

Pacific Montessori Society ELECTRONIC MEETING POLICY

Effective Date: October 26, 2021

POLICY

An electronic meeting policy will provide for the continuation of Board and other meetings in the event that a meeting cannot be held in person. It also aims to improve communication and delivery of information to stakeholders, while maintaining transparency and accountability during decision making processes.

POLICY RATIONALE

Electronic meetings provide a valuable tool for committees and/or members to meet. It is not meant to replace all in-person meetings.

The purpose of an electronic meeting is to provide timely information to the meeting members and allow for voting when face-to-face meetings are not viable options. Electronic meetings are accepted as regular meetings as defined in the by-laws.

The policy has been created to establish guidelines for electronic participation in meetings. This policy also outlines the responsibilities of those administrating and attending meetings via telephone or video conference. The decision to have a meeting in person or remotely is at the discretion of the Chair. The Board does not have a responsibility to provide a remote attendance option for those unable to attend in person meetings.

POLICY STATEMENT

Procedures: Participants shall connect to the conference via online video or telephone no later than 5 minutes prior to the commencement of the meeting. When participating via video conference, webcams shall be turned on. When participating via video or telephone conference, all microphones should be muted unless the participant is speaking.

Permitted communications: Communications for electronic meetings include video conferencing, teleconferencing, email, online document sharing, online survey, phone, or in-person participation. Documentation for electronic meetings shall be presented to the members via email and online document sharing, and may contain previous meeting minutes, agenda, reports, resolutions, and/or other documentation required for effective review of each issue.

Attendees: Members who participate in a meeting by electronic means are considered to be present at the meeting and will be recorded as in attendance at the meeting. All provisions in the policy with regard to in camera meetings, and conflict of interest will apply to electronic meetings.

Meeting Notice: If a meeting is to be conducted electronically, notice must include the location details including application (Zoom or other) link, password, and meeting time.

Quorum: A quorum will be determined by participating members who utilized permissible communications as stated in this policy.

Voting: meeting members participating via video conference will vote by a show of hands, via email, online survey, by phone, or in-person. A participant, after declaring a conflict of interest, will leave the video or telephone conference and not participate in any way regarding the matter in question.

Responsibilities: Participants shall not share an electronic meetings access information unless directed to do so. If not attending in person, it is the participants responsibility to ensure that the location they are remotely attending from is private and secure. Participants could use headsets, headphones, or earphones, during a video or telephone conference, where necessary. When participating in an In Camera session via video or telephone conference, all participants shall not use speakerphone.

Electronic or Digital Signatures: Electronic or Digital signatures will be accepted as well as paper based signatures, and will carry the same weight. Electronic signature provides the identity, and the evidence of the person's intent to approve.

Recording Electronic Meetings: Recordings are not allowed without the permission of all parties attending the meeting.

DEFINITION

Electronic meeting means the use of communication technologies including, but not limited to, video, audio or telephone to permit participants to be involved in meetings.

REFERENCE

Government of Canada Guidance on use of Electronic Signatures:

<https://www.canada.ca/en/government/system/digital-government/online-security-privacy/government-canada-guidance-using-electronic-signatures.html>