



Electronic Meeting Policy

1. Purpose

The need and advantages to holding electronic meetings from time to time is both acknowledged and necessary. This policy will guide G.R.O.W. when holding and participating in electronic meetings of the Board, Committees of the Board and meetings of Members.

2. Policy

- a) Electronic meetings may be used to hold Board, Committee or Member meetings. Virtual meetings will follow the same protocol as in-person meetings.
- b) All participants must have access to the necessary equipment for participation.
- c) All rules pertaining to in-person Board, Committee and Member meetings apply equally to electronic meetings, for example, notice, pre-meeting package requirements, quorum, minute taking, voting, confidentiality requirements, etc.
- d) All meeting participants will ensure they maintain complete privacy in their off-site meeting space. This will ensure all discussions are kept confidential and are only heard by those invited to and attending the meeting.
- e) All provisions and policy related to in-camera meetings and conflict of interest will apply equally for electronic meetings.
- f) At no time will meeting participants record any portion of the meeting. The only exception to this is any recording made for the purpose of minute taking and such recording must be destroyed once the official minutes of the meeting have been approved. Recording of meetings will be disclosed prior to turning on the recording feature (when used for the purpose of minute taking).
- g) In no circumstance are discussions in the “chat” function of virtual meeting software to be copied and saved by meeting participants or included as part of the official meeting minutes.
- h) Subject to any conditions or limitations provided for under the Bylaws or this Policy, a board or committee member or G.R.O.W. member who participates in a meeting through electronic means shall be deemed to be present at the meeting and will be recorded as in attendance at and part of the quorum of the meeting.

3. Procedures

- a) The Chair of the Board or Committee will be the chair of the meeting or will delegate the responsibility to another Board or Committee member.
- b) Any technology employed will enable every participant to hear and be heard by all other participants in the meeting.
- c) The Chair will ensure that declarations of conflict of interest are heard by all present and that those participating have an opportunity to verbally declare any conflict.
- d) The meeting will be administered in such a way that the rules governing conflict of interest of are complied with.

- e) The electronic means will enable appropriate processes to ensure the security and confidentiality of proceedings, both regular and in-camera meetings. This may mean using separate connections and log-ins for scheduled in camera/executive sessions.
- f) Attendance shall be taken and duly recorded to ensure participants are recognized as in attendance.
- g) Participants will identify themselves before speaking in order to assist the recording secretary in recording the minutes.
- h) Those participating in an electronic meeting shall notify the Chair of their departure (either temporary or permanent) from the meeting, before absenting themselves, in order to ensure a quorum is maintained.
- i) All meeting participants will be provided a copy of the meeting package including the agenda prior to the meeting for reference during the electronic meeting.
- j) Wherever possible, motions coming forward at the electronic meeting should be prepared ahead of the meeting with one of the eligible members indicating their willingness to let their name stand as mover, and another as seconder. Prior to the vote, the Chair will read each motion and indicate the member who is moving and seconding the motion.
- k) Voting at electronic meetings shall be carried out as follows to ensure that accurate records of votes are maintained:
 - i) -when a vote is called, approval to the motion is called first and the votes counted.
 - ii) -if the vote is not unanimous, opposition to the motion is called and the votes counted; abstention to the motion is called and the votes counted.
 - iii) the person chairing the meeting will make the decision as to whether the motion was carried or defeated.
- l) To avoid as much disruption as possible and to support seamless dialogue and debate, all participants will keep their electronic devices on mute unless speaking.
- m) Any open chat windows in the technology will be for everyone and with the meeting host. The open chat should not be used for side discussions, lobbying other members and participants, or voicing support for motions on the floor. Members, Boards and Committees meet and have authority only as a collective with due order.

4. Review

This policy is subject to review by the Governance Committee and approval by the Board every three (3) years or as required as a result of legislative changes or changes in good practice standards.

<i>Date Approved</i>	<i>December 6, 2023</i>	<i>Approved By</i>	<i>Board of Directors</i>
<i>Next Date For Review</i>	<i>December 2026</i>	<i>To Be Reviewed By</i>	<i>Governance Committee</i>