



GYMNASTICS NOVA SCOTIA

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Board of Director's Meeting **Friday, October 30th, 2020, 9:00am** **Zoom Meeting**

Final Minutes

1. Call to Order 9:01 am

In Attendance:

Sherry Watters, Kristen Mercer, Susie Gallagher, Nick Lenehan, Thorne Sutherland, Stewart Gunn, Eleanor Melrose, Cathy Huntington, Abby Murrin, Carol Anne Prost (left call at 9:30am and returned at approximately 9:45am)

Staff: Angela Gallant - Executive Director, David Brown - Technical Director

Regrets: Ted Higney, Jason MacLeod, Megan Looke

2. Approval of Agenda

Motion to approve the agenda

Moved by Sherry Watters, 2nd Thorne Sutherland

All in favour

Motion approved

3. Adoption of Previous Minutes – October 2nd, 2020

- Business Arising
- Action items

Motion to approve minutes of October 2nd, 2020

Moved by Eleanor Melrose, 2nd by Stewart Gunn

All in favour

Motion approved

Previous meeting action item We will need to look at last year's awards that were not presented and determine how to proceed with getting them out to the membership. This will be looked at during a later meeting.

Update: *Previously discussed trying to do something in the fall but this no longer seems possible with the continuation of the covid pandemic. There were various discussions including doing something virtual like an online zoom ceremony and mailing certificates out to clubs.*

Updated Action Angela and Carol Anne will have a discussion regarding last year's GNS awards and how many nominations were put forward this past spring.

4. Covid-19 Updates

- Return to Play document – No further changes in protocols at this point
- 2021 Competition - Provincial, Atlantic & Other

Kristin and Stewart carried out a survey on potential competition participation. We have not heard from NB or PEI. At this point, they are estimating under 200 competitors for WAG athletes, far fewer for MAG and TG. Based on this, it looks like we will be able to accommodate some competitors from NB, PEI. It was discussed that we consider extending registration deadline.

Currently working on how to do athlete groupings and group sizes. There was also discussion on things to consider for this year including: how to do onsite food (possibly box lunch approach), space to feed coaches, volunteers and officials, how hosts will do spectators and whether they have a separate entrance, viewing area, etc.

There are currently 3 sanction requests that have gone to the respective chairs and the competitions chairs for review. Discussion took place regarding whether these sanctions can be approved at this point and if our current registration deadline of 4 weeks prior to a sanctioned meet is realistic?

Motion that the registration deadline for NS sanctioned meets be extended by 2 weeks for a total of 6 weeks prior to the meet date. NS athletes will have priority and out of provinces athlete registrations will be on a first come, first served bases until all spaces are filled.

Moved by Stewart Gunn, 2nd by Sherry Watters

All in favour

Motion approved

There was discussion on the preparation of a list of requirements for sanctioned competitions with Covid regulations. It was determined that a Return to Competition document should be developed in advance so that participants can understand what will be expected of the club and the participants. This will need to be passed by the GNS Board and this Return to Competition document will go out with any sanctions once they are approved.

Action: Stewart, Kristen and Carol Anne will work on a Return to Competition document and present it at the next board meeting. Susie agreed to help with this.

- **Provincials 2021**

The attached bid for Provincials was received from Titans Gymnastics and Trampoline Club. The earlier date that Titans proposed for Provincials (March 26-28th) was discussed and everyone was okay with this at this point but this will need to be revisited based on what happens with everything else this spring.

Motion To approve that Titans will be the host for the 2021 Provincial Championships *with final competition dates to be confirmed*

Moved by Cathy Huntington, 2nd by Abby Murrin

All in favour

Motion passed

- **Atlantics 2021**

The attached bid for Atlantics was received from Titans Gymnastics and Trampoline Club. Titans is hoping to be able to add T&T to this competition if Easterns are cancelled.

Due to covid restrictions and regulations, they will not be able to host a banquet. This banquet change, as well as the possible addition of T&T will need to be approved by the AUGA.

Motion to approve that Titans Gymnastics and Trampoline be the host for 2021 Atlantics Championships (date subject to change). Both the possible addition of Trampoline to the schedule and that there is no requirement for a banquet will need to be approved by the AUGA.

