

CITY OF LAUREL  
OFFICE OF THE MAYOR



CRAIG A. MOE  
MAYOR

Executive Order No. 2020-11

**Subject:** GoToMeeting by LogMeIn

**Effective Date:** April 7, 2020

Effective immediately the City of Laurel Government's official video conference calling platform to be used by all City Government officials and employees shall be the ***GoToMeeting platform by LogMeIn.***

The Department of Information Technology is directed to remove any other video conferencing platform or screen sharing software on each **City owned** device, to include cell phones, laptops, iPads and any other device used on the City's systems.

City officials and staff who are requested by any external individual, organization, or agency to participate in a video conference or screen sharing meeting using a platform other than ***GoToMeeting***, shall use the dial-in feature only.

It is the responsibility of the Chief Information Officer (CIO) to monitor the directives in this Executive Order and take the appropriate actions regarding violation of this Executive Order.

This Executive Order shall take effect immediately and shall remain in effect until further notice.

A blue ink signature of Craig A. Moe, written in a cursive style, positioned above a horizontal line.

Craig A. Moe  
Mayor

Received and filed April 7, 2020:

A blue ink signature of Kimberley A. Rau, written in a cursive style, positioned above a horizontal line.

Kimberley A. Rau, MMC  
Clerk to the City Council