chair for public meetings, but not for any in-camera portion of the meeting.

REGULATION

1.06 Electronic Meetings: Audio Teleconferencing

1. Participation of Individual Board Members -

a) Electronic meetings, by way of Audio Teleconferencing, may be used for the purposes of conducting meetings of the Dufferin-Peel Catholic District School Board, the Board of Trustees meeting as Committee of the Whole, and Board Standing Committees, as well as Board-constituted committees;

b) Electronic participation, by way of Audio Teleconferencing, will be provided at the request of any Board member;

c) Requests for Audio Teleconferencing participation shall be made to the Chair of the Board, or to the Vice-Chair of the Board, by telephone, or by e-mail. A minimum of three (3) business day's notice, prior to the time of the scheduled meeting, is required. This notice period is required to ensure that the appropriate staff are notified so that the individual is provided with the necessary telephone link. In addition to the notice, the

Director and the General Manager, Communications and Community Relations, will be informed.

d) Electronic participation, by means of Audio Conferencing, of individual members at meetings of the Dufferin-Peel Catholic District School Board, the Board of Trustees meeting as Committee of the Whole, and Board Standing Committees, shall be on notice to the Chair of the Board, or to the Vice-Chair of the Board. In addition to the notice, the Director and the General Manager, Communications and Community Relations, will be informed.

e) The physical presence of the following persons shall be in the Board's meeting room, at Board meetings and meetings of the Committee of the Whole:

- * Chair or Vice-Chair of the Board, or designate
- * At least one additional member of the Board
- * Director of Education, or designate

The physical presence of the following persons shall be in the Board's meeting room, at Board Standing Committees:

- * Chair or Vice-Chair of the Committee, or designate
- * Director of Education, or designate

f) The Board is permitted to refuse to provide a member with electronic means of participation in a meeting of the Board, meeting of the Committee of the Whole Board, or a Board Standing Committee meeting, where to do so is necessary to ensure compliance with the physical attendance in the meeting room section (e) above)

g) In accordance with the Board's Procedural By-Law #1-01, Article 7 (7.4), Quorum, where an electronic meeting, by way of Audio Conferencing, has been requested, if a quorum is not present within 15 minutes after the time appointed for the meeting, the Board or Committee shall not convene and the Secretary shall record the names of the members present.

However, where the Chair of the meeting has knowledge that a Trustee will be participating from another location, by way of Audio Conferencing, and will be connected within the half-hour of the posted commencement time of a meeting, the Chair may unilaterally extend the start time for a meeting beyond the stated 15 minutes to an additional 15 minutes, totaling no more than 30 minutes from the posted commencement time of the meeting. If a quorum is still not present after the additional 15 minutes, the Board or Committee meeting shall not convene and the Secretary shall record the names of the members present.

2 General

a) All articles of the Board's Procedural By-Law #1-01 shall apply to meetings conducted electronically by way of Audio Conferencing.

- b) Materials for distribution to members attending a meeting shall be distributed in accordance with the Procedural By-Law;
- c) Electronic participation in meetings, by way of Audio Conferencing, is subject to the normal rules governing conflict of interest of members;
- d) A member of the Board who participates in a meeting through electronic means, by way of Audio Conferencing, shall be deemed present at the meeting. Minutes of the meeting shall record the presence of members participating through electronic means;
- e) Board members participating in an electronic meeting, by way of Audio Conferencing, shall notify the Chair of their temporary or permanent departures from a meeting before absencing themselves, so that the Chair can ensure maintenance of a quorum;
- f) Discussions of motions will take place in accordance with the Procedural By-Law. Trustees using audio conferencing must declare their intent verbally by giving their names.
- g) Should technical difficulties arise, where participating Trustee(s) affected by the disruption, are no longer deemed present at the meeting, the Chair of the meeting shall assess whether a quorum is present. The minutes of the meeting shall indicate the time and duration of the disruption. In the event the technical difficulties cannot be rectified, it is the responsibility of the participating Trustee(s) to notify the Chair, at his/her earliest opportunity.