Moved Carol Anne Prost 2nd Sherry Watters

All in favour

Motion approved

- **National Competitions** - Angela gave a brief update on GCG plans for competition and indicated that all Elite Canada competitions will be taking place virtually and dates should be decided in the near future. There was a lot of concern that provinces that are currently shut down will need to have enough preparation time. The status of the 2021 Canadian Championships is still unknown.
- CEWS funding – Funding is in for September and Angela will apply again for October when applications become available.
- Federal Funding for CSO's And PSO's- Funding for CSO's was completed by the Department of Communities, Culture and Heritage and was completed without any input from Provincial Sport Organizations. Five GNS clubs applied and will receive funding. This funding will funnel through GNS to meet the administrative needs of the Federal funding agreement.
For PSO applications, Angela will have further updates for possible GNS funding after the second phase of applications.

5. **GNS Membership update – 2020-2021**

GNS numbers are down by about 29% compared to the end of November 2019 (see attached report). There are still numbers to come in from at least one club and there are a couple of clubs that have not reported because they may not be operating this year. At least one club is hoping to be back in the school after Christmas.

6. **GNS Strategic Plan**

Previous meeting action: 12-month plan to show how the Strategic Plan and the outcomes will be completed. Future GNS board agendas will reflect the outcomes and Strategic Plan and a record of their progress. Angela and David were tasked to do a 12-month plan.

Update: David and Angela continue to work on this and have met with Mike Hudson and Blaise Landry regarding specifics on this. Angela plans to have an updated plan to present at the next meeting.

7. **GNS Budget – 2020-2021**

Pathways funding breakdown is now evenly distributed MAG - \$10,000, WAG - \$10,000, T&T - \$10,000
Updated GNS working budget attached that includes this adjustment

8. **Safe Sport Policies**

Previous meeting action remains to have legal personnel review policy manual once all Safe Sport amendments are completed.

Nick reminded the board that the review was to make sure our policies did not conflict with the Safe Sport policies.

Update - Angela gave an update that \$2500 was approved as a Support4Sport PSO project to complete a legal review. The review was completed by Sport & Law at a cost of \$2500 plus tax (total \$2825). Angela and Nick have a meeting after board meeting to discuss recommendations for changes.

Previous meeting action: to ask about members “not in good standing” during the legal review. Nick identified that we can withhold membership for members “not in good standing”. We need to clarify what “in good standing” is? Does it mean more that have you paid your fees. There are many other scenarios that could be considered as not in good standing.

This will be asked when we go through the Legal review. We still need to clarify what is: “In good standing”

Update – this was answered in detail by Sport and Law and will also be discussed by Angela and Nick in meeting following this board meeting.

Angela also brought up that in Appendix D of our GNS Policy Manual, it indicates that someone with First Aid training must be in the facility during programming. This is in the Trampoline section and was previously a requirement of NCCP Level 2 Trampoline certification. It does not appear to be a requirement for Intro to Competition Trampoline training, but it should be noted that it is still a requirement for clubs with trampolines as per our policy.

*For clubs without Trampolines, GNS **recommends** that all clubs have First Aid trained staff on site during programming.*

New Action Item: David will look in to this and report back to the board.

Previous meeting action: Establish and support a Safe Sport Working Group with representation from the Board of Directors, Gymnastics Nova Scotia, athletes, coaches, officials, and external experts, as appropriate. Vaughn is still working on this and he has all but 2 confirmed.

Susie asked about the safe sport working group. Vaughn gave an update to the progress on this committee. Currently looking for an athlete or former athlete to serve on the committee.

Update: David to follow up with Vaughn, Jason MacLeod has accepted the Safe Sport Member-At-Large position on the GNS Board.

9. **2021 Gymnaestrada / Symposium – June 18-20, 2020**

David is to seek feedback from the clubs as to whether they think they will be able to participate. David has booked the dates of June 18th - 20th, 2021. David will send out a teaser to the member clubs for the event and has been reaching out to possible presenters.

10. **Reports**

a) Chair & Uniforms – Susie Gallagher

Previous meeting action: Jamie Ferguson suggested that Susie should take the lead on staff annual reviews and she will liaise with Erin from SNS for assistance on annual reviews/performance appraisals.

Update: Susie is working on reviews but they are not complete at this time

Previous meeting action: Susie will have GK do up a sample suit. GK is fully closed at this time. This may take time as everything is shut down.

Update: *The bodysuit we picked out for National levels will have to be the one we order if Atlantics is able to happen. We will have to order ahead of time to make sure they are ready in time. All the girls and boys will need new bodysuits and singlets.*

- b) Vice Chair & Covid Safety – Carol Anne Prost – nothing to report that hasn't already been discussed.
- c) Executive Director – Angela Gallant
 - SNS will be updating the office phone system. We would like to eliminate the Tumblebugs extension as Crystal has been using her personal cell phone and very rarely uses the Sport NS phone. We are also looking to have another phone line removed and GNS will just have one extension.

