



BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Board By-law #2 A

SUBJECT: Electronic Meetings

POLICY REPLACING: Board By-law #2 A - Electronic Meetings April 14, 2020

BOARD APPROVAL DATE: September 8, 2020

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RATIONALE:

To establish electronic meeting procedures in accordance with s.238 of the Municipal Act, 2001, S.O. 2001, c. 25 Subsection 3.3.

POLICY STATEMENT:

Electronic meetings will be conducted in accordance with *Board By-law #2 – Meetings*.

- Electronic participation by the Library Board (Board) and its Committees shall be permitted in open and closed session.
- Members of the Board and its Committees when participating in an electronic meeting shall count towards quorum.
- Members of the Board and its Committees when participating in an electronic meeting shall vote on all items and such votes shall be recorded.
- Electronic participation means attendance at Board or its Committee meetings, using electronic formats including but not limited to, video or audio teleconference.
- Board members, staff and invited individuals or groups shall be permitted to participate electronically in Board or its Committee meetings. All others may observe electronically.
- A Protocol for the Conduct of Electronic Meetings follows.
- Members of the Board or its Committees participating electronically shall have the same rights and responsibilities as if the member was in physical attendance.
- Notice of Board meetings held in accordance with this section shall advise how members of the public may observe the proceedings.

Protocol for the Conduct of Electronic Meetings:

1. **General** - Board and Committee meetings may be conducted wholly or partially electronically at the discretion of the Board Chair.
2. **Public Notices** - All agendas and meeting notifications shall contain a notice regarding how members of the public may observe the proceedings.
3. **Delegations and Presentations** - These shall be permitted following the guidelines in Board By-law #2 – Meetings.
4. **Webcast** - All Board meetings convened as electronic meetings shall be Webcast or recorded and posted for viewing following the meeting.
5. **Member Notice** - All Board members shall receive agendas electronically and shall also receive from the Library CEO, an email meeting invitation indicating the method(s) in which the electronic meeting is to be accessed (i.e. web link, phone number, etc.).
6. **Timing to Access Electronic Meeting** - All participants shall ensure that they have accessed the electronic meeting prior to the published meeting start time. The meeting convener may verify audio and/or video connections or provide other instructions relevant to the meeting and its format.



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7. **Call to Order** - At the published meeting start time, or shortly thereafter, the Chair shall call the meeting to order and shall call the roll and record those members present and those staff present. If anyone is not acknowledged they shall ensure they are recognized by interrupting the proceedings.
8. **Motions** – The Chair shall select a mover and seconder from those members present (electronically or in-person), verbally identify them and confirm verbally their willingness to move/second the motion. All motions shall be read aloud by the Chair and each member present shall be called upon one at a time to speak to the motion (if desired). Follow-up questions will be at the discretion of the Chair. Immediately following any discussion on the motion, the Chair shall summarize any discussion and call for any amendments to the motion.
9. **Voting** – Each member present shall be called upon individually to vote on the motion. Each member shall verbally identify either “yes” if they are in favour of the motion, or “no” if they are not and so noted in the minutes.
10. **Closed Session** – Closed session matters shall not be webcast or recorded. During closed session, members attending electronically shall be called upon by the Chair to confirm that they are in a confined area without any other person present.

RELATED DOCUMENTATION:

Board By-law #2 – Meetings
Ontario Public Libraries Act RSO 1990 C. 44
Bourinot’s Rules of Order
Municipal Act, 2001, S.O. 2001, c. 25

PREVIOUS REVISIONS:

Board By-law #2 A - Electronic Meetings April 14, 2020