

Electronic Participation for PNC Detachment Board Meetings Policy and Procedure

Date of Board Approval:	Resolution number:
Effective date:	Review date:

Purpose

To establish guidelines for the Powassan Nipissing Callander OPP Detachment Board (PNC Board) Members to participate in board meetings electronically when physical attendance is not feasible, ensuring flexibility while maintaining the integrity of the in-person meeting process.

Scope

This policy applies to all members of the PNC Board.

Policy

- 1. In-Person Attendance as Priority:** All board members are expected to make every effort to attend board meetings in person to foster discussion, engagement, and collaboration. Physical presence is the preferred method of participation.
- 2. Electronic Participation:** Board members may participate in meetings electronically only when they are physically unavailable due to employment, health, or other priority commitments. If Members need to participate remotely, they should give the Board Chair as much advance notice as possible.
- 3. Quorum Considerations:** Electronic participation will count toward achieving quorum, provided that the participating member can be seen and heard clearly by the other members of the board.
- 4. Use of Technology:** It is the responsibility of the Secretary/Administrative Support to ensure that the technology used for electronic participation is functional, secure, and accessible to the members. Testing of the electronic participation link should be conducted prior to the meeting to prevent disruptions.

Procedure

1. Minimally 10 days prior to the meeting date, board member should contact the Secretary/Administrative Support indicating the need for videoconferencing.
2. Upon request, the Secretary/Administrative Support will set up a Zoom link.
3. A Zoom link will be forwarded at least five days prior to the meeting.
4. The Secretary/Administrative Support will include the zoom link in the meeting agenda for ease of access by the participating member(s).
5. Administrative Support will provide a laptop or necessary device in the physical conference room to facilitate participation by the off-site member(s).

Accountability

The Board Chair will be responsible for enforcing this policy and addressing any issues that arise concerning remote participation.

Policy Review

This policy will be reviewed annually or as necessary to accommodate technological advancements or changes in board operations.

Board Chair Signature

Date