

117th Congress }  
1st Session }

COMMITTEE PRINT

## COMMITTEE RULES

2021–2022

(Adopted February 4, 2021)

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PREPARED BY THE  
COMMITTEE ON  
TRANSPORTATION AND INFRASTRUCTURE  
U.S. HOUSE OF REPRESENTATIVES



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## RULES OF THE HOUSE OF REPRESENTATIVES

### Rule X. Organization of Committees

#### *Committees and their legislative jurisdictions*

1. There shall be in the House the following standing committees, each of which shall have the jurisdiction and related functions assigned by this clause and clauses 2, 3, and 4. All bills, resolutions, and other matters relating to subjects within the jurisdiction of the standing committees listed in this clause shall be referred to those committees, in accordance with clause 2 of rule XII, as follows:

\* \* \* \* \*

#### **(r) Committee on Transportation and Infrastructure.**

- (1) Coast Guard, including lifesaving service, lighthouses, lightships, ocean derelicts, and the Coast Guard Academy.
- (2) Federal management of emergencies and natural disasters.
- (3) Flood control and improvement of rivers and harbors.
- (4) Inland waterways.
- (5) Inspection of merchant marine vessels, lights and signals, lifesaving equipment, and fire protection on such vessels.
- (6) Navigation and laws relating thereto, including pilotage.
- (7) Registering and licensing of vessels and small boats.
- (8) Rules and international arrangements to prevent collisions at sea.
- (9) The Capitol Building and the Senate and House Office Buildings.
- (10) Construction or maintenance of roads and post roads (other than appropriations therefor).
- (11) Construction or reconstruction, maintenance, and care of buildings and grounds of the Botanic Garden, the Library of Congress, and the Smithsonian Institution.
- (12) Merchant marine (except for national security aspects thereof).
- (13) Purchase of sites and construction of post offices, customhouses, Federal courthouses, and Government buildings within the District of Columbia.
- (14) Oil and other pollution of navigable waters, including inland, coastal, and ocean waters.
- (15) Marine affairs, including coastal zone management, as they relate to oil and other pollution of navigable waters.
- (16) Public buildings and occupied or improved grounds of the United States generally.
- (17) Public works for the benefit of navigation, including bridges and dams (other than international bridges and dams).
- (18) Related transportation regulatory agencies (except the Transportation Security Administration).
- (19) Roads and the safety thereof.
- (20) Transportation, including civil aviation, railroads, water transportation, transportation safety (except automobile safety and transportation security functions of the Department of Homeland Security), transportation infrastructure, transportation labor, and railroad retirement and unemployment (except revenue measures related thereto).
- (21) Water power.

## **RULES OF THE COMMITTEE ON TRANSPORTATION AND INFRASTRUCTURE**

(Adopted February 4, 2021)

### **Rule I. General Provisions**

#### **(a) *Applicability of House Rules.*—**

(1) *In general.*—The Rules of the House are the rules of the Committee and its subcommittees so far as applicable, except that a motion to recess from day to day, and a motion to dispense with the first reading (in full) of a bill or resolution, if printed copies are available, are non-debatable privileged motions in the Committee and its subcommittees.

(2) *Subcommittees.*—Each subcommittee is part of the Committee, and is subject to the authority and direction of the Committee and its rules so far as applicable.

(3) *Incorporation of House Rule on Committee procedure.*—Rule XI of the Rules of the House, which pertains entirely to Committee procedure, is incorporated and made a part of the rules of the Committee to the extent applicable. Pursuant to clause 2(a)(3) of Rule XI of the Rules of the House, the Chair of the Committee is authorized to offer a motion under clause 1 of Rule XXII of the Rules of the House whenever the Chair considers it appropriate.

(b) *Publication of Rules.*—Pursuant to clause 2(a) of Rule XI of the Rules of the House, the Committee's rules shall be publicly available in electronic form and published in the Congressional Record not later than 60 days after the Chair is elected in each odd-numbered year.

(c) *Vice Chair.*—The Chair shall appoint a vice chair of the Committee and of each subcommittee. If the Chair of the Committee or subcommittee is not present at any meeting of the Committee or subcommittee, as the case may be, the vice chair shall preside. If the vice chair is not present, the ranking member of the majority party on the Committee or subcommittee who is present shall preside at that meeting.

### **Rule II. Regular, Additional, and Special Meetings**

(a) *Regular Meetings.*—Regular meetings of the Committee shall be held on the last Wednesday of every month to transact its business unless such day is a holiday, or the House is in recess or is adjourned, in which case the Chair shall determine the regular meeting day of the Committee for that month. A regular meeting of the Committee may be dispensed with if, in the judgment of the Chair, there is no need for the meeting. This paragraph shall not apply to meetings of any subcommittee.

(b) *Additional Meetings.*—The Chair may call and convene, if the Chair considers necessary, additional meetings of the Committee

for the consideration of any bill or resolution pending before the Committee or for the conduct of other committee business. The Committee shall meet for such purpose pursuant to the call of the Chair.

