

RAINY RIVER PUBLIC LIBRARY		
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This policy governs off-site/electronic attendance at Library Board meetings by Trustees.

1. To facilitate the work of the Library Board, Trustees who cannot be physically present at a meeting of the Board may request electronic attendance.
2. Electronic attendance may include real-time participation in meeting business by videoconferencing software (such as Facetime or Skype) or by telephone. Non-real-time methods of participation, such as email or electronic chat, may not be used.
3. A Library Board Trustee who participates in a meeting through electronic means, in accordance with the Board policy and the *Public Libraries Act*, shall be deemed to be present at the meeting.
4. Remotely-attending Trustees have voice and vote on all matters but may not move or second motions.
5. A Trustee who participates in a meeting through electronic means shall not count towards quorum.
6. At every meeting of the Board, the following must be physically present in the meeting room of the Board:
 - i. The chair of the Board [or Vice-Chair, or designate];
 - ii. A quorum of the members of the Board (as defined in Policy GO0); and
 - iii. The CEO.
7. A Trustee wishing to participate electronically must request this option from the CEO at least two working days in advance of the affected meeting. An electronic copy of the Trustee meeting package can only be provided to the remotely-attending Trustee by the CEO if the remote attendance request is made at least seven working days in advance of the meeting.

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8. The Library can only facilitate electronic attendance using equipment and staff resources already present in the Library. The off-site Trustee bears full responsibility for establishing and maintaining the electronic access at their location. If access is lost during the meeting, the Trustee will be deemed to have left the meeting at the time access failed.

9. A Trustee may not attend more than three consecutive meetings electronically. Notwithstanding any provision of this policy, Trustee attendance requirements of the *Public Libraries Act* are not waived for Trustees attending electronically.

10. Any dispute regarding electronic attendance by any Trustee shall be decided by the Chair. The ruling of the Chair is final.