

## Generic Script for Board Meetings with Trustees Participating via Electronic Means

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

<b>Board Chair</b>	<b>Committee of Whole</b>
<b>Call to Order</b>	<p><b>Good Morning Everyone. The Committee of Whole meeting is called to order...</b></p> <p><b>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.</b></p>
<b>Reminder</b>	<b>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?</b>
<b>Attendance</b>	<b>I will now take attendance by roll call: Please answer ‘Here’</b> <i>(Or otherwise communicate to ‘virtual’ participants who is in attendance)</i>
	<b>List Trustees in attendance:</b>
<b>Agenda</b>	<b>Are there any additional agenda items?</b>
<b>Issue 1</b>	<b>Presenter, will you discuss the Issue 1 with us?</b>
	<b>Any questions or discussion?</b>
	<b>Thank you Presenter</b>
<b>Adjournment</b>	<b>This meeting is now adjourned. We will start our Regular Meeting in ? minutes</b>

- 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**

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

<b>Board Chair</b>	<b>Regular Board Meeting</b>		
<b>Call to Order</b>	<b>Good Morning Everyone, The Peace Wapiti Public School Division meeting is now called to order.</b>		
<b>Attendance</b>	<b>As we have a trustee participating via telephone conference call, I will now take attendance by roll call: Please answer ‘Here’.</b>		
	<i>List Trustees in attendance</i>		
<b>Action Items</b>			
<b>Issue 1</b>	<b>Presenter, will you discuss Issue 1 with us?</b>		
	<i>Discussion</i>		
	<b>Would anyone want to make a motion about this, as per the recommendation in the agenda package?</b>		
	<b>Thank You – Trustee _____ has made the motion ...</b>		
	<b>Any discussion?</b>		
<b>VOTE</b>	<b>I will call the question.</b>		
	<b>All in favor?</b> (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
	<b>(virtual) Trustee _____, are you voting for or against?</b>		
	<b>The Motion is carried (or defeated)</b>		
	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. <b>The motion was carried unanimously or _____ voted for the motion and _____ against the motion</b>		