

**AMENDMENT SUBMISSION PROCESS<sup>1</sup>**  
**COMMITTEE ON TRANSPORTATION AND INFRASTRUCTURE**  
**114<sup>TH</sup> CONGRESS, SECOND SESSION**

**Submitting Amendments**

All amendments should be filed by 1:00 p.m. the day prior to a scheduled markup. As a general practice, amendments received before 1:00 p.m. will be taken up in order of seniority (alternating between Majority and Minority Members), and amendments received after 1:00 p.m. will be considered late and will be taken up in chronological order by the time stamped on the amendment upon delivery rather than by order of seniority.

The filing of any amendment with the Committee is a two-part process.

**Amendments must be submitted both electronically and physically.**

**Part I. Electronic Submission Instructions**

The electronic submission of amendments to the Committee must be submitted via email in PDF format to this address: [T&IAmendments@housemail.house.gov](mailto:T&IAmendments@housemail.house.gov). The Amendment Submission Form should be included in this email. The Submission form is located on the Committee's website and can be found here: <http://transportation.house.gov/amendments/>

**Part II. Hardcopy Submission Instructions**

After submitting the amendment electronically, please deliver 100 hardcopies to 2165 Rayburn HOB during standard business hours with the following items:

One (1) completed paper copy of the Amendment Submission Form with a one-to-two sentence amendment summary.

One hundred (100) copies of the amendment. If the amendment is multiple pages, it must be individually stapled and the copies should be double-sided.

Amendments will only be considered submitted to the Committee when the paper copies submitted have been received and it matches the electronic copy of the PDF submitted.

Late amendments submitted during the markup must be delivered to the Clerk's table in 2167 Rayburn HOB. 100 copies must be delivered at the time of submission. Multiple page amendments should be double sided and stapled.

### **Revising Amendments**

To submit a revision of a previously submitted amendment, use the same dual-part process as the original amendment.

**Amendments must be submitted both electronically and physically.**

### **Amendment Resources**

Office of the Legislative Counsel	(202)-225-6060
Committee Staff	(202)-225-9446 – Majority Offices (202)-225-4472 – Minority Offices

### **General Amendment Submission Guidelines**

The assistance of the Office of the Legislative Counsel should be sought in drafting each amendment. It is very important that the amendment be drafted by Legislative Counsel to ensure that it is tailored to the most up-to-date version of the base bill and that it is accurate.

It is always helpful to call the Committee prior to the markup and to speak with the appropriate staff person regarding your Member's amendment. Keep the Committee informed on the progress of the amendment as you consult with the Office of Legislative Counsel's office.

To provide Committee Members the opportunity to fully review and consider all amendments it is important to accomplish all of this by the amendment deadline for Committee markups.

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<sup>1</sup>1. This Amendment Submission Process provides a general guideline for the consideration of amendments during a Committee on Transportation and Infrastructure markup. The specific consideration of amendments will be consistent with Committee on Transportation and Infrastructure Rules and House Rules.