Motion to approve payment of \$25.00/month to Crystal Kikuchi to help offset her cellphone costs since she uses it for TumbleBugs business

Moved by Stewart Gunn 2nd by Abby Murrin

All in favour

Motion Approved

- Zoom license we currently have one license. We would like to have a second license to be used by the TD and the Program committees. Stewart pointed out that there are backend settings that will allow for privileges to be granted to the users prior to a meeting such as screen sharing.

Motion to add a second Zoom account to be used by program committees and TD

Moved by Sherry Watters, 2nd by Carol Anne Prost

All in favour

Motion Approved

- **2020-2021 GNS Club Registrations**

Issue - Due to the varied impacts on Gymnastics Nova Scotia member gyms caused by Covid 19 and the subsequent policies put in place by NS Public Health and the GNS board of Directors, there may be clubs who are not in a position to register with GNS on time or even return to play in the 2020 year. GNS registration information states:

*A late fee of \$100.00 will be charged to any existing club whose registration is received later than October 15, 2020. After this time, a further \$50 per month will be added to the late fee. **Existing clubs may not register after December 31st, 2020.*

As this is an unusual time, the GNS Board of Directors may want to consider an exemption to this part of the registration requirements for the 2020-2021 membership year.

Motion

GNS will waive the late fee as described in the 2020-2021 registration package and allow existing member clubs to register after December 31st, 2020, providing they were not operating before that time.

Moved by Cathy Huntington, 2nd by Stewart Gunn.

All in favour

Motion Approved

- d) Technical Director Report – David Brown - David reviewed his report (report attached)
- e) Treasurer – Sherry Watters- no report
- f) Director – Secretary – Cathy Huntington – no report
- g) Women's Program Committee Director – Eleanor Melrose and Ted Higney
- h) Men's Program Committee Director – Nick Lenehan

Nick gave a brief verbal update

Previous meeting action: UCIC Cheques to Alta and Titans - we need discussion on these as the event was cancelled. Nick will discuss further with the MAG committee

- i) Trampoline/Tumbling Tech Committee Director– Thorne Sutherland – Working on updating the pathways plan, Setting up a Judging course, Setting up a Tumbling Judging course. Thorne noted that trying to broadcast judging videos from Lunenburg is a challenge

- j) Education/Recreation Director – Megan Looke – No report
- k) Social Media Director – Abby Murrin Nothing to report
- l) Safe Sport Director – Jason MacLeod Nothing to report
- m) Special Events Chair – Eleanor Melrose (tentative) nothing to report
- n) Competitions Director – Stewart Gunn and Kristen Mercer – report was given earlier in the meeting

11. New Business

- **Other** - Virtual meetings document

Previous meeting action: Angela to re-send this document for discussion at the next GNS meeting so people have a chance to review it again.

Update: Angela sent the document again prior to the meeting (attached). She indicated that it may not require a motion but is being presented as a tool that we should be familiar with and use as a point of reference for the various online meetings that we have been conducting in recent months due to the covid pandemic.

12. Review of Motions and Action items

David reviewed the motions from the meeting.

13. Next Board of Director's meeting date – the date suggested was Friday, November 13th. Angela will follow up with Sherry and Thorne to determine the best start time for the meeting.

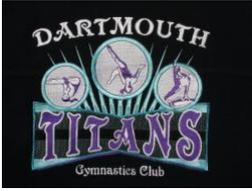
14. Adjournment 10:47 am

Motion to adjourn

Moved by Carol Anne Prost, 2nd by Abby Murrin

All in favour

Motion approved



Titans Gymnastics and Trampoline
Club
40 Broom Rd.
Dartmouth, NS
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TITANS PROVINCIAL BID 2021

Titans Gymnastics and Trampoline Club is very excited to have the opportunity to host the 2021 Nova Scotia Provincial Gymnastics and Trampoline Championships. With our experience with hosting meets we hope to put on a great show and give our athletes the chance to showcase their talents. We really enjoyed hosting all three disciplines in 2019 and we would love the opportunity again to do something bigger and better for the athletes. Our building has great seating, excellent viewing and gives the athletes, coaches and judges room to do their job. We are also hoping with the new Co

Thank you for considering Titans to host Provincials 2021.

Disciplines: Trampoline, Tumbling, Double Mini, Men's and Women's Artistic.

