



AGENDA PACKET

**CITY COUNCIL'S COMMITTEE ON LEGISLATIVE AFFAIRS & ELECTIONS
MONDAY, MAY 20, 2024 6:00 PM**

**EVERETT CITY HALL, 484 BROADWAY, CITY COUNCIL CHAMBERS, 3RD FLOOR
EVERETT, MA 02149**

2024 MAY 16 A 9:53
RECEIVED
CITY CLERKS OFFICE
EVERETT, MA

**Posted in accordance with the
provisions of Mass. General Laws
Chapter 30A - Sections 18-25**

on 5/16/2024 at 9:53 A

Attest:

City Clerk

ASSIST.



AGENDA

CITY COUNCIL'S COMMITTEE ON LEGISLATIVE AFFAIRS & ELECTIONS MONDAY, MAY 20, 2024 6:00 PM

EVERETT CITY HALL, 484 BROADWAY, CITY COUNCIL CHAMBERS, 3RD FLOOR
EVERETT, MA 02149

ROLL CALL

PLEDGE OF ALLEGIANCE

UNFINISHED BUSINESS

1. **C0126-24** Resolution/s/ Councilor Robert J. Van Campen

That the DeMaria Administration provide an update of those department head positions which are currently filled and have not been submitted to the City Council for appointment in accordance with Section 2-10 of the Everett City Charter

2. **C0163-24** Appointment/s/ Councilor Robert J. Van Campen, as President

An order requesting the confirmation of the re-appointment of Jerry Navarra to the position of Executive Director of Public Works to a term ending January 5, 2026.

3. **C0166-24** Appointment/s/ Councilor Robert J. Van Campen, as President

An order requesting the confirmation of the appointment of Matt Lattanzi to the position of Executive Director of Planning and Development for a term ending January 5, 2026.

4. **C0180-24** Order/s/ Councilor Robert J. Van Campen

A order amending the City Council's current remote participation rules for members

5. **C0181-24** Order/s/ Councilor Robert J. Van Campen, Councilor Stephanie V. Smith

An order amending the Everett City Council rule regarding City Council member's actual and necessary expenses

6. **C0202-24** Order/s/ Councilor Robert J. Van Campen, as President

An order proposing an amendment to the city's Administrative Code to create and codify an Active Transportation Advisory Committee in the City of Everett

ADJOURNMENT

www.cityofeverett.com

(All agendas and reports can be obtained on City of Everett Website)

Respectfully submitted:

Michael J. Mangan

Legislative Aide
Everett City Council Office



C0126-24

To: Mayor and City Council
From: Councilor Robert J. Van Campen
Date: March 25, 2024

Agenda Item:

That the DeMaria Administration provide an update of those department head positions which are currently filled and have not been submitted to the City Council for appointment in accordance with Section 2-10 of the Everett City Charter.

Background and Explanation:

Attachments:

From: [Erin Deveney](#)
To: [Robert VanCampen](#)
Cc: [Sergio Cornelio](#); [Michael Mangan](#); [Dolores Lattanzi](#); [Mayor Carlo DeMaria](#)
Subject: C012624 Resolution Related to Department Head Positions
Date: Monday, April 8, 2024 6:13:50 PM
Importance: High

Dear Mr. President:

Please be advised that Mayor DeMaria will submit orders for the Department Heads whose positions are subject to Council approval for the second regular meeting of the Council in April 2024.

We would appreciate if you would let us know in advance whether you as sponsor of the item will be requesting that the matter be referred to Committee for discussion or if the Council will entertain the appointments at its regular meeting so we can request that the Department Heads appear at the appropriate meetings.

Thank you for your attention to this item.

-Erin

#10-C0126-24

Legislative Affairs & Election Committee
May 6, 2024

The Committee on Legislative Affairs & Elections met on Monday, May 6, 2024 at 6pm in the City Council Chambers.

The meeting was recorded by ECTV and can be viewed on the City of Everett website.