(c) *Special Meetings.*—If at least three members of the Committee desire that a special meeting of the Committee be called by the Chair, those members may file with the Clerk of the Committee their written request to the Chair for that special meeting. Such request shall specify the measure or matter to be considered. Immediately upon the filing of the request, the Clerk of the Committee shall notify the Chair of the filing of the request. If, within 3 calendar days after the filing of the request, the Chair does not call the requested special meeting to be held within 7 calendar days after the filing of the request, a majority of the members of the Committee may file with the Clerk their written notice that a special meeting of the Committee will be held, specifying the date and hour thereof, and the measure or matter to be considered at that special meeting. The Committee shall meet on that date and hour. Immediately upon the filing of the notice, the Clerk of the Committee shall notify all members of the Committee that such meeting will be held and inform them of its date and hour and the measure or matter to be considered; and only the measure or matter specified in that notice may be considered at that special meeting. Such notice shall also be made publicly available in electronic form and shall be deemed to satisfy paragraph (d)(1).

(d) *Notice.*—

(1) *Minimum notice period.*—Pursuant to clause 2(g)(3) of Rule XI of the Rules of the House, the Chair shall make a public announcement of the date, place, and subject matter of a Committee or subcommittee meeting, which may not commence earlier than the third calendar day (excluding Saturdays, Sundays, or legal holidays except when the House is in session on such a day) on which members have notice thereof.

(2) *Changes in meeting times.*—A meeting may commence sooner than announced if the Chair, with concurrence of the ranking minority member, determines there is good cause to begin the meeting sooner or the Committee or subcommittee so determines by majority vote, a quorum being present for the transaction of business. The Chair shall make a public announcement of the meeting time change at the earliest possible opportunity.

(3) *Notification of Daily Digest Clerk.*—The Clerk of the Committee shall notify the Daily Digest Clerk of the Congressional Record promptly and make publicly available in electronic form a time change for a Committee or subcommittee meeting made under this paragraph.

(e) *Prohibition on Sitting During Joint Session.*—The Committee may not sit during a joint session of the House and Senate or during a recess when a joint meeting of the House and Senate is in progress.



### **Rule III. Meetings and Hearings Generally**

(a) *Minimum Period For Availability of Committee Markup Text.*—Pursuant to clause 2(g)(4) of Rule XI of the Rules of the House, the Chair shall make publicly available, in electronic form, the text of any legislation to be marked up at least 24 hours prior to the commencement of a meeting for the markup of legislation, or at the time of a meeting announcement under paragraph (d)(2) of Committee Rule II if made within 24 hours before such meeting.

(b) *Open Meetings.*—Each meeting for the transaction of business, including the markup of legislation, and each hearing of the Committee or a subcommittee shall be open to the public, except as provided by clause 2(g) of Rule XI of the Rules of the House.

(c) *Meetings To Begin Promptly.*—Each meeting or hearing of the Committee shall begin promptly at the time so stipulated in the public announcement of the meeting or hearing.

(d) *Addressing the Committee.*—Except as provided under paragraph (e) of Committee Rule IV, a Committee member may address the Committee or a subcommittee on any bill, motion, or other matter under consideration—

- (1) only when recognized by the Chair for that purpose; and
- (2) only for 5 minutes, or for a period of time designated by the Chair with concurrence of the ranking minority member, until such time as each member of the Committee or subcommittee who so desires has had an opportunity to address the Committee or subcommittee.

A member's remarks shall be limited to the subject matter under consideration. The Chair shall enforce this paragraph.

(e) *Participation of Members in Subcommittee Meetings and Hearings.*—All members of the Committee who are not members of a particular subcommittee may, by unanimous consent of the members of such subcommittee, participate in any subcommittee meeting or hearing. However, a member who is not a member of the subcommittee may not vote on any matter before the subcommittee, be counted for purposes of establishing a quorum, or raise points of order.

(f) *Member Day Hearing.*—Pursuant to section 3(a) of House Resolution 8, the Committee shall hold a hearing at which it receives testimony from members, delegates, and the Resident Commissioner on proposed legislation within the Committee's jurisdiction during the first session of the 117th Congress.

(g) *Broadcasting.*—Whenever a meeting for the transaction of business, including the markup of legislation, or a hearing is open to the public, that meeting or hearing shall be open to coverage by television, radio, and still photography in accordance with clause 4 of Rule XI of the Rules of the House. Operation and use of any Committee internet broadcast system shall be fair and nonpartisan and in accordance with clause 4(b) of Rule XI of the Rules of the House and all other applicable rules of the Committee and the House. Further, pursuant to clause 2(e)(5) of Rule XI of the Rules of the House, the Committee shall provide audio and video coverage of each hearing or meeting for the transaction of business in a manner that allows the public to easily listen to and view the proceedings. The Committee shall also maintain the recordings of such coverage in a manner that is easily accessible to the public.

(h) *Access to the Dais and Lounges.*—Access to the hearing rooms’ daises and to the lounges adjacent to the Committee hearing rooms shall be limited to Members of Congress and employees of Congress during a meeting or hearing of the Committee unless specifically permitted by the Chair or ranking minority member.

(i) *Use of Cellular Telephones.*—During a hearing, mark-up, or other meeting of the Committee, ringing or audible sounds or conversational use of cellular telephones or other electronic devices is prohibited in the Committee room.

(j) *Availability of Text of Amendments in Electronic Form.*—Pursuant to clause 2(e) of Rule XI of the Rules of the House, not later than 24 hours after the adoption of any amendment, or 48 hours after the disposition or withdrawal of any other amendment, to a measure or matter considered by the Committee, the Chair shall cause the text of the amendment to be made publicly available in electronic form.

