

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BOARD AND ADMINISTRATION	
Policy Name	ELECTRONIC ATTENDANCE	211

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<i>March 12, 1999</i>	<i>November 22, 2004</i>	
	<i>February 22, 2005</i>	

POLICY

In compliance with Ontario Regulation 463/97-Electronic Meetings, the Superior-Greenstone District School Board will make provision for participation in meetings of the Board electronically. Members who participate electronically shall be deemed to be present at the meeting.

RATIONALE

The Superior-Greenstone District School Board is a large geographic area where, under certain circumstances, Board and committee members are unable to physically attend Board or committee meetings. Therefore, electronic access to regular and committee meetings of the Board are provided.

PROCEDURES

1.0 Definitions

1.1 Electronic Attendance

Electronic attendance shall imply participation through tele-conferencing and/or video-conferencing.

1.2 Member

When the reference herein is "Member" it is understood to include elected and appointed Trustees and the Student Representative.

1.3 Meeting Room

When this policy makes reference to a "meeting room" it is understood to imply the usual and designated meeting locations of the Board and its committees. The following persons shall be physically present in the meeting room of the board:

- a) The chair of the board or his/her designate
- b) At least one additional member of the board
- c) The Director of Education or his/her designate.

2.0 Requirements

Under provincial regulation the following shall apply:

2.1 Physical Attendance

2.1.1 Board Meetings

It is required that at meetings of the Board and the Committee of the Whole Board that the following persons be physically present in the meeting room:
the Chair of the Board or designate, 1 Person

and,	
at least one additional Member of the Board, and,	1 Person
the Director of Education or designate	1 Person

3 Persons

2.1.2 Committee Meetings

It is required that at committee meetings of the Board, except Committee of the Whole Board, the following persons must be physically present in the meeting room:

the Committee Chair or designate,	1 Person
and,	
the Director of Education or designate	1 Person

2 Persons

2.2 Exception to the Above

Board and Committee Chairs may preside over meetings electronically if any of the following applies:

2.2.1 The distance from the Chair's current residence to the meeting location is 200 km or greater;

2.2.2 Weather conditions do not allow the chair to travel to the meeting location safely;

2.2.3 The Chair cannot be physically present at a meeting due to health-related issues.

2.3 No more than half of Board or Committee Meetings in a 12-month period can be chaired electronically.

2.4 Minimum Attendance

A trustee is automatically removed from the Board if he or she fails to be physically present in the meeting room of the Board for at least three (3) regular meetings of the Board in each twelve (12)-month period beginning December 1 {Education Act, Section 228 (1) (e)}.

2.5 Effectiveness

Electronic meetings must be designed and deemed to make positive contributions to the work of the Board. Their design must conform to the requirements of Reg.463/97

2.6 Conditions for Access

Conditions for access to meeting electronically are to be governed by:

- a) the purpose and nature of the meeting, and,
- b) the composition of participants in the meeting.

2.7 Accessibility

Generally, all scheduled Regular Board meetings, including meetings of the Committee of the Whole, and meetings of Standing Committees are accessible, upon request, via electronic means for all Members and the general public at designated sites.

3.0 Attendance

3.1 Deemed Present

A Member who participates in any meeting through electronic means as defined and described herein shall be deemed to be present at the meeting for the purpose of the Education Act and regulations.

3.2 Verbal Roll Call

When one or more Members are in attendance electronically, the Roll Call shall be verbally taken and duly recorded.

3.3 Ensuring a Quorum

Members participating electronically shall notify the Chair of their departures, either temporary or permanent, from the meeting before absenting themselves in order that the Chair may ensure a quorum is maintained.