Members present were Councilor Michael Marchese, presiding, Councilors Stephanie Smith, Stephanie Martins, Katy Rogers and Robert Van Campen, as ex-officio.

The Committee considered a Resolution offered by Councilor Robert Van Campen: That the DeMaria Administration provide an update of those department head positions which are currently filled and have not been submitted to the City Council for appointment in accordance with Section 2-10 of the Everett City Charter

Mayor's Chief of Staff Erin Deveney was also present.

Councilor Van Campen remarked that he thought it was good to hear the appointees tonight and asked that resume's be provided in the future. He mentioned that he would work with the Chief of Staff to insure compliance with regards to the Administrative Code. Councilor Smith asked if the plan was to update the Administrative Code and Ms. Deveney responded that they would work with the City Council for transparency on the issue.

The Committee voted: to grant further time.

Respectfully Submitted,

John W. Burley
Clerk of Committees



C0163-24

To: Mayor and City Council
From: Councilor Robert J. Van Campen
Date: April 22, 2024

Agenda Item:

An order requesting the confirmation of the re-appointment of Jerry Navarra to the position of Executive Director of Public Works to a term ending January 5, 2026.

Background and Explanation:

Attachments:

CITY OF EVERETT
Office of the Mayor

Carlo DeMaria, Jr.
Mayor



Everett City Hall
484 Broadway
Everett, MA 02149-3694
Phone: (617) 394-2270
Fax: (617)381-1150

April 17, 2024

Honorable City Council
484 Broadway
Everett, MA 02149

Dear Honorable Members:

Please be advised that in accordance with Section 3-3 of the City Charter and, Chapter 2, Section 2-161 of the City's Revised Ordinances, I hereby re-appoint, subject to confirmation by the City Council, Jerry Navarra to the position of Executive Director of City Services for a term ending January 5, 2026.

I am submitting for your approval an appointment for a term with an expiration date to coincide with the last date of my current term in office.

Thank you for your favorable consideration.

Respectfully submitted,

Carlo DeMaria
Mayor



April 17, 2024
City of Everett, Massachusetts
CITY COUNCIL

Offered By: _____
Councilor Robet Van Campen, as President

Bill Number: Be it
Bill Type: Order Ordered: BY THE CITY COUNCIL OF THE CITY OF
EVERETT,

I hereby re-appoint in accordance with Section 3-3 of the City Charter and Chapter 2, Section 2-161 of the City's Revised Ordinances, subject to confirmation by the City Council, Jerry Navarra to the position of Executive Director of City Services for a term ending January 5, 2026.

#3-C0163-24

Legislative Affairs & Election Committee
May 6, 2024

The Committee on Legislative Affairs & Elections met on Monday, May 6, 2024 at 6pm in the City Council Chambers.

The meeting was recorded by ECTV and can be viewed on the City of Everett website.

Members present were Councilor Michael Marchese, presiding, Councilors Stephanie Smith, Stephanie Martins, Katy Rogers and Robert Van Campen, as ex-officio.

The Committee considered an Appointment offered by Councilor Robert Van Campen, as President: an Order requesting the confirmation of the re-appointment of Jerry Navarra to the position of Executive Director of Public Works to a term ending January 5, 2026

Executive Director of Public Works Jerry Navarra was invited but was unable to attend.

Councilor Van Campen explained that what he was hoping to accomplish by referring all the appointments into Committee was to comply with the requirements of the City Charter and asked each appointee to provide a brief presentation of what they do. Councilor Van Campen requested that the appointment of Jerry Navarra be granted further time so he could be present at a future meeting.

The Committee voted: to grant further time.

Respectfully Submitted,

John W. Burley
Clerk of Committees



C0166-24

To: Mayor and City Council
From: Councilor Robert J. Van Campen
Date: April 22, 2024

Agenda Item:

An order requesting the confirmation of the appointment of Matt Lattanzi to the position of Executive Director of Planning and Development for a term ending January 5, 2026.

