



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES ELECTRONIC MEETINGS

1. At the request of any board member or student representative, the board shall provide the member or representative with electronic means for participating in one of more meetings of the board or a committee of the board. The electronic means must permit the member or representative to hear and be heard by all other participants in the meeting.
2. As required by Regulation 463/97, the following persons must be physically present in the Board meeting room for any meeting of the Board or Committee of the Whole:
 - The Chair of the Board or Vice-Chair of the Board
 - At least one additional member of the Board
 - The Director of Education or his/her designate
3. As required by Regulation 463/97, the following persons must be physically present in the Committee meeting room for any meetings of the board's committees (except for Committee of the Whole)
 - The Chair of the Committee or his/her designate
 - The Director of Education or his/her designate
4. A Board member who participates in a meeting through electronic means is considered to be present at the meeting and will be recorded as being in attendance in the minutes.
5. All provisions in the legislation with regard to in-camera meetings and conflict of interest will apply for electronic meetings of the board or committees.
6. The meeting room of the board or of a committee of the board shall be open to permit physical attendance by members of the public at every meeting of the board or of the committee of the board, where the meeting is not closed to the public.
7. The board shall provide electronic means for members of the public to participate in meetings open to the public at sites to be determined by the board from time to time. Their participation shall be limited to:
 - Observing/listening to proceedings of the board
 - Responding to board activities and/or providing input during the period of the board agenda "Observer Questions/Comments".

8. On the request of any board member or student representative to participate in a meeting of the board or a meeting of a committee of the board, through electronic means, the board shall provide the appropriate technology ensuring that two-way communication is available between all participants in the meeting.
9. Trustees are responsible for ensuring they are physically present in the meeting room of the Board as required by the Education Act S.229 (1) (2) which states:
 - “a member of a board shall be physically present in the meeting room of the board for at least three regular meetings of the board in each 12-month period beginning Dec. 1
 - “for a period beginning when a member of a board is elected or appointed to fill a vacancy and ending on the following November 30, the member shall be physically present in the meeting room of the board for at least one regular meeting of the board for each period of four full calendar months that occurs during the period beginning with the election or appointment and ending on the following November 30.