

Electronic Meetings Procedure

Procedure Number:	2004a
Procedure Owner:	Director Services – Board Services
Effective Date:	2003 April 01
Amendment Dates:	2011 December 20, 2017 June 27, 2020 November 16, 2023 February 28, 2025 May 12, 2025 September 15
Review Dates	
EIE Review Date:	2020 September 9, 2022 November 22
Resources:	• The Education Act, RSO 1990, c E.2 ○ Ontario Regulation 463/97 • TVDSB Electronic Meetings Policy (2004)

1. Intent

- 1.1. This procedure will outline where permitted under the Education Act, how the Trustees can attend Meetings by electronic means.

2. Definitions

- 2.1. **The Chair of the Board** refers to the TVDSB Trustee elected by their peers to serve as Chair of the Board of Trustees.
- 2.2. **The Chair** refers to the individual responsible for leading and maintaining order during meetings. This role may be assigned through election to the position of Chair or Vice Chair of the Board of Trustees as outlined in the TVDSB Board of Trustees bylaws. The Chair ensures that meetings are conducted efficiently, adheres to the

agenda, facilitates discussions, and upholds TVDSB's bylaws, policies and procedures.

- 2.3. **Electronic Meeting(s)** are those in which there is participation by electronic conferencing.
- 2.4. **Meeting(s)** refers to all of the following; meetings of the Board of Trustees, Committee of the Whole Board, and committee of the Board.
- 2.5. **Trustees** refers to the elected members of the TVDSB Board of Trustees including Student Trustees.
- 2.6. **The Vice Chair of the Board** refers to the TVDSB Trustee elected by their peers to serve as Vice Chair of the Board of Trustee.

3. Objective of Procedure

- 3.1. To outline the steps Trustees and/or committee members will follow to participate in Meetings via electronic means.

4. Roles and Responsibilities

- 4.1. The **Trustees** are responsible for attending Electronic Meetings following the provisions of this policy and TVDSB Electronic Meetings Policy 2004.
- 4.2. **The Chair of the Board (The Chair)** is responsible for reviewing requests to attend Board of Trustee Meetings virtually and authorizing requests that comply with this policy and TVDSB Electronic Meetings Policy 2004.
- 4.3. **The Vice Chair of the Board (The Vice-Chair)** is responsible for reviewing requests submitted by The Chair of the Board to attend Board of Trustee Meetings virtually and authorizing requests that comply with this policy and TVDSB Electronic Meetings Policy 2004.
- 4.4. **The Chair** is responsible for ensuring in-person meeting requirements are met as outlined in TVDSB Electronic Meetings Policy 2004.
- 4.5. **Board Services** is responsible for answering questions regarding how the public can access Meetings and ensure Meetings are accessible to the public.

5. Electronic Meeting General Procedures

- 5.1. All Board of Trustees procedural Bylaws apply to Meetings conducted electronically.
- 5.2. Materials for distribution to Trustees and committee members attending an Electronic Meeting shall be distributed in accordance with Board of Trustees Bylaws.
- 5.3. In accordance with Section 208 (11) of the *Education Act*, the presence of a majority of Trustees shall be necessary to form a quorum.
- 5.4. Trustees who participate through electronic means, will be identified as present by electronic conferencing in the minutes of the meeting. In the event in-person Meeting requirements are suspended, all Trustees in attendance will be recorded in the attendance as present.
- 5.5. Should technical difficulties arise, where Trustees affected by the difficulties 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 and the names of participants unable to connect electronically with the Meeting. In the event of technical difficulties occurring, it is the responsibility of the member to notify The Chair.
- 5.6. The Chair may establish a process for requesting or calling upon movers and seconders of motions to ensure the respectful and equitable participation of all Trustees.
- 5.7. Unless a motion is passed to complete a recorded vote, The Chair will call the vote of those in favour of the motion and those opposed to the motion by a show of hands. The Chair will announce whether the motion was carried or defeated.
- 5.8. Where the majority of Trustees are participating by electronic means per Section 6.1(2) of Ontario regulation 463/97, when all schools of the board are closed, The Chair may ask if there is anyone opposed to the motion. If none, the motion is carried. If anyone is opposed a show of hands is required.

6. Trustees' Electronic Participation at Meetings of the Board

- 6.1. Requests for Electronic Meeting participation by a Trustee(s) who is unable to attend

in person shall be made to The Chair of the Board and notification provided to Board Services at least 4 hours prior to the time of the scheduled Board Meeting. Board Services will provide the Trustee with the Electronic Meeting information.

6.1.1. Despite section 3.1 of this procedure, The Chair shall be permitted to refuse to provide a member with electronic means of participation in a Meeting where to do so is necessary to ensure compliance with the Education Act.

6.2. Trustees participating in an Electronic Meeting shall notify The Chair of their arrival and temporary or permanent departures from the Board Meeting before leaving so that The Chair can ensure that a quorum is maintained.

6.3. Trustees participating by electronic means, who wish to participate in discussions must declare their intent and then wait to be recognized by The Chair.

7. Members of the Public Attendance at Meetings by Physical or Electronic Means

7.1. If a member of the public wishes to attend a Meeting in person they should contact Board Services to schedule access.

7.1.1. Contact information for Board Services can be found on the TVDSB website or by calling the Education Centre.

7.2. Members of the public attending electronically to present at or as a delegation at a Meeting will be provided with the means to do so by Board Services.

7.2.1. Contact information for Board Services can be found on the TVDSB website or by calling the Education Centre.

8. Site Monitors and Technical Assistance at Designated Sites (offsite from the Education Centre)

8.1. At any public Electronic Meeting held at designated sites across the District, the presence of a Technology Support Analyst is required at each location. The person shall monitor electronic access to Meetings/discussions that are closed to the public as defined in the Education Act.

8.2. The Chair and Designate will ensure compliance with Meeting regulations and

procedures related to Electronic Meetings

- 8.3. The Chair and Designate are responsible for ensuring during Meetings that are closed to the public, that only persons eligible to attend are present and those not eligible leave during that portion of the Meeting.
- 8.4. The Chair and Designate shall be provided with training on Meeting regulations and procedures to enable them to carry out their site monitor responsibilities.
- 8.5. TVDSB may provide for the presence of a Technology Support Analyst in the Meeting room. The technical assistant will be responsible for technical aspects of setting up the Meeting and troubleshooting technical problems. The technical assistant shall be present for the duration of the Meeting except during any portion that is closed to the public.

9. Monitoring and Review

- 9.1. TVDSB will use the information below, to provide recommendations for future procedure changes, as per TVDSB Development and Management of Board Policies and Administrative Procedures Policy (2032) and Procedure (2032a).
 - 9.1.1. Board services will track all Board of Trustee and Committee of the Whole meeting attendance and indicate if Trustees attended virtually or inperson. This will be provided to the Chair to compare with their list of absence requests/approvals.
 - 9.1.2. Inconsistencies in the list will identify gaps in the current process. That may be reviewed for future revisions to the procedure.