Background and Explanation:

Attachments:

CITY OF EVERETT
Office of the Mayor

Carlo DeMaria, Jr.
Mayor



Everett City Hall
484 Broadway
Everett, MA 02149-3694
Phone: (617) 394-2270
Fax: (617)381-1150

April 17, 2024

Honorable City Council
484 Broadway
Everett, MA 02149

Dear Honorable Members:

Please be advised that in accordance with Section 3-3 of the City Charter and, Section IV(F)(I)(a) of the City of Everett Administrative Code, I hereby appoint, subject to confirmation by the City Council, Matt Lattanzi to the position of Executive Director of Planning and Development for a term ending January 5, 2026.

I am submitting for your approval an appointment for a term with an expiration date to coincide with the last date of my current term in office.

Thank you for your favorable consideration.

Respectfully submitted,

Carlo DeMaria
Mayor



April 17, 2024
City of Everett, Massachusetts
CITY COUNCIL

Offered By: _____
Councilor Robet Van Campen, as President

Bill Number: Be it
Bill Type: Order Ordered: BY THE CITY COUNCIL OF THE CITY OF
EVERETT,

I hereby appoint, in accordance with Section 3-3 of the City Charter and Section IV(F)(I)(a) of the City of Everett Administrative Code, subject to confirmation by the City Council, Matt Lattanzi to the position of Executive Director of Planning and Development for a term ending January 5, 2026.

#6-C0166-24

Legislative Affairs & Election Committee
May 6, 2024

The Committee on Legislative Affairs & Elections met on Monday, May 6, 2024 at 6pm in the City Council Chambers.

The meeting was recorded by ECTV and can be viewed on the City of Everett website.

Members present were Councilor Michael Marchese, presiding, Councilors Stephanie Smith, Stephanie Martins, Katy Rogers and Robert Van Campen, as ex-officio.

The Committee considered an Appointment offered by Councilor Robert Van Campen, as President: an Order requesting the confirmation of the appointment of Matt Lattanzi to the position of Executive Director of Planning and Development to a term ending January 5, 2026

Executive Director of Planning and Development Matt Lattanzi was invited but was unable to attend due to being away on vacation.

Councilor Van Campen requested that the appointment of Matt Lattanzi be granted further time so he could be present at a future meeting.

The Committee voted: to grant further time.

Respectfully Submitted,

John W. Burley
Clerk of Committees



C0180-24

To: Mayor and City Council
From: Councilor Robert J. Van Campen
Date: May 13, 2024

Agenda Item:

A order amending the City Council's current remote participation rules for members

Background and Explanation:

Attachments:



CITY COUNCILNo. C0180-24

IN THE YEAR TWO THOUSAND AND TWENTY-FOUR

AN ORDER AMENDING THE CITY COUNCIL’S CURRENT REMOTE PARTICIPATION RULES FOR MEMBERS

/s/Councilor Robert J. Van Campen, as President

Whereas: The City Council’s current remote participation rule does not include any mention that the city council can only have remote participation of its members in accordance with current state law; and

Whereas: The City Council’s current remote participation rule is written from a perspective of all members participating remotely in the same meeting and that will not always be the case.

Now, therefore, by the authority granted to the City Council of the City of Everett, Massachusetts by its City Charter to adopt rules regulating its procedures:

Be it Ordered by the City Council of the City of Everett, Massachusetts that Rule 7.6 of the Rules of the Everett City Council of Everett be amended as follows:

Rule 7.6 is hereby amended by deleting the current text of the rule in its entirety and replacing it with a new version of the rule as follows:

RULE 7.6 Remote video participation; conduct and decorum.
(C0096-21, C00180-24)

- A.** Remote video participation by any city councilor shall only be allowed in any meeting of the city council or in meetings of any of its subcommittees in conformance with current state laws.

