

Amendment Submission Process

Committee on Transportation and Infrastructure

Submitting Amendments

All amendments should be filed by **1:00 p.m. ET** the day prior to a scheduled markup. Amendments received by this time will be taken up in order of Committee seniority, alternating between Majority and Minority Members, and will occur in rounds, so each Member is afforded the opportunity to offer one amendment before a Member offers a second amendment. Amendments received after 1:00 p.m. ET will be considered late and will be taken up in chronological order by the time stamp on the email of the amendment submission, alternating between Majority and Minority Members. The Chairman and Ranking Member will be afforded the privilege of offering the first amendment on their respective side.

Please note 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 the electronic amendment submission form and include a searchable electronic copy of the amendment (provided by the Office of Legislative Counsel). The submission form can be found here: <https://forms.office.com/g/6cj974p3tE>.

Part II. Hardcopy Submission Instructions

After submitting the amendment electronically, please deliver 30 hardcopies to 2165 Rayburn HOB during regular business hours (Monday – Friday, 9:00 a.m. – 6:00 p.m.) with the following items:

Thirty (30) copies of the amendment. If the amendment is multiple pages, the copies should be individually stapled and double-sided.

An amendment will only be considered filed by the Committee when 30 paper copies of the submitted amendment have been received and Committee staff has verified that the paper copies match the electronic copy of the submitted PDF.

Amendments submitted during the markup must be delivered to the Clerk's table in 2167 Rayburn House Office Building (30 copies). Amendments submitted during markup will not be time stamped and cannot be distributed to Members until 65 copies are made. If the amendment is multiple pages, the delivered copies should be individually stapled and double-sided.

Revising Amendments

To submit a revision of a previously submitted amendment use the same process as the original amendment. **Reminder: all amendments, including revisions, 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.

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.