#### **Rule IV. Hearing Procedures**

(a) *Announcement of Hearing.*—

(1) *Minimum notice period.*—Pursuant to clause 2(g)(3) of Rule XI of the Rules of the House, the Chair shall make a public announcement of the date, place, and subject matter of a Committee or subcommittee hearing, which may not commence earlier than the one week after such notice.

(2) *Changes in hearing times.*—A hearing may commence sooner than announced if the Chair, with concurrence of the ranking minority member, determines there is good cause to begin the hearing sooner or the Committee so determines by majority vote, a quorum being present for the transaction of business. The Chair shall make a public announcement of the hearing time change at the earliest possible opportunity.

(3) *Notification of Daily Digest Clerk.*—The Clerk of the Committee shall notify the Daily Digest Clerk of the Congressional Record promptly and make publicly available in electronic form a time change for a Committee or subcommittee hearing made under this paragraph.

(b) *Written Statement of Proposed Testimony; Statement.*—

(1) *Filing of statement.*—So far as practicable, each witness who is to appear before the Committee or a subcommittee shall file with the Clerk of the Committee or subcommittee, at least 2 working days before the day of the witness’ appearance, a written statement of proposed testimony. The Chair, with the concurrence of the ranking minority member, may take the following actions for failure to comply with this requirement: (A) exclude such witness’ written testimony from the hearing record; (B) bar such witness’ oral presentation of the testimony; or (C) both (A) and (B). Each witness’ oral presentation shall be limited to a summary of the written statement.

(2) *Truth in testimony information.*—Pursuant to clause 2(g)(5) of Rule XI of the Rules of the House, in the case of a witness appearing in a nongovernmental capacity, a written statement of proposed testimony shall include a curriculum vitae, a disclosure of any Federal grants or contracts, or payments originating with a foreign government, received during

the past 36 months by the witness or by an entity represented by the witness and related to the subject matter of the hearing, and a disclosure of whether the witness is a fiduciary (including but not limited to, a director, officer, advisor, or resident agent) of any organization or entity that has an interest in the subject matter of the hearing.

(3) *Availability of information in electronic form.*—Statements filed under this paragraph, with appropriate redactions to protect the privacy of the witness, shall be made publicly available in electronic form 24 hours before the witness appears, to the extent practicable, but not later than one day after the witness appears.

(c) *Minority Witnesses.*—When any hearing is conducted by the Committee or any subcommittee upon any measure or matter, the minority party members on the Committee or subcommittee shall be entitled, upon request to the Chair by a majority of those minority members before the completion of such hearing, to call witnesses selected by the minority to testify with respect to that measure or matter during at least one day of hearing thereon.

(d) *Summary of Subject Matter.*—Upon announcement of a hearing, to the extent practicable, the Committee shall make available immediately to all members of the Committee a concise summary of the subject matter (including legislative reports and other material) under consideration. In addition, upon announcement of a hearing and subsequently as they are received, the Chair shall make available to the members of the Committee any official reports from departments and agencies on such matter.

(e) *Opening Statements; Questioning of Witnesses.*—

(1) *Opening Statements.*—

(A) *Chair and Ranking Member.*—At a hearing of the Full Committee, the Chair and ranking minority member of the Committee shall each be entitled to present an oral opening statement of five minutes. At a hearing of a subcommittee, the Chair and ranking minority member of the Committee and the Chair and ranking minority member of the subcommittee shall each be entitled to present an opening statement for five minutes.

(B) *Other Members.*—At a hearing of the Full Committee or a subcommittee, other members of the Committee or subcommittee, as appropriate, may submit written opening statements for the record. The Chair presiding over the hearing may permit oral opening statements by other members of the Committee or subcommittee, as appropriate, with the concurrence of the ranking minority member.

(2) *Questioning of Witnesses.*—The questioning of witnesses in Committee and subcommittee hearings shall be initiated by the Chair, followed by the ranking minority member and all other members alternating between the majority and minority parties. In recognizing members to question witnesses in this fashion, the Chair shall take into consideration the ratio of the majority to minority members present and shall establish the order of recognition for questioning in such a manner as not to disadvantage the members of the majority nor the members

of the minority. The Chair may accomplish this by recognizing two majority members for each minority member recognized.

(f) *Procedures for Questions.*—

(1) *In general.*—A Committee member may question a witness at a hearing—

(A) only when recognized by the Chair for that purpose; and

(B) subject to subparagraphs (2) and (3), only for 5 minutes until such time as each member of the Committee or subcommittee who so desires has had an opportunity to question the witness.

A member's remarks shall be limited to the subject matter under consideration. The Chair shall enforce this subparagraph.

(2) *Extended questioning of witnesses by members.*—The Chair of the Committee or a subcommittee, with the concurrence of the ranking minority member, or the Committee or subcommittee by motion, may permit a specified number of its members to question a witness for longer than 5 minutes. The time for extended questioning of a witness under this subdivision shall be equal for the majority party and minority party and may not exceed one hour in the aggregate.