Unless otherwise allowed by current state law, remote video participation in a city council meeting or meetings of any of its subcommittees shall only be allowed:

1. During a declared state of emergency;
2. If the councilor has a documented medical condition requiring an accommodation for remote video participation;
3. If the councilor has a court order requiring an accommodation for remote video participation; or
4. If the councilor’s physical attendance would otherwise be unreasonably difficult.

- B.** City council members utilizing remote video participation to attend any meeting of the city council or any of its subcommittees shall adhere to the following conduct and decorum requirements:
1. Members shall conduct themselves with the same level of attention and professionalism as if physically present at a meeting in the council chamber.
 2. Members shall arrange their devices so that they and their camera are stationary during the meeting to avoid any distracting movement.
 3. The background used by the member shall be appropriate.
 4. Physical presence of the member on camera shall be required for attendance and active participation.
 5. Proper attire for remote video participation shall be in accordance with City Council Rule 35.
 6. Member's microphones shall be muted when not speaking to help eliminate feedback and background noise.
 7. Members shall avoid interrupting or speaking over others when they are speaking.
 8. Members shall seek the attention of the chair if they wish to speak by physically raising their hand, using the "raise hand" feature that is available in the participant panel or some other respectful manner.
 9. Members shall eliminate any distracting noises (tv, music, others talking) in the background, especially when their microphone is on.
 10. Members shall be attentive and keep their cell phones on silent.
 11. Members shall not smoke or consume food or alcohol while on camera.
 12. If a member goes off camera or takes a telephone call, the camera must be shut off to avoid distracting other members.
 13. No member participating remotely shall be driving or performing any other activity that requires undivided attention.
 14. During executive sessions with remote participation:
 - i. Members participating remotely shall keep their cameras on at all times. The meeting chair shall monitor for compliance.
 - ii. The meeting chair shall be responsible to ensure that there are no unauthorized persons present, listening or participating in any way for the entirety of the executive session.

This act shall take effect upon its passage.



A true copy attest

Sergio Cornelio

Sergio Cornelio, City Clerk



C0181-24

To: Mayor and City Council

From: Councilor Stephanie V. Smith

Date: May 13, 2024

Agenda Item:

An order amending the Everett City Council rule regarding City Council member's actual and necessary expenses

Background and Explanation:

Attachments:



CITY COUNCILNo. C0181-24

IN THE YEAR TWO THOUSAND AND TWENTY-FOUR

AN ORDER AMENDING THE EVERETT CITY COUNCIL RULE REGARDING CITY COUNCIL MEMBER’S ACTUAL AND NECESSARY EXPENSES

/s/Councilor Stephanie V. Smith

Whereas: A recent review of the City Council Rule regarding city council member’s actual and necessary expenses revealed that the rule could use some enhancements to provide better controls and transparency.

Now, therefore, by the authority granted to the City Council of the City of Everett, Massachusetts by its City Charter to adopt rules regulating its procedures:

Be it Ordered by the City Council of the City of Everett, Massachusetts that Rule 54 of the Rules of the Everett City Council of Everett be amended as follows:

Subsection A.1 of Rule 54 is hereby amended by adding the following phrase at the end of the subsection’s only sentence “ up to the amount appropriated for each member during a fiscal year”; and

Subsection D of Rule 54 is hereby amended by deleting the current text of the subsection in its entirety and replacing it with a new version of the subsection text as follows:

D. Procedure
(C0181-24)

1. In each fiscal year’s city council budget, there shall be a line item established that shall be used exclusively to reimburse city council members’ actual and necessary expenses.
2. During the city annual budget process, the city council may determine and approve an appropriation for the members’ actual and necessary expenses.
3. Once appropriated, the amount established by the city council to be expended for members’ actual and necessary expenses under this rule shall be equally divided by the number of members. No member shall be entitled to an amount in excess of the amount determined by this subsection or an amount in excess of any other member.

