


CITY OF CAMBRIDGE TEMPORARY EMERGENCY RESTRICTIONS ON CITY PUBLIC MEETINGS, CITY EVENTS, AND CITY PERMITTED EVENTS DUE TO COVID-19

**APRIL 24, 2020 - THIS POLICY REPLACES ALL PRIOR VERSIONS**

1. All meetings of the City's public bodies, boards and commissions that are governed by the state Open Meeting Law and transact official City business or approve permits, licenses or other approvals pursuant to federal, state or local laws, that are scheduled to be held or legally required to be held, will continue to be held in accordance with the Open Meeting Law, as amended by Governor Charles D. Baker's Executive Order of March 12, 2020, entitled "Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §20" which can be accessed at <https://www.mass.gov/the-open-meeting-law>.
2. All meetings of the City Council and all other City public bodies, boards and commissions that are governed by the state Open Meeting Law and transact official City business, other than quasi-judicial public bodies, boards and commissions, shall follow the directions in the attached Exhibit A.
3. The City's quasi-judicial public bodies, boards and commissions that are subject to this order include the following: Board of Zoning Appeal, Conservation Commission, Historical Commission, License Commission, Planning Board, Pole and Conduit Commission and the Neighborhood Conservation District Commissions. These quasi-judicial bodies shall follow the directions in the attached Exhibit B.
4. Effective Friday, April 24, 2020 **through MAY 31, 2020**, unless related to COVID-19 and approved by the City Manager, all public meetings of City committees, advisory groups, community meetings and the like that are not transacting official City business, issuing permits or licenses or taking actions required within certain time frames will be cancelled or postponed to a later date.
5. Effective Friday, March 16, 2020 **through MAY 31, 2020**, all City-sponsored community events, athletic events, events permitted for the use of City parks or other City-sponsored public gatherings will be cancelled or postponed to a later date.
6. Effective Friday, March 16, 2020 **through MAY 31, 2020**, no approvals for events or gatherings requiring a permit from the City of Cambridge's Special Events Committee will be acted upon or approved, and all prior approvals for such events are hereby revoked.
7. **These temporary restrictions will remain in effect until MAY 31, 2020, or until further modified by the City Manager.**

Dated: 4/24/20

By:   
Louis A. DePasquale  
City Manager

CITY OF CAMBRIDGE DIRECTIONS FOR CITY COUNCIL MEETINGS AND OTHER  
PUBLIC BODIES, BOARDS AND COMMISSIONS

1. Meetings will be remotely accessible to the public and shall allow for participation by the public remotely through alternative means. Meetings will no longer be conducted in a public place that is open and physically accessible to the public or to applicants. The City will instead utilize technology that will stream audio and possibly video of the meeting over the internet, allow for remote participation by the members of the public body, board or commission, and allow for remote participation by the public. The City will post instructions for the public to access and participate remotely in the meeting as far in advance as possible.
2. Where possible, the chair of the public body, board or commission, along with any essential staff, will be present in the City meeting room, and all other members of the public body, board or commission may participate remotely. All members who are participating remotely should inform the chair in advance of the meeting if possible, and at the start of the meeting the chair will announce the names of the members who are participating remotely. During the course of the meeting, all votes will be conducted by roll call. When speaking, each member will state their name before speaking.
3. When members of the public are addressing the public body, board or commission, they will state their name before speaking. All existing time limits on public comments remain in effect unless changed by the public body, board or commission.
4. Other Open Meeting Law requirements including those regarding the posting of meeting notices, keeping of minutes, and going into executive session continue to apply.

CITY OF CAMBRIDGE DIRECTIONS FOR QUASI-JUDICIAL PUBLIC BODIES, BOARDS  
AND COMMISSIONS

1. Meetings will be remotely accessible to the public and applicants and shall allow for participation by the public and applicants remotely through alternative means. Meetings will no longer be conducted in a public place that is open and physically accessible to the public or to applicants. The City will instead utilize technology that will stream audio and possibly video of the meeting over the internet, allow for remote participation by the members of the public body, board or commission, and allow for remote participation by the public and applicants. The City will post instructions for the public to access and participate remotely in the meeting as far in advance as possible and will provide instructions to applicants to access and participate remotely in the meeting as far in advance as possible.
2. Where possible the chair of the public body, board or commission, along with any essential staff, will be present in the City meeting room, and all other members of the public body, board or commission may participate remotely. All members who are participating remotely should inform the chair in advance of the meeting, and at the start of the meeting the chair will announce the names of the members who are participating remotely. During the course of the meeting all votes will be conducted by roll call. When speaking, each member will state their name before speaking.
3. When members of the public including applicants are addressing the public body, board or commission, they will state their name before speaking. All existing time limits on public comments remain in effect unless changed by the public body, board or commission.
4. Applicants are encouraged to seek continuances of any matters before a public body, board or commission. In advance of any meeting, staff may reach out to applicants to determine whether applicants will agree to a continuance. If an applicant will agree to a continuance, the public body, board or commission will open the hearing at a public meeting, vote on the continuance and continue the hearing until a date and time certain where possible. Staff will obtain a signed written consent to a continuance and waiver of the statutory time to act by the applicant. Meetings where no applications are on the agenda and where no other necessary business must be conducted may be postponed or continued to a later date.
5. Other Open Meeting Law requirements, including those regarding the posting of meeting notices, keeping minutes, and going into executive session, continue to apply.