(3) *Extended questioning of witnesses by staff.*—The Chair of the Committee or a subcommittee, with the concurrence of the ranking minority member, or the Committee or subcommittee by motion, may permit Committee staff for its majority and minority party members to question a witness for equal specified periods. The time for extended questioning of a witness under this subdivision shall be equal for the majority party and minority party and may not exceed one hour in the aggregate.

(4) *Right to question witnesses following extended questioning.*—Nothing in subparagraph (2) or (3) affects the right of a member (other than a member designated under subparagraph (2)) to question a witness for 5 minutes in accordance with subparagraph (1)(B) after the questioning permitted under subparagraph (2) or (3).

(g) *Additional Hearing Procedures.*—Clause 2(k) of Rule XI of the Rules of the House (relating to additional rules for hearings) applies to hearings of the Committee and its subcommittees.

**Rule V. Procedures for Reporting Bills, Resolutions, and Reports**

(a) *Filing of Reports.*—

(1) *In general.*—The Chair of the Committee shall report promptly to the House any measure or matter approved by the Committee and take necessary steps to bring the measure or matter to a vote.

(2) *Requests for reporting.*—The report of the Committee on a measure or matter which has been approved by the Committee shall be filed within 7 calendar days (exclusive of days on which the House is not in session) after the day on which there has been filed with the Clerk of the Committee a written request, signed by a majority of the members of the Committee, for the reporting of that measure or matter. Upon the

filing of any such request, the Clerk of the Committee shall transmit immediately to the Chair of the Committee notice of the filing of that request.

(b) *Quorum; Record Votes.*—

(1) *Quorum.*—Pursuant to clause 2(h)(1) of Rule XI of the Rules of the House, a measure or recommendation may not be reported from the Committee unless a majority of the Committee is actually present.

(2) *Record votes.*—Pursuant to clause 3(b) of Rule XIII of the Rules of the House, with respect to each record vote on a motion to report a measure or matter of a public nature, and on any amendment offered to the measure or matter, the total number of votes cast for and against, and the names of members voting for and against, shall be included in the Committee report on the measure or matter.

(c) *Required Matters.*—The report of the Committee on a measure or matter which has been approved by the Committee shall include the items required to be included by the rules and orders of the House applicable in the One Hundred Seventeenth Congress.

(d) *Additional Views.*—If, at the time of approval of any measure or matter by the Committee, any member of the Committee gives notice of intention to file supplemental, minority, additional, or dissenting views, all members shall be entitled to not less than two additional calendar days after the day of such notice (excluding Saturdays, Sundays, and legal holidays) in which to file such written and signed views in accordance with clause 2(l) of Rule XI of the Rules of the House.

(e) *Activities Report.*—

(1) *In general.*—Not later than January 2 of each odd numbered year, the Committee shall submit to the House a report on the activities of the Committee.

(2) *Contents.*—The report shall include—

(A) separate sections summarizing the legislative and oversight activities of the Committee under Rules X and XI of the Rules of the House during the Congress;

(B) a summary of the oversight plan submitted by the Committee under clause 2(d) of Rule X of the Rules of the House;

(C) a summary of the actions taken and recommendations made with respect to the oversight plan specified in subdivision (B);

(D) a summary of any additional oversight activities undertaken by the Committee and any recommendations made or actions taken thereon; and

(E) a delineation of any hearings held pursuant to clauses 2(n), (o), or (p) of Rule XI of the Rules of the House.

(3) *Filing.*—After an adjournment sine die of the last regular session of a Congress, or after December 15 of an even numbered year, whichever occurs first, the Chair may file the report described in subparagraph (1) with the Clerk of the House at any time and without approval of the Committee, provided that—

(A) a copy of the report has been available to each member of the Committee for at least seven calendar days; and

(B) the report includes any supplemental, minority, additional, or dissenting views submitted by a member of the Committee.

(f) *Other Committee Materials.*—

(1) *In general.*—All Committee and subcommittee prints, reports, documents, or other materials, not otherwise provided for under this rule, that purport to express publicly the views of the Committee or any of its subcommittees or members of the Committee or its subcommittees shall be approved by the Committee or the subcommittee prior to printing and distribution and any member shall be given an opportunity to have views included as part of such material prior to printing, release, and distribution in accordance with paragraph (d) of this rule.

(2) *Documents containing views other than member views.*—A Committee or subcommittee document containing views other than those of members of the Committee or subcommittee shall not be published without approval of the Committee or subcommittee.

(3) *Disclaimer.*—All Committee or subcommittee reports printed pursuant to legislative study or investigation and not approved by a majority vote of the Committee or subcommittee, as appropriate, shall contain the following disclaimer on the cover of such report: “This report has not been officially adopted by the Committee on Transportation and Infrastructure (or pertinent subcommittee thereof) and may not therefore necessarily reflect the views of its members.”.

(4) *Compilations of laws.*—To the maximum extent practicable, the Committee shall publish a compilation of laws under the jurisdiction of each subcommittee.

(g) *Availability of Publications.*—Pursuant to clause 2(e)(4) of Rule XI of the Rules of the House, the Committee shall make its publications available in electronic form to the maximum extent feasible.

**Rule VI. Quorums and Record Votes; Postponement of Votes**

(a) *Working Quorum.*—One-third of the members of the Committee or a subcommittee shall constitute a quorum for taking any action other than the closing of a meeting pursuant to clauses 2(g) and 2(k)(5) of Rule XI of the Rules of the House, the authorizing of a subpoena pursuant to paragraph (d) of Committee Rule XII, the reporting of a measure or recommendation pursuant to paragraph (b)(1) of Committee Rule V, and the actions described in paragraphs (b), (c) and (d) of this rule.

