



Protocol for Participating in Board and Its Committee Meetings Using Electronic means

There may be occasions when Trustees and Student Trustees are unable to be physically present for a meeting of the Board or its committees, including a committee of the whole board. TCDSB policy T.19 Electronic participation in Meetings of the Board, Committees of the Board and Committee of the Whole Board, confirms the ability of Trustees and Student Trustees to participate in meetings of the Board and its committees through electronic means.

In order to ensure effective participation in meetings using electronic means without creating disruptions to the meeting taking place in the Boardroom, the following protocol is established:

1. In the event that a Trustee is unable to physical attend a meeting of the Board or its committees, the Trustee will endeavour to notify the Chair as soon as reasonably possible prior to the start of the meeting.
2. The following are practices utilized to ensure effective and efficient participation in meetings using electronic means:
 - i. Place the telephone or microphone on mute during those times when the Trustee is not speaking during the meeting.
 - ii. Ensure there is no background noise at the location from which the Trustee is using the electronic means to connect to the meeting, as this noise may be broadcast into the boardroom.
 - iii. In the event that the disruption is a result of a bad telephone/internet connection, the Chair will notify the Trustee and request that he/she disconnects and then reconnects to the meeting.
 - iv. The Chair will canvass those Trustees using electronic means about the intention to speak to a matter on the floor, and will notify the Trustee when it is his/her turn to speak.
 - v. Upon being recognized by the Chair to speak, Trustees will identify themselves before beginning to speak about a matter on the floor.
3. In those instances where, after direction by the Chair to reduce any background noise and/or mute the telephone or microphone, there still exist disruptions to the meeting, the Chair will provide a final warning to the Trustee to rectify the expressed concerns.
4. In the event that the Trustee fails to rectify the expressed concerns, the Chair may cause or direct the temporary disconnection or muting of a member's connection if it is causing undue interference with the meeting.
5. Board members participating in meetings using electronic means will be included for as long as they remain electronically connected to the meeting.
6. Trustees using electronic means to participate in meetings shall inform the Chair of the Board or the Chair of the Board committee about their intentions to leave the meeting, either on a temporary or permanent basis.



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7. Trustees and Student Trustees participating by electronic means must comply with the requirements of the Municipal Conflict of Interest Act by declaring a conflict with a specific item(s) on the Order Paper.
8. During those times when the meeting is closed to the public, Trustees will ensure that confidentiality is maintained at all times.