New Location: Titans gymnastics and trampoline club located at 40 Broom Road in Dartmouth, N.S.

Date: Mar 26th -28th or April 9th to 11th 2021

Equipment: Trampolines are rebound product and Euro tramp, tumbling floor is the Mahone bay tumbling floor made by Thorne Sutherland. Men's and Women's equipment by Spieth Anderson and Gymnova.

Hotels in the area to consider: Hampton Inn and Suites, Comfort Inn, Ramada and Holiday Inn.

Competitors cost: \$80.00 * trampoline cost will vary depending on number of events.

Budget for the event:

Revenue

Participates: $330 \times 80 = 26,400$ (subject to change)

Canteen: \$1000.00

Door: \$ 1350.00

50/50: \$ 150.00

Sponsors: \$ 500.00

Total : \$29,400

Expenses

Judges: \$ 2500.00

Food for Coaches and Judges: \$ 1500.00

Awards: \$ 2500.00

Decorations: \$ 100.00

Athlete's prizes: \$ 5000.00

Athlete special event: \$700

Athletes snack table: \$500

Administration costs: \$500

Medical: \$300

Video equipment – 1500.00 (subject to change)

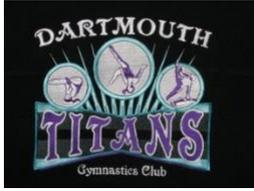
Scoring system – 1520.00 (subject to change)

Tom's Tax: \$330 this could change depending on #s

Total = revenue - \$ 29,400 expenses - \$16,950 = \$ 12,450

Submitted by

Titans Gymnastics and Trampoline Club



Titans Gymnastics and Trampoline
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Atlantic Championships bid 2021

Titans Gymnastics and Trampoline Club is very excited to have the opportunity to host the 2021 Atlantic Championships. With our experience with hosting meets we hope to put on a great show and give our athletes the chance to showcase their talents. We recognize hosting an event of this size while navigating a Pandemic will be challenging however we believe with a few modifications we can make this a great experience for all athletes involved. Due to the fact that Eastern's may not happen this year we would like to add Trampoline and tumbling to Atlantics to give those athletes an opportunity to compete at a larger event this coming year. We will have to eliminate the banquet portion of Atlantics but hopefully we can substitute this with a great athlete gift.

Thank you for considering Titans to host Atlantic Championships 2021.

Disciplines: Trampoline, Tumbling, Double Mini, Men's and Women's Artistic.

New Location: Titans gymnastics and trampoline club located at 40 Broom Road in Dartmouth, N.S.

Date: May 7th-9th 2021

Equipment: Trampolines are rebound product and Euro tramp, tumbling floor is the Mahone bay tumbling floor made by Thorne Sutherland. Men's and Women's equipment by Spieth Anderson and Gymnova.

Hotels in the area to consider: Hampton Inn and Suites, Comfort Inn, Ramada and Holiday Inn.

Competitors cost: \$85.00 * trampoline cost will vary depending on number of events.

Budget for the event:

Revenue

Participates: $330 \times 85 = 28,050$ (subject to change)

Canteen: \$1000.00

Door: \$ 1000.00 depending on participation

50/50: \$ 150.00

Sponsors: \$ 500.00

Total : \$30,700

Expenses

Judges: \$ 2500.00

Food for Coaches and Judges: \$ 1500.00

Judges gifts – 1500.00

Awards: \$ 2500.00

Decorations: \$ 100.00

Athlete's prizes: \$ 5000.00

Athlete special event: \$700

Athletes snack table: \$500

Administration costs: \$500

Medical: \$300

Video equipment – 1500.00 (subject to change)

Scoring system – 1520.00 (subject to change)

Tom's Tax: \$330 this could change depending on #s

Total = revenue - \$ 30,700 expenses - \$18,450 = \$ 12,250

Submitted by

Titans Gymnastics and Trampoline Club

GNS Club Summaries 2020-2021

GNS Club	Total numbers
Amherst	0
Association Clare	5
Athletics Gymnastics	187
CBGA	428
Cobequid Spartans	209
Digby	0
Dynamo	0
Empire Gymnastics	100
Gymnation	
Halifax Alta	1013
Jump To It	27
Pictou County	122
Rainbow	158
Taiso	626
Titans	1033
Valley Cheer	32
Total at the end of October 2020	3940
Total at the end of November 2019	5573
Difference	1633
% difference	29%
Expecting 13 clubs to be registered with 12 currently operating	

