



NORTHWEST TERRITORIES
LEGISLATIVE ASSEMBLY
TERRITOIRES DU NORD-OUEST
ASSEMBLÉE LÉGISLATIVE

**Committees' Policy on Attendance and Participation
by Video and Phone Conference – 19th Legislative Assembly**

- Attendance will be recorded by the Committee Clerk, at the direction of the Chair.
- Committee Members will be recorded as present if they attend the meeting for some substantive portion of the meeting.
- It is the responsibility of individual Members to advise Committee Chairs and Clerks when they will be absent and the reason for this absence.
 - The Board of Management has approved the following reasons for absences:
 - personal reasons (e.g. unavailable due to personal travel or conflicting personal commitments);
 - duty as a Member, Minister, Premier or Speaker (e.g. attending a funeral of an elder, attending a conference or meeting in this capacity);
 - illness, injury or bereavement; and
 - factors outside of the Member's control (e.g. weather or mechanical delay of a flight).
 - Members are not required to provide personal information to Chairs or staff.
- Members who are unable to attend a meeting in person are encouraged to participate by video or phone conferencing.
 - When possible participation by video conferencing is considered preferable to participation by phone conferencing.
 - Video or phone conferencing to participate in a highly public meeting (e.g. a public hearing) is discouraged; however, it may be permitted in exceptional circumstances at the discretion of the Chair.
- Members who wish to participate in a meeting by video or phone conference, rather than traveling to attend are responsible to advise the Committee Chair and Clerk two days in advance of the meeting, when possible.
 - Members are permitted to attend by phone or video conference at the discretion of the Committee Chair.
 - When possible, video conferencing was considered preferable to phone conferencing.
- Members participating in a Committee meeting by video or phone conference are considered to be in attendance.
 - Members participating by video or phone conference are permitted to speak to and vote on matters equally to those who attend in person.