

AMENDMENT SUBMISSION PROCESS¹
COMMITTEE ON TRANSPORTATION AND INFRASTRUCTURE
115TH CONGRESS, FIRST SESSION

Submitting Amendments

All amendments should be filed by 1:00 p.m. the day prior to a scheduled markup. Amendments received before 1:00 p.m. will be taken up in order of seniority (alternating between Majority and Minority Members). All amendments received after 1:00 p.m. will be considered late. Late amendments will be taken up after consideration of all on-time amendments has concluded, and will be done in order of the time stamp on the amendment.

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. 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 regular business hours (Monday – Friday, 9:00 a.m. – 6:00 p.m.) 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 should be individually stapled and the copies should be double-sided.

Amendments will only be considered filed by the Committee when 100 paper copies submitted have been received and Committee staff has verified that the paper copies match the electronic copy of the PDF submitted.

Amendments submitted during the markup should be delivered to the Clerk's table in 2167 Rayburn HOB (100 copies). These late amendments will not be time stamped and cannot be distributed to Members until 100 copies are made. If the amendment is multiple pages, it should be individually stapled and the copies should be double-sided.

Revising Amendments

To submit a revision of a previously submitted amendment, use the same dual-part process as the original amendment, clearly indicating that the amendment has been revised.

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.

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

¹1. 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.