Item Number 5

4. Members wishing to be reimbursed for their actual and necessary expenses that they have made on their own behalf shall submit monthly an expense report for approval by the council president. No member shall submit more than one report of their expenses to the president each month.
5. Members of the city council staff may make reservations that may generate actual and necessary expenses for city council members. If such reservation requires a reimbursement:
 - a. Reimbursement shall be made from the same line item used to reimburse members for their personal actual and necessary expenses;
 - b. The council staff member who made the reservation shall submit expense reports as necessary for such reimbursements; and
 - c. Such expense reports may contain expenses attributed to one or more members; but such reports shall clearly delineate the expenses attributed to each member.
6. All expenses submitted for reimbursement must be accompanied with appropriate documentation substantiating the expense to the member.
7. In the first six (6) months of even-numbered fiscal years, no member shall be reimbursed for their actual and necessary expenses in excess of one-half (1/2) of the fiscal year's members expense appropriation unless they have been already re-elected for the next term of the city council.
8. New city council members elected in an even-numbered fiscal year, for their first six (6) months in office, shall be entitled to reimbursement of their actual and necessary expenses in an amount not to exceed of one-half (1/2) of the fiscal year member expense appropriation.
9. The amount available for the reimbursement of actual and necessary expenses for city council members appointed to fill an unexpired term shall be determined by the president on a case-by-case basis.
10. Once approved by the president, expense reports shall be submitted to the city auditor's office so that a check will be issued to the member in accordance with applicable laws.
11. A monthly reconciliation of members' expenses shall be completed by the city council office staff to ensure that members are not exceeding the fiscal year's member expense appropriation.
12. During the fiscal year, if it is determined that there are funds in the city council members' expense line item that will not be needed to pay members' actual and expenses, those funds may be transferred to other city council expense line items with the approval of the president.
13. At the end of a fiscal year, any unused funds remaining in the members' expense line item shall be returned to the city by the city council in accordance with municipal finance laws.

This act shall take effect upon its passage.



A true copy attest

Sergio Cornelio

Sergio Cornelio, City Clerk



C0202-24

To: Mayor and City Council
From: Councilor Robert J. Van Campen
Date: May 13, 2024

Agenda Item:

An order proposing an amendment to the city's Administrative Code to create and codify an Active Transportation Advisory Committee in the City of Everett

Background and Explanation:

Attachments:

CITY OF EVERETT
Office of the Mayor

Carlo DeMaria
Mayor



Everett City Hall
484 Broadway
Everett, MA 02149-3694
Phone: (617) 394-2270
Fax: (617)381-1150

May 8, 2024

The Honorable City Council
City Hall
484 Broadway
Everett, Massachusetts 02149

RE: Proposed Amendment to the Administrative Code for the Creation and Codification of An Active Transportation Advisory Committee

Dear Honorable Members:

I am submitting for your consideration a proposed amendment to the Administrative Code for the creation and codification of an Active Transportation Advisory Committee in Everett.

The mission statement for the Committee is as follows:

“The Everett Active Transportation Advisory Committee is dedicated to promoting walking, biking and taking public transportation, improving the quality and effectiveness of the pedestrian, bicycle and transit experience, and promoting policies and programs supportive of walking, biking, and public transportation in the City of Everett.”

The Active Transportation Advisory Committee is an opportunity for Everett residents to provide feedback on the public realm that they interact with on a daily basis. Many of our most-vulnerable road users, including elderly, low-income, disabled, and youth (who walk to school at a rate of 60%), face

challenges navigating our transportation system everyday whether on foot, bike, or bus. This Committee gives those residents a voice to discuss the challenges they face and to make non-binding recommendations to City staff that could aid in addressing those challenges.

This Committee comes at no cost to the City and only has the power to make recommendations. The Committee will be staffed by a member of the Planning Department whose duties include, but are not limited to, “organizing logistics for meeting rooms and other meeting needs, posting information publicly to meet Massachusetts Open Meeting Law requirements, keeping Committee members up-to-date on City activities related to pedestrian, bike and transit issues, and organizing meetings with other City staff as needed.”

Eric Molinari with our Transportation and Mobility Department is happy to address any questions you may have regarding this proposal and may be reached at Eric.Molinari@ci.everett.ma.us

I recommend favorable action on this matter.

