**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**ADMINISTRATIVE ISSUANCE SYSTEM**

Mayor's Order 2020-065
May 9, 2020

**SUBJECT**: Virtual Meeting Requirements and Delegation During COVID-19 Public Health Emergency

**ORIGINATING AGENCY**: Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia pursuant to section 422 of the District of Columbia Home Rule Act, approved December 24, 1973, Pub. L. 93-198, 87 Stat. 790, D.C. Official Code § 1-204.22 (2016 Repl.); section 5 of the District of Columbia Public Emergency Act of 1980, effective March 5, 1981, D.C. Law 3-149, D.C. Official Code § 7-2304 (2018 Repl.); section 5a of the District of Columbia Public Emergency Act of 1980 (the "Act"), effective October 17, 2002, D.C. Law 14-194, D.C. Official Code § 7-2304.01 (2018 Repl.); the Office of the Chief Technology Officer Establishment Act of 1998, effective March 26, 1999, D.C. Law 12-175, D.C. Official Code §§ 1-1401 *et seq.*; Mayor's Order 2017-115, dated April 27, 2017; Mayor's Order 2020-045, dated March 11, 2020; Mayor's Order 2020-046, dated March 11, 2020; Mayor's Order 2020-050, dated March 20, 2020; and Mayor's Order 2020-063, dated April 15, 2020, it is hereby **ORDERED** that:

## I. BACKGROUND

1. This Order incorporates the findings of prior Mayor's Orders relating to COVID-19.

2. During the COVID-19 public health emergency, many District government employees are teleworking, and the number of virtual meetings hosted by the District government and its employees has multiplied as agencies, boards, commissions, and other public bodies are utilizing videoconferencing tools to hold internal and public meetings.

3. There has been a significant increase in cyberattacks during the COVID-19 public health emergency as most of the public and private sector has moved to remote work. One such type of cyberattack has been the hijacking (or "bombing") of videoconferences with inappropriate content.

4. The Office of the Chief Technology Officer continuously evaluates the security of virtual meeting technologies as part of its ongoing evaluation of the District's network security and information technology risks.

## II. APPLICABILITY

1. Section III of this Order shall apply to all agencies of the District government, including independent agencies, boards, and commissions (collectively, "District agencies").

2. Section III of this Order shall not apply to the Council of the District of Columbia, Advisory Neighborhood Commissions, or the Office of the Attorney General, although these entities are encouraged to follow the guidance of the Office of the Chief Technology Officer to help ensure the security of their operations.

## III. VIRTUAL MEETINGS DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

1. A District agency that hosts a virtual meeting shall use technology approved by OCTO to host the meeting. For the purposes of this Order, a "virtual meeting" is a meeting held through the use of internet technology. The term "virtual meeting" includes meetings internal to employees of the District government, meetings between District government employees and outside parties, and meetings open to members of the public, including public meetings of a board or commission, town hall meetings, and public presentations.

2. OCTO shall issue written guidance on practices that District agencies should follow when hosting a virtual meeting.

3. OCTO shall provide training to District government employees on best practices related to hosting virtual meetings.

## IV. DELEGATION OF AUTHORITY TO CHIEF PROCUREMENT OFFICER

The Chief Procurement Officer ("CPO") shall have the authority vested in the Mayor, consistent with and authorized by section 5a(d)(3A) of the Act, D.C. Official Code § 7-2304.01(d)(3A), to exempt any contractor providing services arising out of a contract with the District of Columbia government from civil liability for damages for actions taken while acting within the scope of services of their contract, except in instances of gross negligence, and solely for actions taken during the public health emergency. The CPO may provide an exemption to a contractor only after the City Administrator approves the exemption; provided, that the failure of the CPO to obtain the approval of the City Administrator before providing an exemption shall not invalidate an exemption provided by the CPO.

## V. EFFECTIVE DATE AND DURATION

This Order shall be effective immediately, with the exception of Section IV, which is effective *nunc pro tunc* to March 11, 2020. This Order shall continue to be in effect through the later of May 15, 2020, and the date, if any, to which the public health emergency is extended.

**MURIEL BOWSER**
**MAYOR**

**ATTEST:** _____

**KIMBERLY A. BASSETT**
**SECRETARY OF STATE OF THE DISTRICT OF COLUMBIA**