



POLICY

Policy Area: Governance	Subject: Meetings
Title Policy: Electronic Meetings	Policy Number: 1.3.5
Approved Date: August 30, 2021	
Effective Date:	Revision Date:
<p>1. Rationale or background to policy:</p> <p>1.1. The CSBA Constitution/By-Laws Section 8 clearly articulates the expectations regarding meetings of the CSBA.</p> <p>1.2. The CSBA Constitution/By-Laws 8.2.1 states: <i>Special Meetings shall mean any meeting called at such time and place as determined by the Board of Directors that are in addition to the regular board meetings, be they face-to-face, held by video or conference call, or by any other means.</i></p> <p>1.3. Electronic meetings (E-meetings or Virtual Meetings) in addition to Special Meetings have become more prevalent and it is important to establish common expectations and procedures.</p> <p>2. Definitions:</p> <p>2.1. An E-meeting is any meeting that takes place online. Electronic meeting systems (EMS) can provide the software platform to facilitate e-meetings, enabling greater participation from workers who may be far-flung geographically or reticent to participate in a traditional company meeting.</p> <p>2.2. A Virtual meeting is simply a meeting that happens online rather than physically with all the participants in the same meeting room. Virtual meeting tools include RingCentral Video and other tools you've probably heard of like GoToMeeting, Google Hangouts, Microsoft Teams, Zoom, and Skype.</p> <p>3. Policy Statement:</p> <p>3.1. All electronic meetings will be considered a formal meeting of the CSBA and as such will be delivered on a secure platform that allows full participation by the meeting participants.</p> <p>3.2. Clearly articulated policy and procedures for electronic meetings of the CSBA will ensure that the work of CSBA is accomplished in a safe, organized and timely manner.</p> <p>3.3. Meetings that are completed electronically will carry the same weight as meetings completed in person.</p> <p>3.4. The Board of Directors selects the EMS for CSBA electronic meetings.</p> <p>3.5. CSBA also supports having a combination of members attending in person and others participating through EMS, if necessary.</p>	

4. Procedures:

- 4.1. The CSBA Executive Director will set up the meetings and invite participants.
- 4.2. Meeting participants should familiarize themselves with the approved EMS.
- 4.3. Before entering a meeting, participants should always update the EMS to the latest version.
- 4.4. Meeting participants are not to share invitations with others. The CSBA Executive Director will invite all registered participants.
- 4.5. *Electronic Meeting Procedures* (Appendix 5.10) shall be followed.