

Remote Participation in CSSF Board Meetings Policy



Purpose

The CSSF Board (Board) is charged with having regular meetings throughout the year. Whenever possible these meeting will take place in-person. The Board strongly encourages participants to physically attend meetings. The Board recognizes that occasionally meetings will need to take place remotely. Further, one or more Board members may not be able to attend a particular in-person meeting. The purpose of this policy is to provide a structure that will allow this form of meeting participation to take place orderly and effectively, and that transparency of the Board meeting is maintained.

Participation in meetings has evolved markedly since the onset of COVID in 2020. Meetings are now often held with no physical presence of any of the participants and instead use virtual platforms such as Zoom, Microsoft Teams, WebEx and Google Meet. Telephone call-ins and conference calls are still common forms of remote meeting attendance. This Policy defines any means other than physical presence at a specific meeting location as Remote Participation. Effort needs to be made such that the extent and validity of participation of the Board member in the meeting is minimally diminished by participating remotely.

Requirements

CSSF is not required to provide remote participation for all meetings. When it is provided for, the following requirements should be followed:

1. Planning for remote participation needs to be done in advance of the meeting.
 - At least 72 hours ahead of the meeting, notification of remote participation needs to be made to all Board members listing the access platform(s).
 - Meeting ID, access code, password, or PIN security to gain access needs to be used. Recording of the meeting is only allowed if the Fair Director and the President of the Board allow it.
2. Sharing of information, both verbal/audio and written, and whenever possible, visual observation, should be available to ensure the remote participant is fully engaged.
 - Verbal/audio communication is included in all remote platforms including phone call-in. The greatest risk is the connection, either phone or internet. The Board should consider the availability of a high-quality connection at a particular site where the meeting will take place. The remote participant also needs to have a dependable connection. When the remote participant wants to speak, they can notify the meeting attendees:
 - a) With their voice,
 - b) By using the “Raise Your Hand” feature if available virtually, or
 - c) By chat notification.

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- Access of written information or graphics can be through the virtual platform (Share), email, chat, text, or regular mail. When text or an image from a document is being shown at the meeting site, the remote participant should have access either in real-time or in advance through the means listed above.
 - When a virtual platform is used, visual observation allows the remote participant to see the activities in the meeting. Ideally this can be accomplished with the use of video cameras in the meeting room. Far less effective but likely better than no visual is the use of cameras built into the laptops. Desktop hardware solutions are available and should be used, such as a Meeting Owl, as this can provide enhanced visual and audio for the remote participant.
3. At the start of the meeting, the meeting chair, usually the Board President or Vice President, shall discover and announce the name(s) of any Board Member and member(s) of the public who will be participating remotely. This information shall also be recorded in the meeting minutes.
 4. Remote participation is considered attendance at the meeting and therefore all remote participants can vote. Voting by remote participants needs to be controlled to ensure each participant is given the chance to vote, that their vote is correctly recognized by the Recording Secretary and that they cannot vote repeatedly. Using the chat feature if available allows for voter identification and tracking. If chat is unavailable, the remote participant can be verbally called on by the Recording Secretary or Fair Director whereupon the participant should state their name and announce their vote.

Notes

Any cost incurred by the remote participant will be the responsibility of the remote participant.

Any member of the public who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the Board President, Board Vice President or CSEF Director, of their desire to do so. Following notification, the requester will then be informed of the form of remote participation. Members of the public are welcome to participate in the meeting but cannot vote.