

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
TRUSTEE ATTENDANCE AT BOARD MEETINGS VIA ELECTRONIC MEANS	BCABE

I. POLICY

The Louis Riel School Board recognizes that extenuating circumstances may occasionally prevent Trustees from attending a meeting in person. The Board further recognizes the necessity of providing Trustees with the ability to participate in all meetings in the interest of representative attendance and efficient use of time and resources.

Therefore, in accordance with Section 39.7.1 of the [Public Schools Act](#) (Manitoba) and [Regulation 201/2004](#), the Board hereby establishes the **GUIDELINES** and **PROCEDURES** below to facilitate trustee attendance at meetings via electronic means.

II. GUIDELINES

- A. The Superintendent of Schools or designate shall be responsible for:
 1. implementing a process by which Trustees may participate in a Board meeting via electronic means;
 2. updating the process annually or as directed by the Board; and
 3. providing relevant training and technical support to Trustees.
- B. The process shall ensure that Trustees participating via electronic means are able to hear all other participants in the meeting and be heard by them.
- C. Trustees wishing to participate in a Board meeting via electronic means shall request permission from the Chair by 12:00 pm on the day prior to the meeting.
- D. The Chair or Vice-Chair of the Board shall approve participation via electronic means subject to the provisions of the [Public Schools Act](#) (Manitoba) and [Regulation 201/2004](#).

III. PROCEDURES

- A. The Chair shall notify the Secretary-Treasurer by 4:30 pm on the day prior to the meeting if a request to participate in a Board meeting via electronic means has been approved.
- B. A Trustee who participates in a meeting via electronic means in accordance with this policy shall be deemed to be present at the meeting. Attendance at meetings will be recorded in the minutes and noted where a Trustee has participated via electronic means.
- C. Attendance via electronic means at closed meetings shall be restricted to those who are entitled or invited to attend.

Adopted:	May 19, 2020	Legal References: Sections 36 to 39 of the Public Schools Act (Manitoba) ; Regulation 201/2004
Revised:		



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- D. All Trustees shall protect the security and confidentiality of meetings held in private, including those involving participation via electronic means.
- E. All Trustees participating via electronic means shall:
 - 1. use the mute function on their device until recognized by the Chair; and
 - 2. make every effort to avoid disrupting a meeting by reducing all background noise.
- F. Every Trustee must be physically present at a regular meeting at least once every three (3) months.
- G. At every meeting of the Board, the following persons shall be physically present in the meeting room of the Board:
 - 1. The Chair or Vice-Chair of the Board or designate;
 - 2. At least one additional Trustee;
 - 3. The Superintendent of Schools or the Acting Superintendent of Schools;
 - 4. The Secretary-Treasurer or Assistant Secretary-Treasurer.
- H. All provisions of the Public Schools Act related to conflict of interest apply equally to participation via electronic means.

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Revised:		