

Toronto District School Board

Policy P039

Title: **ELECTRONIC PARTICIPATION IN BOARD MEETINGS**
Adopted: June 28, 2000
Revised: March 7, 2001, June 26, 2002, **April 16, 2003**
Reviewed: December 2012
Authorization: Board

1.0 OBJECTIVE

To establish guidelines for dealing with the use of electronic means for the holding of meetings of the Board and standing committees in accordance with the *Education Act*, s. 8 (1) 3.6.

2.0 RESPONSIBILITY

Director of Education

3.0 DEFINITIONS

Electronic means For the purposes of this policy, *electronic means* is telephone conferencing

4.0 POLICY

- 4.1. Board and standing committee meetings will include provisions for participation through electronic means.
- 4.2. Electronic meetings will be held in accordance with the provisions of the *Education Act* and regulations, and the applicable bylaws of the Board.
- 4.3. At every Board meeting or of a committee of the whole Board, the following persons shall be physically present in the meeting room:
 - (a) The Chair of the Board or designate;
 - (b) At least one additional member of the Board;
 - (c) The Director of Education or designate. [O. Reg. 463/97, Electronic Meetings]
- 4.4. At every meeting of a standing committee, the following persons shall be physically present in the meeting room:
 - (a) The Chair of the standing committee or designate;

(b) The Director of Education or designate. [O. Reg. 463/97, Electronic Meetings]

5.0 SPECIFIC DIRECTIVE

The Board may approve procedure to implement this policy

6.0 APPENDIX

Appendix A: Procedure for Trustees

7.0 REFERENCE DOCUMENTS

Ontario Regulation 463/97, Electronic Meetings

The following procedure supports Board Policy P.039 GOV: Electronic Participation in Board Meetings

1. Trustees must inform the Office of the Secretariat no later than 5 p.m. of the business day before the meeting if they will be physically absent from the meeting and wish to participate by electronic means. This is necessary to ensure that the attendance conditions of the policy are met.
2. Only telephones on regular lines may be used by trustees to participate in an electronic meeting. Cellular, portable or radiotelephones are not to be used for electronic meetings.
3. Trustees participating electronically will inform the Chair of their departure from a meeting, whether it is temporary or permanent, to ensure a quorum is maintained at all times.
4. The Chair will conduct voting by asking trustees to indicate those in favour by stating their name, followed by those opposed.
5. Should a ruling of the Chair be appealed, the Chair will poll trustees alphabetically by last name to verify the decision.