(b) *Quorum for Reporting.*—A majority of the members of the Committee or a subcommittee shall constitute a quorum for the reporting of a measure or recommendation.

(c) *Approval of Certain Matters.*—A majority of the members of the Committee or a subcommittee shall constitute a quorum for approval of a resolution concerning any of the following actions:

(1) A prospectus for construction, alteration, purchase or acquisition of a public building or the lease of space as required by section 3307 of title 40, United States Code.

(2) Survey investigation of a proposed project for navigation, flood control, and other purposes by the Corps of Engineers (section 4 of the Rivers and Harbors Act of March 4, 1913, 33 U.S.C. 542).

(3) Construction of a water resources development project by the Corps of Engineers with an estimated Federal cost not exceeding \$15,000,000 (section 201 of the Flood Control Act of 1965).

(4) Deletion of water quality storage in a Federal reservoir project where the benefits attributable to water quality are 15 percent or more but not greater than 25 percent of the total project benefits (section 65 of the Water Resources Development Act of 1974).

(5) Authorization of a Natural Resources Conservation Service watershed project involving any single structure of more than 4,000 acre feet of total capacity (section 2 of P.L. 566, 83rd Congress).

(d) *Quorum for Taking Testimony*.—Two members of the Committee or subcommittee shall constitute a quorum for the purpose of taking testimony and receiving evidence.

(e) *Record Votes*.—A record vote may be demanded by one-fifth of the members present.

(f) *Postponement of Votes*.—

(1) *In general*.—In accordance with clause 2(h)(4) of Rule XI of the Rules of the House, the Chair of the Committee or a subcommittee, after consultation with the ranking minority member of the Committee or subcommittee, may—

(A) postpone further proceedings when a record vote is ordered on the question of approving a measure or matter or on adopting an amendment; and

(B) resume proceedings on a postponed question at any time after reasonable notice.

(2) *Resumption of proceedings*.—When proceedings resume on a postponed question, notwithstanding any intervening order for the previous question, an underlying proposition shall remain subject to further debate or amendment to the same extent as when the question was postponed.

(g) *Availability of Record Votes in Electronic Form*.—Pursuant to clause 2(e)(1)(B)(i) of Rule XI of the Rules of the House, the Chair shall make the result of any record vote publicly available in electronic form within 48 hours of such record vote.

## **Rule VII. Establishment of Subcommittees; Size and Party Ratios**

(a) *Establishment*.—There shall be six standing subcommittees. These subcommittees, with the following sizes (including delegates) and majority/minority ratios, are:

(1) Subcommittee on Aviation (39 Members: 21 Majority and 18 Minority).

(2) Subcommittee on Coast Guard and Maritime Transportation (15 Members: 8 Majority and 7 Minority).

(3) Subcommittee on Economic Development, Public Buildings, and Emergency Management (15 Members: 8 Majority and 7 Minority).

(4) Subcommittee on Highways and Transit (58 Members: 31 Majority and 27 Minority).

(5) Subcommittee on Railroads, Pipelines, and Hazardous Materials (33 Members: 18 Majority and 15 Minority).

(6) Subcommittee on Water Resources and Environment (28 Members: 15 Majority and 13 Minority).

(b) *Ex Officio Members*.—The Chair and ranking minority member of the Committee shall serve as ex officio voting members on each subcommittee.

(c) *Ratios*.—On each subcommittee there shall be a ratio of majority party members to minority party members which shall be no less favorable to the majority party than the ratio for the Full Committee. In calculating the ratio of majority party members to minority party members, there shall be included the ex officio members of the subcommittees.

#### **Rule VIII. Powers and Duties of Subcommittees**

(a) *Authority To Sit*.—Each subcommittee is authorized to meet, hold hearings, receive evidence, and report to the Full Committee on all matters referred to it or under its jurisdiction. Subcommittee chairs shall set dates for hearings and meetings of their respective subcommittees after consultation with the Chair and other subcommittee chairs with a view toward avoiding simultaneous scheduling of Full Committee and subcommittee meetings or hearings whenever possible.

(b) *Consideration by Committee*.—Each bill, resolution, or other matter favorably reported by a subcommittee shall automatically be placed upon the agenda of the Committee. Any such matter reported by a subcommittee shall not be considered by the Committee unless it has been delivered to the offices of all members of the Committee at least 48 hours before the meeting, unless the Chair determines that the matter is of such urgency that it should be given early consideration. Where practicable, such matters shall be accompanied by a comparison with present law and a section-by-section analysis.

#### **Rule IX. Referral of Legislation to Subcommittees**

(a) *General Requirement*.—Except where the Chair of the Committee determines, in consultation with the majority members of the Committee, that consideration is to be by the Full Committee, each bill, resolution, investigation, or other matter which relates to a subject listed under the jurisdiction of any subcommittee established in Committee Rule VII referred to or initiated by the Full Committee shall be referred by the Chair to all subcommittees of appropriate jurisdiction within two weeks. All bills shall be referred to the subcommittee of proper jurisdiction without regard to whether the author is or is not a member of the subcommittee.

