

G-08 Electronic Meetings Policy

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	February 2014	Apr/18	March 2019

1. POLICY STATEMENT

This policy outlines the appropriate protocol for electronic meetings. Electronic meetings shall be conducted in accordance with MARRT by-laws. Participants in electronic meetings will behave as though the meeting is a regular board meeting, respecting MARRT's confidentiality policy. This policy will ensure that appropriate meeting protocol is followed for all electronic meetings held by the Board of Directors.

2. DEFINITIONS

Electronic Meeting: a meeting being held via a device such as a computer or mobile phone and is not an in-person meeting.

3. POLICY

This protocol applies to all electronic meeting methods.

A statement of purpose will be distributed in advance of the meeting including any related documents to support Board member's ability to make an informed decision.

Participants shall be given as much advance notice of the meeting as possible. Time, date and procedure will be provided.

The Chair shall ensure that time is used efficiently and that all participants have opportunity to express their views.

All motions shall follow normal procedures. Time shall be taken to allow everyone's vote to be noted so that a clear decision is reached.

Minutes of the meeting shall be recorded, approved and distributed following the procedure for normal meetings.

The Role of Board Members

When an electronic meeting is called, each Board member shall:

- Participate in every electronic meeting even if only to say that they have no comment.
- Vote on the motion or indicate their decision to abstain from voting.

4. REFERENCES

None