



# Northeastern Catholic District School Board

## PROTOCOL: Electronic Meetings

### IMPLEMENTATION DATE:

March 30, 2020

### APPLICATION AND SCOPE

This protocol details the process to be used for electronic meetings of the board in light of the changes made to the *Education Act*, specifically, *Ontario Regulation 463/97* amended such that:

- Section 5 and subsection 5.1(2), which require that certain members of a board (e.g., Board Chair, Director of Education) be physically present at meetings, will not apply when schools are closed as a result of an order made under the *Education Act*, the *Health Protection and Promotion Act* (HPPA) or the *Emergency Management and Civil Protection Act* (EMCPA). In these circumstances, a board will be able to meet exclusively by electronic/virtual means.

### PROCESS

#### A. Connecting at home, things to consider:

- Connect your laptop directly to your modem vs Wi-Fi especially if you are sharing with others in the home network.
- During electronic meetings, you may ask your family to limit or not use the Wi-Fi/internet connection at the same time. (Kids gaming, for example, will take up a lot of your bandwidth).
- When you are on a WEBEX and you are experiencing choppiness and/or buffering, then mute the video, this will limit you to audio only, which does not require as much bandwidth.
- Using WEBEX on your laptop experience will be better if you use your **JABRA SPEAKER/MICROPHONE**, it provides a better audio option than the onboard audio/microphone on your laptop. (Every trustee was provided with a JABRA SPEAKER).

#### B. Connecting to the call:

- Locate your meeting invitation found in your outlook calendar.
- To connect via your computer or mobile device, simply select:

Join Meeting

- To connect from your phone (an option if you are not connected to a network for video), simply use the appropriate number:

**Join by phone**

Tap to call in from a mobile device (attendees only)



[+1-647-484-1598](tel:+16474841598) Canada Toll (Toronto)

[1-844-426-4405](tel:18444264405) Canada Toll Free

Access code: 736 308 367

[Global call-in numbers](#) | [Toll-free calling restrictions](#)

**\*Note with this option does NOT allow you to view video or content being shared\***

- Click  to begin transmitting video from your webcam (camera).
- Click  to mute/unmute.

**C. Meeting Etiquette to consider:**

- Please join the meeting 10 minutes prior to scheduled start time.
- Keep body movements, “noisy” jewellery, distracting sounds to a minimum. Please stay on mute other than to ask a question.
- The chair will ask by *roll call* for questions from participants after every presentation and/or report.
- Do not carry on side-conversations or cover your microphone.
- If you wish, you can always email questions to the chair prior to the meeting after reading the contents of the package.

**D. Conflict of Interest:**

- If you declare a conflict of interest, you will be asked to disconnect from the call and will be emailed when you are able to call back in. This pertains to **in camera sessions ONLY**.
- If you declare a conflict of interest during public session, you would simply refrain from voting on the matter.

**E. Troubleshooting:**

- If you are unsure of any of the above technical requirements, please send a ticket to [techsupport@ncdsb.on.ca](mailto:techsupport@ncdsb.on.ca) and a technician would be happy to help.

## **DEFINITIONS**

### **Electronic Meetings**

A meeting where any member is not physically present but participates via electronic means of communication.

## **RESOURCES**

*Education Act, Regulation 463/97 – Electronic Meetings*

NCDSB Policy T-6 Electronic Meetings

NCDSB Administrative Procedure APT004 Electronic Meetings

## **REVIEW CYCLE**

As per review schedule.