

Generic Script for Board Meetings with Trustees Participating via Electronic Means

****Test connections at least 30 minutes prior to meeting start****

Board Chair	Committee of Whole
Call to Order	<p>Good Morning Everyone. The Committee of Whole meeting is called to order...</p> <p>I remind everyone that as per <i>Policy BDC, In Camera/Committee of the Whole</i>, board members and other persons attending the in-camera Committee of the Whole Meeting are honor-bound not to disclose the details of the discussion.</p>
Reminder	I am reminding everyone now that Trustee _____ is participating in this meeting via teleconference. Are there any questions or clarifications we need to make about this procedure?
Attendance	I will now take attendance by roll call: Please answer ‘Here’ <i>(Or otherwise communicate to ‘virtual’ participants who is in attendance)</i>
	List Trustees in attendance:
Agenda	Are there any additional agenda items?
Issue 1	Presenter, will you discuss the Issue 1 with us?
	Any questions or discussion?
	Thank you Presenter
Adjournment	This meeting is now adjourned. We will start our Regular Meeting in _____ minutes

- Virtual participant is responsible for communicating when a reconnection is required. (Phone the teleconference line, email the meeting secretary, phone the office receptionist).
- Confirm process for recess: assume virtual participant will be put on hold unless other plans are made.

Virtual Participant:
Teleconference:
Secretary:
Office Reception

POLICY BDDI – Trustee Attendance

Exhibit 1 - Script

Page 2 of 2

****Just prior to meeting start, Trustee will be taken off ‘hold’****

Board Chair	Regular Board Meeting		
Call to Order	Good Morning Everyone, The Peace Wapiti Public School Division meeting is now called to order.		
Attendance	As we have a trustee participating via telephone conference call, I will now take attendance by roll call: Please answer ‘Here’.		
	<i>List Trustees in attendance</i>		
Action Items			
Issue 1	Presenter, will you discuss Issue 1 with us?		
	<i>Discussion</i>		
	Would anyone want to make a motion about this, as per the recommendation in the agenda package?		
	Thank You – Trustee _____ has made the motion ...		
	Any discussion?		
VOTE	I will call the question.		
	All in favor? (Trustees that are physically present will raise their hands as per current process to indicate their vote)		
	<i>List names of all trustees alphabetically</i>	For the motion	Against the motion
	(virtual) Trustee _____, are you voting for or against?		
	The Motion is carried (or defeated)		
	The Chair will then announce verbally trustees in favour and those opposed and announce if motion is carried or defeated. Use the list above to assist. The motion was carried unanimously or _____ voted for the motion and _____ against the motion		