(b) *Recall from Subcommittee*.—A bill, resolution, or other matter referred to a subcommittee in accordance with this rule may be recalled therefrom at any time by a vote of a majority of the members of the Committee voting, a quorum being present, for the



Committee's direct consideration or for reference to another subcommittee.

(c) *Multiple Referrals*.—In carrying out this rule with respect to any matter, the Chair may refer the matter simultaneously to two or more subcommittees for concurrent consideration or for consideration in sequence (subject to appropriate time limitations in the case of any subcommittee after the first), or divide the matter into two or more parts (reflecting different subjects and jurisdictions) and refer each such part to a different subcommittee, or make such other provisions as he or she considers appropriate.

#### **Rule X. Recommendation of Conferees**

The Chair of the Committee shall recommend to the Speaker as conferees the names of those members (1) of the majority party selected by the Chair, and (2) of the minority party selected by the ranking minority member of the Committee. Recommendations of conferees to the Speaker shall provide a ratio of majority party members to minority party members which shall be no less favorable to the majority party than the ratio for the Committee.

#### **Rule XI. Oversight**

(a) *Purpose*.—The Committee shall carry out oversight responsibilities as provided in this rule in order to assist the House in—

(1) its analysis, appraisal, and evaluation of—

(A) the application, administration, execution, and effectiveness of the laws enacted by the Congress; or

(B) conditions and circumstances which may indicate the necessity or desirability of enacting new or additional legislation; and

(2) its formulation, consideration, and enactment of such modifications or changes in those laws, and of such additional legislation, as may be necessary or appropriate.

(b) *Oversight Plan*.—Not later than March 1 of the first session of each Congress, the Chair shall submit to the Committee on Oversight and Reform and the Committee on House Administration its oversight plan for that Congress in accordance with clause 2(d) of Rule X of the Rules of the House.

(c) *Review of Laws and Programs*.—The Committee and the appropriate subcommittees shall cooperatively review and study, on a continuing basis, the application, administration, execution, and effectiveness of those laws, or parts of laws, the subject matter of which is within the jurisdiction of the Committee, and the organization and operation of the Federal agencies and entities having responsibilities in or for the administration and execution thereof, in order to determine whether such laws and the programs thereunder are being implemented and carried out in accordance with the intent of the Congress and whether such programs should be continued, curtailed, or eliminated. In addition, the Committee and the appropriate subcommittees shall cooperatively review and study any conditions or circumstances which may indicate the necessity or desirability of enacting new or additional legislation within the jurisdiction of the Committee (whether or not any bill or resolution has been introduced with respect thereto), and shall

on a continuing basis undertake future research and forecasting on matters within the jurisdiction of the Committee.

(d) *Review of Tax Policies.*—The Committee and the appropriate subcommittees shall cooperatively review and study on a continuing basis the impact or probable impact of tax policies affecting subjects within the jurisdiction of the Committee.

**Rule XII. Power to Sit and Act; Power to Conduct Investigations; Oaths; Subpoena Power**

(a) *Authority To Sit and Act.*—For the purpose of carrying out any of its functions and duties under Rules X and XI of the Rules of the House, the Committee and each of its subcommittees, is authorized (subject to paragraph (d)(1))—

(1) to sit and act at such times and places within the United States whether the House is in session, has recessed, or has adjourned and to hold such hearings; and

(2) to require, by subpoena or otherwise, the attendance and testimony of such witnesses and the production of such books, records, correspondence, memorandums, papers, and documents, as it deems necessary.

(b) *Authority To Conduct Investigations.*—

(1) *In general.*—The Committee is authorized at any time to conduct such investigations and studies as it may consider necessary or appropriate in the exercise of its responsibilities under Rule X of the Rules of the House and (subject to the adoption of expense resolutions as required by Rule X, clause 6 of the Rules of the House) to incur expenses (including travel expenses) in connection therewith.

(2) *Major investigations by subcommittees.*—A subcommittee may not begin a major investigation without approval of a majority of such subcommittee.

(c) *Oaths.*—The Chair, or any member designated by the Chair, may administer oaths to any witness.

(d) *Issuance of Subpoenas.*—

(1) *In general.*—A subpoena may be issued by the Committee or subcommittee under paragraph (a)(2) in the conduct of any investigation or activity or series of investigations or activities, only when authorized by a majority of the members voting, a majority being present. Such authorized subpoenas shall be signed by the Chair of the Committee or by any member designated by the Committee. If a specific request for a subpoena has not been previously rejected by either the Committee or subcommittee, the Chair of the Committee, after consultation with the ranking minority member of the Committee, may authorize and issue a subpoena under paragraph (a)(2) in the conduct of any investigation or activity or series of investigations or activities, and such subpoena shall for all purposes be deemed a subpoena issued by the Committee. As soon as practicable after a subpoena is issued under this rule, the Chair shall notify all members of the Committee of such action.

(2) *Enforcement.*—Compliance with any subpoena issued by the Committee or subcommittee under paragraph (a)(2) may be enforced only as authorized or directed by the House.

(e) *Expenses of Subpoenaed Witnesses.*—Each witness who has been subpoenaed, upon the completion of the witness' testimony before the Committee or any subcommittee, may report to the offices of the Committee, and there sign appropriate vouchers for travel allowances and attendance fees. If hearings are held in cities other than Washington, D.C., the witness may contact the counsel of the Committee, or the witness' representative, before leaving the hearing room.

