

G-21 Virtual Meeting Policy

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	October 2020		

1. POLICY STATEMENT

A virtual meeting is a meeting where attendees use video, text, and/or audio to link up irrespective of their physical location. Virtual meetings are designed to foster an open environment that promotes transparency, provides for increased collaboration, and can also be used to support interactive learning in a virtual environment. While “in person” is the preferred meeting method, there are times when this is not feasible for some or all participants.

The MARRT recognizes the benefit of using web conferencing platforms and has taken steps to minimize the risks associated.

2. DEFINITIONS

None

3. POLICY

General guidelines:

The MARRT by-law Article 24.1 authorizes the use of virtual meetings as a duly constituted meeting method. The electronic platform used must be approved by the MARRT Board of Directors. The President, Chair, or designate of any committee may call for a virtual meeting to take place. The procedural method for a virtual meeting is the same for an in-person meeting.

Prior to meeting the participants are encouraged to arrive early and test connection with the technology being used (smart phone, tablet, laptop, desktop computer) to ensure ability to participate. The MARRT principles of Code of Conduct and Confidentiality apply.

Where possible, meeting participants should attend the meeting in a private location.

The use of video is generally recommended to keep the meeting as close to an in person encounter as possible. There are times when this may not be feasible such as in large meetings with numerous attendees.

Participants should remain on mute unless speaking or engaged in an active discussion.

Business shall not be transacted until attendees are verified and quorum established.

1Motions made during the meeting must be ratified through a MARRT approved voting mechanism; email or electronic.

Virtual meetings will not be used for meetings where member, applicant or patient information is discussed. Teleconferencing must be the meeting method utilized when any of these individuals are identified.

Virtual Meeting Platform Guidelines

A secure platform must be used for the purposes of holding a virtual meeting.

- The web-conferencing platform must be encrypted.
- Emails will be sent to participants with the link to access the meeting.
- The meeting administrator will admit participants into the meeting.
- If an attendee loses connection, there will be a means in which they can re-enter the meeting through verification of identity and previous registration.

Recordings

If there is a need to record meetings, ensure provincial privacy guidelines are followed.

- The meeting chair must inform all participants that there is an intent to record the meeting.
- All participants must agree to be recorded.
- The meeting recording may be distributed at the Board of Directors discretion.

- An indicator will be visible to all attendees if the meeting is being recorded.

Virtual Annual General Meetings

As per the MARRT By-laws Article 24.2, the Annual General Meeting shall follow normal procedural method whether held virtually or in person.

A person is deemed to be present at the meeting if they, through telephonic or electronic means, establish a communications link to the meeting.

According to MARRT By-Law Article 27.2, voting members who are unable to attend may appoint a proxy.

Proxies must be received before the stated deadline.

4. REFERENCES

MARRT By-Laws

The Manitoba Emergency Measures Act (C.C.S.M.c.E80) Section 3.1 Electronic attendance at a Meeting.

https://web2.gov.mb.ca/laws/orders/_pdf-order.php?ord=132/2020

Canada: Legal and Practical Considerations For Virtual Shareholder Meetings

<https://www.mondaq.com/canada/shareholders/909822/legal-and-practical-considerations-for-virtual-shareholder-meetings>

Don't let your virtual meetings expose you to privacy and security risks

<https://xpanlawgroup.com/dont-let-your-virtual-meetings-expose-you-to-privacy-and-security-risks/>

Cardinal Rules of Running A Virtual Meeting

<https://www.forbes.com/sites/williamvanderbloemen/2020/03/15/8-cardinal-rules-of-running-a-virtual-meeting/#13c4890a4e1d>

Alliance for Innovation: Virtual Meeting

<https://www.transformgov.org/questions/virtual-meeting-policy-procedures>

The Ontario Non-Profit Network offers this how-to guide to help facilitate a positive AGM experience.

<https://theonnn.ca/wp-content/uploads/2020/04/Final-Virtual-AGM-Facilitation-Guide.pdf>