

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	<i>Good Morning Everyone. The Committee of Whole meeting is called to order...</i>
Hearing Reminder	<i>I remind everyone that as per our Closed Meeting Policy, board members and other persons attending this meeting are honor-bound not to disclose the details of the discussion.</i>
Formality	<i>It is important that everyone participating in the meeting, whether attending remotely or in-person, can hear the meeting proceedings. Presenters are reminded to speak loudly and attendees that are having difficulty hearing should advise as soon as possible.</i> <i>Those participating remotely need to ensure they are in a private environment for Closed meetings.</i> <i>Optional: Communicating is awkward when we have so many people participating remotely. To help this meeting run smoothly, we are going to be less formal at today's meeting and just use first names.</i>
Reminder	<i>I am reminding everyone now that Trustee(s) _____ is/are participating in this meeting via electronic means.. Are there any questions or clarifications we need to make about this procedure?</i>
Attendance	<i>It is important that everyone attending is aware of who else is in the meeting. The Corporate Secretary can do roll call or verbally list all who are present. Secretary _____, please list the attendees. (Secretary will list attendees in the room and on Google Meet and then ask: Did I miss anyone?)</i>
Approval of Agenda	Check with Corporate Secretary – ie: <i>Secretary _____, are there any additional items for the agenda?</i> Or <i>There are no additional items to my knowledge, so we will start information items.</i>
Information Items	Refer to agenda.
Recess	On board days, the Closed Session should end by 10:20 a.m. <i>The meeting is recessed until</i> (state time or state <i>until 5 minutes after the board meeting ends</i>)
Adjournment	This meeting is now adjourned. We will start our Regular Meeting in _____ minutes

POLICY BDDI – Trustee Attendance

Exhibit 1 - Script

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- Virtual participant is responsible for communicating when a reconnection is required. (Reconnect using Google Meet code, 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

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

Board Chair	Regular Board Meeting
Call to Order	Good Morning Everyone, The Peace Wapiti Public School Division meeting is now called to order.
Land Acknowledgement	We acknowledge that we are on the homeland of many diverse First Nations and Métis people and their ancestors here in Treaty 8 Territory
Audience Announcement (if any virtual audience)	<i>“As per our Board Meeting Policy (BD), unless special arrangements have been made, discussions on agenda items shall be confined to Trustees, the Superintendent, and the appropriate members of the Board’s administrative staff.</i>
Attendance	<i>I would like to remind everyone that Trustees (list names) and some of the Executive are participating in this meeting via Google Meet.</i> OR <i>Secretary _____, please take attendance. List Trustees in attendance</i>
Voting Reminder	<i>For efficiency in the voting process with remote attendees, I will ask, “Is anyone opposed?” instead of saying, “All in favor?”</i>
Adoption of Consent Agenda	<i>May I have a motion to approve the consent agenda (either as presented or as amended? Depending on whether any items need to be moved to the regular agenda.</i>
Adoption of Agenda	<i>Are there any additions or changes to the Board agenda? (Direct the question to the Corporate Secretary – ask for Board Motion).</i> <i>May I have a motion to approve the agenda</i> OR <i>May I have a motion to approve the agenda as amended (if applicable)</i>
Action Items	Ask each presenter to discuss the issue; then, ask for Board Motion.
Reports	Ask the presenter to present their report; thank presenter. Ask for Board Motion to accept the report.
Board Calendar	Ask the Corporate Secretary to review the Board Calendar. Ask for Board Motion if required for trustee attendance at upcoming events.
Adjournment	<i>If there is no further business, may I have a motion to adjourn the meeting?</i> See Board Motions above.