



Policy Code – Version: G2 – V1

Policy Name: Board of Directors Meetings – Electronic Participation

Approved by motion of Board on 18/10/2010

Cross Reference

G8 In Camera Meeting
G19 OSTA Board of Directors Meetings

Related Forms

Policy Statement

1. The Ottawa Student Transportation Authority shall provide the electronic means for members of the Board of Directors to participate in meetings of the Board.
2. Electronic participation in Board of Directors meetings shall comply with the By-Laws of the Ottawa Student Transportation Authority.
3. A member of the Board of Directors who participates in a meeting by electronic means shall be considered to be present at the meeting.

Procedure

1. In the event of an unavoidable absence from the City of Ottawa, or other special circumstances, a member of the Board of Directors may request electronic participation in regular or special Board of Directors meetings where it is not possible for the member to be physically present.
2. A request for electronic participation will be made a minimum of twenty-four (24) hours in advance of the Board of Directors or other meeting.
3. The President of the Board of Directors will approve such participation.
4. The General Manager or designate will be responsible for providing audio-teleconferencing as the electronic means for participation in meetings of the Board of Directors, as directed by the President.

5. In the event a video teleconference is required, individual Directors will be responsible for providing an electronic means of participating on video conference calls remotely including tablet, laptop, smartphone, etc.
6. The Chairperson of the meeting will always participate in electronic meetings via video call in order to effectively observe and respond to Directors throughout the meeting.