Respectfully submitted,

A handwritten signature in blue ink that reads "Carlo DeMaria". The signature is written in a cursive, flowing style.

Carlo DeMaria
Mayor



May 8, 2024
City of Everett, Massachusetts
CITY COUNCIL

Offered By: _____
Councilor Robert Van Campen, as President

Bill Number:
Bill Type: Order

Be it
Ordered: BY City Council OF THE CITY OF EVERETT, as follows:

In accordance with the provisions of Article 5 of the City Charter and the Administrative Code of the City of Everett the City Council hereby amends the code to add the following new provisions as follows:

ARTICLE I. PURPOSE, MISSION, & PRINCIPLES

Section I. Purpose

These bylaws are intended to create a framework for the operation of the Everett Active Transportation Advisory Committee, (the “Committee”). These bylaws define the Committee’s mission and principles, areas of work, meeting procedures, member roles and responsibilities, and officer election procedures and duties.

Section II. Mission Statement

The Everett Active Transportation Advisory Committee is dedicated to promoting walking, biking and taking public transportation, improving the quality and effectiveness of the pedestrian, bicycle and transit experience, and promoting policies and programs supportive of walking, biking and public transportation in the City of Everett.

Section III. Principles

The work of the Committee shall be dedicated to the following core principles:

- i. Improving and expanding access to, and the accessibility of, walking, biking and public transportation
- ii. Increasing safety for all modes of transportation, particularly for pedestrians, cyclists and transit users

- iii. Promoting and encouraging walking, biking, and taking transit as modes of transportation
- iv. Making walking, biking, and taking transit a more pleasant experience
- v. Evaluating and improving the performance of pedestrian, bike and public transportation systems
- vi. Advocating for fair and equitable transit fares, and for the incorporation of an equity lens in all decisions made about pedestrian, bike, and public transportation systems.
- vii. Increasing the sustainability of pedestrian, bike, and public transportation systems

ARTICLE II. COMMITTEE WORK

Section I. Essential Elements of Committee Work

The work of the Committee shall include the following essential elements of a walkable and transit friendly community:

- i. Equity and Accessibility
- ii. Evaluation and Planning
- iii. Engineering
- iv. Education and Encouragement

Section II. Subcommittees

Committee members may form subcommittees to complete tasks outside of regular monthly meetings. Subcommittees may not comprise of more than half the number of committee members and may not reach quorum during their meetings. Subcommittees shall regularly report back to the full committee on their meetings. All deliberation and decisions on issues related to subcommittees' work will occur during the regular monthly meetings of the full committee.

ARTICLE III. MEMBER ROLES AND RESPONSIBILITIES

Section I. Membership

The Committee will include no more than 11 community representatives who either live or work in Everett and take an active interest in pedestrian, bike and transit issues in Everett. The Committee shall solicit applications for membership and submit their recommendations for appointment to the Mayor.

Membership eligibility shall be in conformance with section II. (A)(III)(b) of the city of Everett Administrative code

Section II. Member Terms

Members will be appointed for one year terms. Terms are renewable at the discretion of the Mayor. Any vacancy shall be filled by appointment by the mayor for the balance of the unexpired term, taking into account any recommendations for appointment provided by the Committee. The City Clerk will swear-in members upon their appointment and upon any renewal of their appointment.

Section III. Member Participation Standards

Members' involvement in the Committee shall include the following, at minimum:

- i. Attendance at least eight monthly meetings per year
- ii. Regular participation as Acting Secretary to record meeting minutes
- iii. Participation in at least one tabling event per year or otherwise volunteer to assist with a Committee event, should such events occur

Section IV. Ex-officio Members

One ex-officio member from the Department of Transportation and Mobility (DTM) shall be included on the Committee. The Committee may designate additional ex-officio members by amendment to these bylaws. Ex-officio members are encouraged to attend at least four monthly Committee meeting per year to coordinate with Committee members on relevant issues and to be available as needed throughout the year to respond to requests by the Committee members.