(f) *Deposition Authority.*—Pursuant to section 3(b) of House Resolution 8 and subject to the regulations issued by the Chair of the Committee on Rules and printed in the Congressional Record, the Chair of the Committee, upon consultation with the ranking minority member, may order the taking of depositions, including pursuant to a subpoena, by a member or counsel of such committee subject to regulations issued by the Chair of the Committee on Rules.

### **Rule XIII. Review of Continuing Programs; Budget Act Provisions**

(a) *Ensuring Annual Appropriations.*—The Committee shall, in its consideration of all bills and joint resolutions of a public character within its jurisdiction, ensure that appropriations for continuing programs and activities of the Federal government and the District of Columbia government will be made annually to the maximum extent feasible and consistent with the nature, requirements, and objectives of the programs and activities involved.

(b) *Review of Multi-Year Appropriations.*—The Committee shall review, from time to time, each continuing program within its jurisdiction for which appropriations are not made annually in order to ascertain whether such program could be modified so that appropriations therefore would be made annually.

(c) *Views and Estimates.*—In accordance with clause 4(f)(1) of Rule X of the Rules of the House, the Committee shall submit to the Committee on the Budget—

(1) its views and estimates with respect to all matters to be set forth in the concurrent resolution on the budget for the ensuing fiscal year which are within its jurisdiction or functions; and

(2) an estimate of the total amount of new budget authority, and budget outlays resulting therefrom, to be provided or authorized in all bills and resolutions within its jurisdiction which it intends to be effective during that fiscal year.

(d) *Budget Allocations.*—As soon as practicable after a concurrent resolution on the budget for any fiscal year is agreed to, the Committee (after consulting with the appropriate committee or committees of the Senate) shall subdivide any allocations made to it in the joint explanatory statement accompanying the conference report on such resolution, and promptly report such subdivisions to the House, in the manner provided by section 302 of the Congressional Budget Act of 1974.

(e) *Reconciliation.*—Whenever the Committee is directed in a concurrent resolution on the budget to determine and recommend changes in laws, bills, or resolutions under the reconciliation process, it shall promptly make such determination and recommendations, and report a reconciliation bill or resolution (or both) to the

House or submit such recommendations to the Committee on the Budget, in accordance with the Congressional Budget Act of 1974.

#### **Rule XIV. Records**

(a) *Keeping of Records.*—The Committee shall keep a complete record of all Committee action which shall include—

(1) in the case of any meeting or hearing transcripts, a substantially verbatim account of remarks actually made during the proceedings, subject only to technical, grammatical, and typographical corrections authorized by the person making the remarks involved; and

(2) a record of the votes on any question on which a record vote is taken.

(b) *Public Inspection.*—Pursuant to clause 2(e) of Rule XI of the Rules of the House, the result of each such record vote shall be made publicly available by the Committee in electronic form within 48 hours of such record vote. Information so available shall include a description of the amendment, motion, order, or other proposition and the name of each member voting for and each member voting against such amendment, motion, order, or proposition, and the names of those members present but not voting.

(c) *Property of the House.*—All Committee records (including hearings, data, charts, and files) shall be kept separate and distinct from the congressional office records of the member serving as Chair of the Committee; and such records shall be the property of the House and all members of the House shall have access thereto.

(d) *Availability of Archived Records.*—The records of the Committee at the National Archives and Records Administration shall be made available for public use in accordance with Rule VII of the Rules of the House. The Chair shall notify the ranking minority member of the Committee of any decision, pursuant to clause 3(b)(3) or clause 4(b) of such rule, to withhold a record otherwise available, and the matter shall be presented to the Committee for a determination on written request of any member of the Committee.

(e) *Authority To Print.*—The Committee is authorized to have printed and bound testimony and other data presented at hearings held by the Committee. All costs of stenographic services and transcripts in connection with any meeting or hearing of the Committee shall be paid as provided in clause 1(c) of Rule XI of the Rules of the House.

#### **Rule XV. Committee Budgets**

(a) *Biennial Budget.*—The Chair, in consultation with the chair of each subcommittee, the majority members of the Committee, and the minority members of the Committee, shall, for each Congress, prepare a consolidated Committee budget. Such budget shall include necessary amounts for staff personnel, necessary travel, investigation, and other expenses of the Committee.

(b) *Additional Expenses.*—Authorization for the payment of additional or unforeseen Committee expenses may be procured by one or more additional expense resolutions processed in the same manner as set out herein.

(c) *Travel Requests*.—The Chair or any chair of a subcommittee may initiate necessary travel requests as provided in Committee Rule XVII within the limits of the consolidated Committee budget as approved by the House and the Chair may execute necessary vouchers thereof.

(d) *Monthly Reports*.—Once monthly, the Chair shall submit to the Committee on House Administration, in writing, a full and detailed accounting of all expenditures made during the period since the last such accounting from the amount budgeted to the Committee. Such report shall show the amount and purpose of such expenditure and the budget to which such expenditure is attributed. A copy of such monthly report shall be available in the Committee office for review by members of the Committee.

