



# Lowell City Council

## *Rules SC Minutes*

Michael Q. Geary  
City Clerk

**Date:** August 10, 2020  
**Time:** 5:00 PM  
**Location:** Zoom/Remote Participation

### **PRESENT:**

Present on Roll Call were Chairman Elliott, C. Conway and C. Mercier. Also present was Manager Donoghue, Allison Chambers (Asst. CFO), C. Drinkwater, C. Chau and City Solicitor O'Connor.

### **MEETING CALLED TO ORDER:**

Chairman Elliott called the meeting to order noting the attendance.

### **ORDER OF BUSINESS:**

C. Elliott commented on the motions that were referred to the subcommittee and noted the need to address protocol with Zoom meetings. C. Mercier commented on recommendations noting that it is the Manager who invites department heads to the meeting and that there should be full transparency regarding Zoom participation and visual participation would endure that. C. Elliott noted there should be equal access to all and need to ensure security with the system. C. Conway prefers visual participation and once they are finished they should be disconnected from the meeting. C. Conway there should be a process to be allowed into the meeting and participants should know the regulations and all speakers must be respectful. C. Chau noted the report and commented on improvements. C. Elliott noted flexibility in the system for allowing speakers. City Solicitor O'Connor noted that rules may be suspended to allow speakers. C. Elliott noted that the meetings have been efficient thus far and that protocols are important. Manager Donoghue noted that Zoom Meetings should be governed by standard protocols. C. Elliott noted once speakers have concluded they should be discharged from the meeting. **Motion** by C. Mercier, seconded by C. Conway that once speakers have concluded will be discharged from the meeting. Adopted per Roll Call vote, 3 yeas. So voted. Manager Donoghue commented on the report from MIS regarding prior meeting noting the Council would be final authority as to how to conduct the Zoom Meetings. C. Mercier noted changing passwords for each meeting will enhance security and that speakers should be seen when addressing the



body. **Motion** by C. Mercier, seconded by C. Conway to have speakers during the Zoom Meetings to be seen via video. Adopted per Roll Call vote, 3 yeas. So voted. C. Drinkwater noted there may be constraints for some people regarding access to meetings. C. Mercier noted that all speakers should be identified. C. Elliott commented on the role of hosts of the meetings. C. Elliott commented on use of the waiting room feature during the meeting. C. Conway questioned who can see who is in the waiting room. C. Elliott noted the need to have tight procedures for Zoom as the need will be present in the future. C. Mercier requested that MIS employee be present at next meeting if necessary. City Solicitor O'Connor noted employees can be available to answer questions noting the report was straight forward but more information can be provided. C. Elliott noted City Solicitor will monitor involvement of employee. C. Conway noted that Executive Session could be used if discussions warrant it. **Motion** by C. Conway, seconded by C. Mercier to accept the report as a report of progress and adopt motions. So voted.

**ADJOURNMENT:**

**Motion** "To Adjourn" by C. Mercier, seconded by C. Conway. So voted. Meeting adjourned at 5:45 PM.

Michael Q. Geary, City Clerk

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