Gymnastics Nova Scotia Proposed Budget

				2020-2021	2019-2020	2019-2020	2018-2019	2017-2018
				Proposed working budget	Actuals		Actuals	Actuals
				02-Oct-20	31-Mar-20	Budget	31-Mar-19	31-Mar-18
Revenue								
	Sales			5900	5776.08	6500	6764	6557
	PSO Funding			55000	52500	52500	50000	50000
	Summer Staff Funding				0	0	0	
	Provincial Coach	S4S Grant		35000	35000.04	35000	35000	35000
	PSO Enhancement -	S4S Grant salary		3000	3000	7000	3000	3000
		S4S Grant PD		2000	6000			
	Pathways Funding							
		WAG		10000	12000	12000	12000	12000
		MAG		10000	12000	12000	12000	12000
		TTTC		10000	6000	6000	6000	6000
	NCCP			25000	26341	20000	22170	12553
	Membership			270000	333,325.48	320000	265033	202996
	Tumblebugs - Grant			40000	40000	40000	40000	40000
	Tumblebugs sales/regis			5000	6935	5000	6960	6875
	PSO project Grant (Coach Coordinator)						0	2225
	PSO project Grant (Online registration)			2000	0	2000	0	
	PSO project Grant strat planning			0	\$1,745			
	MPC Officials Tax Receipts			850	3974	800	0	0
	TTTC Officials Tax Receipts			900	1699.6	800	457	716
	WPC Officials Tax Receipts			3500	3729.55	4000	4625	5577
	Club comp - Sanctions			225	225	250	300	275
	Club comp - Tom's Tax			1400	1428	1500	1664	1388
	Participation Funding			20000	20000	20000	20000	20000
	Coach Symposium (Registrations & grants)			0	1200	2000	2100	2417
	GNS Gymnaestrada Grant?			0				
	Silent Auction			0	805	800	1406	579
	Interest / Other / Afinity			500	725	800	896	1665
Total Revenue				500275	574408.75	548950	490375	421823
Expenditures								
	Cost of Sales			5800	4959.4	5000	4876	6722
	Inventory Adjustment						-2748	7116
	Staffing expenses			134000	133835.66	132500	132271	130789
	Summer Staff				0	0		
	Promotion/marketing			500	29.49	500		
	Special Projects - High Performance			0	0	0	3000	1000
	Special Projects - Club education			0	0	0	695	1000
	Provincials Artistic & T&T				139.97	200	216	199
	Provincial Awards				-571.81	100	97	-212
	Atlantic Artistic				6698.42	6800	7043	8213
	Easterns Artistic & T&T				16305.42	17000	26531	7491
	Nationals (Artistic)			250	17427.61	18300	18574	14136
	Nationals (T&T)				4508.43	4800	4587	2720
	Elite Canada hosting				0	0	84	105
	NCCP			13000	13998.43	10000	10986	9331
	Participant Development - NCCP, bursary, RIS, other			14000	14,613.30	12000	14424	9667
	S4S - webpage/software development			2000	0	2000		
	S4S - strat planning			0	3131.52			



GYMNASTICS NOVA SCOTIA

Technical Director Report

Date: October 29, 2020
To: Angela Gallant – Executive Director- Gymnastics Nova Scotia
Cc: Board of Directors - Gymnastics Nova Scotia
From: David J Brown – Technical Director – Gymnastics Nova Scotia
Subject: TD report

The following is a description of some of the activities the Technical Director has been involved over the past month.

Coach Training

A Foundations Artistic has been scheduled and advertised for Dec 4-6th at Taiso Gymnastics Centre. The Theory modules will be offered online which is a first for us. If this is successful it will mean that we can reduce travel and room costs for coaches and LF's during the course.

NS Learner Facilitators were trained in this form of module delivery and I was part of that cohort however I need to review the finer points of running an online Theory course.

I attended the monthly GCG Coach Education Council meeting of administrators from across the country.

Jump into Gymnastics document

I spent some time reviewing and updating the Jump into Gymnastics document to reflect current realities such as, Safe Sport, updates to coach requirements, explaining different types of programming and preparing for strategic planning to name a few. This seemed to be good timing as we just had a person reach out who wants to start a club targeted at Preschool.

