



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES ELECTRONIC MEETINGS

Electronic Attendance at Meetings

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.

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.

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.

Persons who wish to attend electronically and who are invited to participate in closed or in-camera sessions must ensure that the contents of such meetings are kept secure and confidential. This may require these persons to wear headphones during the meeting, type messages, and/or participate from a private location (e.g., a room in one's home that is separated from others by a closed door), in addition to keeping the matters discussed confidential outside of the meeting. Furthermore, participants are encouraged to keep their cameras on and their true backgrounds visible as a means of demonstrating the privacy of their environments.

Requirement for Physical Attendance at Meetings – Chairs, Designates, and Directors

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

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
- One other member of the committee, if the chair of the committee or his/her designate participates electronically
- The director of education or his/her designate

The chair of the board or of a committee of the board or his/her designate may participate electronically in a meeting of the board or of a committee of the board if:

- The distance from the chair's or designate's residence to the meeting location exceeds 199 kilometres.
- Weather conditions do not permit him/her from travelling safely to the meeting location.
- S/He cannot be physically present at a meeting because of health-related issues.

The chair or designate must be physically present for half of the meetings of the board for any 12-month period beginning December 1, 2021 and ending November 14, 2022. Beginning November 15, 2022, the chair or designate must be physically present for half of the meetings of the board for any 12-month period beginning on November 15.

Note: the requirements for chairs, designates, and directors to be physically present at meetings do not apply for the period from December 1, 2020 to November 14, 2022.

Requirement for Physical Attendance at Meetings – Trustees

Trustees are responsible for ensuring they are physically present in the meeting room of the Board, as required by Regulation 463/97 s. 6.1, 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 during each 12-month period beginning November 15, 2022.

Section 6.3 of this same regulation states that, “If a member of a board is elected or appointed to fill a vacancy on or after November 15, 2022, 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 on the day the member is elected or appointed and ending the following November 14.”

The two aforementioned requirements do not apply if all schools of the board are closed for a total of two or more months during that period because of an order made by the Minister of Education, medical officer of health, and/or Lieutenant Governor in Council.

Note: the requirements for chairs, designates, and directors to be physically present at meetings do not apply for the period from December 1, 2020 to November 14, 2022.

Public Access to and Participation in Meetings

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.

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”.

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.