#### **Rule XVI. Committee Staff**

(a) *Appointment by Chair*.—The Chair shall appoint and determine the remuneration of, and may remove, the employees of the Committee not assigned to the minority. The staff of the Committee not assigned to the minority shall be under the general supervision and direction of the Chair, who shall establish and assign the duties and responsibilities of such staff members and delegate such authority as he or she determines appropriate.

(b) *Appointment by Ranking Minority Member*.—The ranking minority member of the Committee shall appoint and determine the remuneration of, and may remove, the staff assigned to the minority within the budget approved for such purposes. The staff assigned to the minority shall be under the general supervision and direction of the ranking minority member of the Committee who may delegate such authority as he or she determines appropriate.

(c) *Intention Regarding Staff*.—It is intended that the skills and experience of all members of the Committee staff shall be available to all members of the Committee.

#### **Rule XVII. Travel of Members and Staff**

(a) *Approval*.—Consistent with the primary expense resolution and such additional expense resolutions as may have been approved, the provisions of this rule shall govern travel of Committee members and staff. Travel to be reimbursed from funds set aside for the Committee for any member or any staff member shall be paid only upon the prior authorization of the Chair. Travel shall be authorized by the Chair for any member and any staff member in connection with the attendance of hearings conducted by the Committee or any subcommittee and meetings, conferences, and investigations which involve activities or subject matter under the general jurisdiction of the Committee. Before such authorization is given there shall be submitted to the Chair in writing the following:

- (1) The purpose of the travel;
- (2) The dates during which the travel is to be made and the date or dates of the event for which the travel is being made;
- (3) The location of the event for which the travel is to be made; and
- (4) The names of members and staff seeking authorization.

(b) *Subcommittee Travel*.—In the case of travel of members and staff of a subcommittee to hearings, meetings, conferences, and investigations involving activities or subject matter under the legislative assignment of such subcommittee, prior authorization must be obtained from the subcommittee chair and the Chair. Such prior authorization shall be given by the Chair only upon the representation by the chair of such subcommittee in writing setting forth those items enumerated in subparagraphs (1), (2), (3), and (4) of paragraph (a) and that there has been compliance where applicable with Committee Rule IV.

(c) *Travel Outside the United States*.—

(1) *In general*.—In the case of travel outside the United States of members and staff of the Committee or subcommittee for the purpose of conducting hearings, investigations, studies, or attending meetings and conferences involving activities or subject matter under the legislative assignment of the Committee or pertinent subcommittee, prior authorization must be obtained from the Chair, or, in the case of a subcommittee from the subcommittee chair and the Chair. Before such authorization is given there shall be submitted to the Chair, in writing, a request for such authorization. Each request, which shall be filed in a manner that allows for a reasonable period of time for review before such travel is scheduled to begin, shall include the following:

- (A) The purpose of the travel;
- (B) The dates during which the travel will occur;
- (C) The names of the countries to be visited and the length of time to be spent in each;
- (D) An agenda of anticipated activities for each country for which travel is authorized together with a description of the purpose to be served and the areas of Committee jurisdiction involved; and
- (E) The names of members and staff for whom authorization is sought.

(2) *Initiation of requests*.—Requests for travel outside the United States may be initiated by the Chair or a subcommittee chair (except that individuals may submit a request to the Chair for the purpose of attending a conference or meeting) and shall be limited to members and permanent employees of the Committee.

(d) *Reports by Members and Staff*.—Within 15 legislative days from the conclusion of any hearing, investigation, study, meeting, or conference for which travel has been authorized pursuant to this rule, each member and staff member involved in such travel shall submit a written report to the Chair covering the activities and other pertinent observations or information gained as a result of such travel.

(e) *Applicability of Laws, Rules, Policies*.—Members and staff of the Committee performing authorized travel on official business shall be governed by applicable laws, resolutions, or regulations of the House and of the Committees on House Administration and Ethics pertaining to such travel, and by the travel policy of the Committee.

### **Rule XVIII. Committee Panels**

(a) *Designation.*—In accordance with clause 5(b)(2)(C) of Rule X of the Rules of the House, the Chair of the Committee, with the concurrence of the ranking minority member, may designate a panel of the Committee consisting of members of the Committee to inquire into and take testimony on a matter or matters that fall within the jurisdiction of more than one subcommittee and to report to the Committee.

(b) *Duration.*—No panel designated under paragraph (a) shall continue in existence for more than six months after the date of the designation.

(c) *Party Ratios and Appointment.*—The ratio of majority members to minority members on a panel designated under paragraph (a) shall be as close as practicable to the ratio of the Full Committee. All majority members of the panels shall be appointed by the Chair of the Committee, and all minority members shall be appointed by the ranking minority member of the Committee. The Chair of the Committee shall choose one of the majority members so appointed to serve as Chair of the panel. The ranking minority member of the Committee shall similarly choose the ranking minority member of the panel.

(d) *Ex Officio Members.*—The Chair and ranking minority member of the Committee may serve as ex officio members of a panel designated under paragraph (a). The Chair and ranking minority member are authorized to vote on matters that arise before the panel and shall be counted to satisfy the quorum requirement for any purpose.

(e) *Jurisdiction.*—No panel designated under paragraph (a) shall have legislative jurisdiction.

(f) *Applicability of Committee Rules.*—A panel designated under paragraph (a) shall be subject to all Committee Rules herein.