

## **VIRTUAL MEETINGS, ELECTIONS AND PROCEEDINGS**

Given the current Covid-19 emergency (pandemic), it is uncertain as to when any physical meetings, elections or proceedings can safely and legally resume. As a result, until further notice, all such meetings, elections, and proceedings shall, unless otherwise specific determined, be conducted virtually utilizing audio-visual communications including the internet and telephone as determined by the Board.

All existing provisions of this By-law and its Schedules shall be followed subject to such reasonable accommodations as are necessary to allow for virtual practices including internet and telephone participation.

For Board's meetings, the following rules shall apply:

(i) **Log In Information**

The Secretary shall by email send every party eligible to participate at least 2 days before each meeting, the time of the meeting, the URL and any links necessary to connect to the Internet meeting service including any meeting ID and passwords, and, as an alternative and back up to audio connection included within the Internet service, the phone number and access code(s) a participant would need to participate orally by telephone.

(ii) **Documentation**

Advance documentation for any such meeting will be posted on the Board web portal which will be accessible to all Directors and management staff using an individual ID and password. Once posted, an email is sent to each Director advising of the documentation available.

(iii) **Log In Time**

The Secretary shall schedule the Internet meeting service availability to begin at least 15 minutes before the start of each meeting.

(iv) **Signing In and Out**

Each participant shall identify themselves as required to sign into the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.

(v) **Quorum Calls**

The presence of a quorum shall be established by the online list of participants or audible role call at the beginning of a meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating Directors.

(vi) **Technical Requirements and Malfunctions**

Each participant is responsible for his or her audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a participant's individual connection prevented participation in the meeting.

(vii) **Forced Disconnections**

The Chair of a meeting may cause or direct the disconnection or muting of a participant's connection to the meeting if it is causing undue interference with the meeting. The Chair's decision to do so shall be announced during the meeting and recorded in the minutes.

(viii) **Assignment of the Floor**

To seek recognition by the Chair, a participant shall give appropriate notice.

(ix) **Motions Submitted in Writing**

A Director intending to make a formal Motion, to offer an amendment, or to propose instructions to a committee may do so verbally or may post the Motion in writing to the online area designated by the Secretary for that purpose, preceded by that Director's name.

(x) **Display of Motions**

The Secretary shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions if requested by any Director.

(xi) **Voting**

Votes shall be by electronic roll call or audible roll call by the Chair. The Chair's announcement of the voting results may include the number of participants voting on each side of the question. Business may also be conducted by unanimous consent.

(xii) **Video Display**

Participants shall choose their own display options.

(xiii) **Minutes of Regular Monthly Board Meetings**

The Secretary shall keep minutes of the regular monthly Board meeting to be approved by the Board at the next regular monthly meeting or prior thereto by email communications with Directors.

(xiv) **Minutes of Special Board Meetings**

The Secretary shall record any motions carried at any such meetings and shall submit same for ratification at the next regular monthly meeting of the Board.

These rules and relevant Schedules shall be adjusted as necessary for the conduct of zone election and egg and pullet councillor meetings.