Section V. DTM Staff Support

The Department of Transportation and Mobility (DTM) ex-officio member shall facilitate Committee activities by maintaining connections between city staff and the Committee members. The DTM ex-officio member's responsibilities shall include but are not limited to: organizing logistics for meeting rooms and other meeting needs, posting information publicly to meet Massachusetts Open Meeting Law requirements, keeping Committee members up-to-date on City activities related to pedestrian, bike and transit issues, and organizing meetings with other City staff as needed.

ARTICLE IV. OFFICER ELECTIONS AND RESPONSIBILITIES

Section I. Officers

Members will annually elect three officers by majority of the quorum: the Chairperson, the Vice-chair, and the Secretary.

Section II. Officers Roles and Responsibilities

i. Chairperson

- a. The Chairperson is the primary representative of the Committee and is responsible for facilitating meetings, organizing a committee work program and subcommittees, managing external relationships with the public and City staff, and overseeing communications from the Committee, including the writing and signing of official Committee correspondence.
- b. The Chairperson, in collaboration with the Vice-chair, shall prepare the meeting agenda for the monthly Committee meeting and send it to the DTM ex-officio member at least one week prior to the meeting for public posting.
- c. The Chairperson shall run Committee meetings following Robert's Rules of Order and is expected to review and edit draft meeting minutes, the Annual Report, and other Committee documents.

ii. Vice-chair

- a. The Vice-chair shall regularly coordinate with and assist the Chairperson in fulfilling their duties and shall be prepared to take over the Chairperson's duties in the event that the Chairperson is not present.
- b. The Vice-chair is be expected to make considerable contributions to the Committee, taking on substantial roles and responsibilities, as agreed upon between the Chair and Vice-chair.
- c. The Vice-chair shall also assist in the reviewing and editing the draft meeting minutes, the Annual Report, and other Committee documents.

iii. Secretary

- a. The Secretary shall be ultimately responsible for draft meeting minutes and attendance records. These duties may be designated to an Active Secretary, as detailed in Section II.iii.b.
- b. The Secretary shall organize an Acting Secretary schedule, whereby members of the Committee will take turns recording meeting minutes, maintaining a record of members, guests, and ex-officio members in attendance, and reviewing/editing draft minutes. The Secretary shall ensure that Acting Secretaries fulfill their duties and will help to review and edit draft minutes.
- c. The Secretary shall fulfill administrative and communications duties, such as helping to maintain a web and social media presence, maintaining and updating the calendar of events, and helping to manage the creation of the Annual Report.
- d. The Secretary shall be prepared to run meetings in the event that the Chairperson or Vice-chair are not present.

ARTICLE V. ADDITIONAL COMMITTEE PROCEDURE

Section I. Meeting Procedures

Monthly Committee meetings shall be held following the Massachusetts Open Meeting Laws and Robert's Rules of Order. Meeting times and locations can be changed subject to Committee member approval by majority of the quorum. Monthly meetings cannot take place without a quorum, defined as a simple majority of Committee members present in-person.

Section II. Voting

Voting may only occur at a regular monthly meeting when there is a quorum, defined as a simple majority of Committee members present in-person. Voting may not occur remotely or at a subcommittee meeting.

Section III. Annual Report

The Committee shall render to the Mayor and the City Council an Annual Report of its activities and recommendations.

Section IV. Communications with the Community

Members of the Committee may at times convey the Committee's views on particular matters to the wider community. The Committee may send communications that represent the Committees' interests or opinions. Such communications shall be approved by a majority vote of the Committee members and signed by the Chair of the Committee. Committee members are free to communicate their personal views to the public, the press, or to the government. In doing so, however, they must make it clear that they are not speaking for the Committee.

Section V. Compensation

The members of the Committee shall serve without compensation, but may be allowed expenses with the approval of the Mayor and subject to appropriation by the City Council.