



Rolling River School Division

BOARD OPERATING PROCEDURE

BDDE – BOARD OF TRUSTEES – PARTICIPATION BY ELECTRONIC MEANS

From time to time, distance and other commitments may be an obstacle to a Trustee being physically present at a Board meeting. To accommodate full participation of Board members in the business of the Board, the Board approves the use of electronic means to conduct a Board meeting.

The electronic means used must:

- be provided by the Division;
- permit each Trustee to hear and be heard by all participants at the meeting;
- be provided in such a way that the Procedural By-law of the Board is maintained and;
- include the Trustee utilizing the electronic means to participate in in-camera sessions.

Electronic participation can include but is not limited to participation by conference call and interactive computer technology such as Skype or FaceTime.

A Trustee who wants to participate in a Board meeting electronically must contact the Secretary-Treasurer a minimum of three hours in advance of the meeting.

When an electronic means of participation is used, the Trustee participating by electronic means will be deemed to be present at the meeting.

In the event that a Trustee participates in a Board meeting by electronic means, at a minimum, the following individuals will be physically present at the meeting room of the Board:

- the Chair of the Board or his/her designate;
- at least one other Trustee of the Board;
- the Superintendent of the School Division or his/her designate;
- the Secretary-Treasurer of the Division or his/her designate.

A trustee may only participate in a meeting electronically a maximum of three times per year, unless approved otherwise by Board resolution by at least two-thirds of Board members.

Public Schools Act Section 39.7.1(1)

Date Adopted: May 30, 2007

Date Reaffirmed: October 19, 2011

Date Revised: October 15, 2014

Date Reaffirmed: January 16, 2019