Online Seminars

I attended some SNS Safe Sport education sessions. They included:

- A session on **True Sport**. The video of the session can be found at <https://youtu.be/eLyCfadAg1w>
- Hidden Culture of Bullying in Sport** - discuss the scope of the problem in sports, the difference between normal conflict and bullying, provocative children, and the need for very clear and concise policies and procedures that are specific to bullying <https://youtu.be/CEwaarK7oy4>
- The Black experience in Sport**. This presentation has not been posted as of this report.

I attended the **FIG Safe Sport conference** - : titled E-Conference Finding solutions for a respectful culture and safe training environment. This was an international event with over 500 people participating. It started off a little rough with some technical issues but once the presenters began there was some

interesting content including a presentation from GCG on Canada's Safe Sport initiatives. The presentations have been posted on You Tube on the FIG channel.

We attended an update meeting with Mike Hudson to review the 2020/21 outcomes from the Sport Development tool.

I have been going into the office weekly to manage items that require in person such as badge orders and I have begun scheduling club visits. Other than that, with registrations coming in I have spent a fair amount of time answering Locker questions and finding cc numbers and working through items from my workplan.

Respectfully,

David J Brown

Technical Director – Gymnastics Nova Scotia

GYMNASTICS NOVA SCOTIA

ELECTRONIC MEETING GUIDANCE

PRINCIPLE

The need and advantages to holding electronic meetings from time to time is both acknowledged and necessary and the By-Laws of the Association do not require in person meetings. This document is intended to provide guidance for Gymnastics Nova Scotia when holding and participating in electronic meetings.

GUIDELINES

These Guidelines provide for the use of electronic means for the holding of meetings of the Members, Board and Committees of a board, including a committee of the whole board.

Electronic meetings may be used to hold Member, Board or Committee meetings subject to due notice requirements for any such meeting being met (or waived by unanimous consent in special circumstances).

All participants must have access to the necessary equipment for participation. A right of membership is participation; therefore, the technology used must be accessible to all members to be included in the meeting.

All rules pertaining to in-person Member, Board or Committee meetings apply equally to electronic meetings if required, for example, notice, pre-meeting package requirements, quorum, minute taking, voting, confidentiality requirements, etc.

All provisions and guidelines related to in camera meetings and conflict of interest will apply equally for electronic meetings of the Members, Board or Committees.

Subject to any conditions or limitations provided for by law, Regulations, Bylaws or these Guidelines, a member, board or committee member who participates in a meeting through electronic means shall be deemed to be present at the meeting and will be recorded as in attendance at and part of the quorum of the meeting.

ELECTRONIC MEETING PROCEDURE

- The Chair of the Board or Committee or their delegate will be the Presiding Officer of the meeting.
- Any technology employed will enable every participant to hear and be heard by all other participants in the meeting.
- The Chair will ensure that declarations of conflict of interest are heard by all present and that those participating have an opportunity to verbally declare any conflict.
- The meeting will be administered in such a way that the rules governing conflict of interest of are complied with.

- The electronic means will enable appropriate processes to ensure the security and confidentiality of proceedings.
- Attendance shall be taken and duly recorded to ensure participants are recognized as attendance.
- Participants will identify themselves before speaking in order to assist the recording secretary in recording the minutes.
- Those participating in an electronic meeting shall notify the Chair of their departure (either temporary or permanent) from the meeting, before absenting themselves, in order to ensure a quorum is maintained.
- All meeting participants must have a copy of the meeting package including the agenda prior to the meeting for reference during the electronic meeting.
- Wherever possible, Motions coming forward at the electronic meeting should be prepared ahead of the meeting with one of the eligible members indicating their willingness to let their name stand as mover, and another as seconder. Prior to the vote, the Chair will read each motion and indicate the member who is moving and seconding the motion.
- Voting at electronic meetings shall be carried out as follows to ensure that accurate records of votes are maintained:
 - When a vote is called, opposition to the motion is called first.
 - If no one is opposed, the motion is considered carried.
 - If there is opposition, a roll call vote is held, and the chair will announce the number of votes cast in favour or against the motion and whether the motion is carried.
 - The Presiding Officer will make the decision as to whether the motion was carried or defeated.
 - When the technology does not allow for those votes requiring a secret ballot, a confidential email should be in place between meeting participants and the scrutineer to facilitate secret votes.
- To avoid as much disruption as possible and to support seamless dialogue and debate, all participants will keep their electronic devices on mute unless speaking.
- Any open chat windows in the technology must be used only to resolve technological problems – it should not be used for side discussions, lobbying other members and participants or voicing support for motions on the floor. Members, Boards and Committees meet and have authority only as a collective with due order.

Review: Annually by Governance & Nominating Committee