

Procedure Name	Virtual Meetings		
Policy #	506	Category	GOVERNANCE
Steward	Board of Governors	Date Approved	July 1, 2023
Next Review Date		Date Reviewed or Revised	

PROCEDURES

- The Chair of the Board or Committee will be the chair of the meeting.
- Any technology employed will enable every participant to hear and be heard by all other participants in the meeting.
- Ideally, a videoconferencing platform will be used. Participants with insufficient band width can turn off their cameras and participate through audio only.
- The Chair will ensure that declarations of conflict of interest are heard by all present and that those participating have an opportunity to verbally declare any conflict.
- The meeting will be administered in such a way that the rules governing conflict of interest of are complied with.
- The electronic means will enable appropriate processes to ensure the security and confidentiality of proceedings, both regular and *in-camera* meetings.
- Attendance shall be taken and duly recorded to ensure participants are recognized as in attendance.
- Participants will identify themselves before speaking in order to assist the recording secretary in recording the minutes.
- Those participating in an electronic meeting shall notify the Chair of their departure (either temporary or permanent) from the meeting, before absenting themselves, in order to ensure a quorum is maintained.
- All meeting participants must have a copy of the meeting package including the agenda prior to the meeting for reference during the electronic meeting.
- Wherever possible, motions coming forward at the electronic meeting should be prepared ahead of the meeting.
- Voting at electronic meetings shall be carried out as follows to ensure that accurate records of votes are maintained:
 - When a vote is called, opposition to the motion is called first.
 - If no one is opposed, the motion is considered carried.
 - If there is opposition, a roll call vote is held, and the chair will announce the

number of votes cast in favour or against the motion and whether the motion is carried.

- The Chair will make the decision as to whether the motion was carried or defeated.
- To avoid as much disruption as possible and to support seamless dialogue and debate, all participants will keep their electronic devices on mute unless speaking.
- Any open chat windows in the technology must be used only to resolve technological problems – it should not be used for side discussions, lobbying other members and participants or voicing support for motions on the floor.