

Rules of the Committee on Transportation and Infrastructure
United States House of Representatives
112th Congress
(Adopted January 26, 2011)

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 Chairman of the Committee is authorized to offer a motion under clause 1 of Rule XXII of the Rules of the House whenever the Chairman 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 30 days after the Chairman is elected in each odd-numbered year.

(c) **VICE CHAIRMAN.**—The Chairman shall appoint a vice chairman of the Committee and of each subcommittee. If the Chairman of the Committee or subcommittee is not present at any meeting of the Committee or subcommittee, as the case may be, the vice chairman shall preside. If the vice chairman 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

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

7 (b) **ADDITIONAL MEETINGS.**—The Chairman may call and convene, as he or she considers
8 necessary, additional meetings of the Committee for the consideration of any bill or resolution
9 pending before the Committee or for the conduct of other committee business. The Committee
10 shall meet for such purpose pursuant to the call of the Chairman.

11 (c) **SPECIAL MEETINGS.**—If at least three members of the Committee desire that a special
12 meeting of the Committee be called by the Chairman, those members may file in the offices of
13 the Committee their written request to the Chairman for that special meeting. Such request shall
14 specify the measure or matter to be considered. Immediately upon the filing of the request, the
15 clerk of the Committee shall notify the Chairman of the filing of the request. If, within 3 calendar
16 days after the filing of the request, the Chairman does not call the requested special meeting to be
17 held within 7 calendar days after the filing of the request, a majority of the members of the
18 Committee may file in the offices of the Committee their written notice that a special meeting of
19 the Committee will be held, specifying the date and hour thereof, and the measure or matter to be
20 considered at that special meeting. The Committee shall meet on that date and hour. Immediately
21 upon the filing of the notice, the clerk of the Committee shall notify all members of the
22 Committee that such meeting will be held and inform them of its date and hour and the measure
23 or matter to be considered; and only the measure or matter specified in that notice may be
24 considered at that special meeting.

25 (d) **NOTICE.**—

26 (1) **MINIMUM NOTICE PERIOD.**—Pursuant to clause 2(g)(3) of Rule XI of the Rules of the
27 House, the Chairman shall make a public announcement of the date, place, and subject
28 matter of a Committee or subcommittee meeting, which may not commence earlier than
29 the third day on which members have notice thereof.

30 (2) **CHANGES IN MEETING TIMES.**—A meeting may commence sooner than announced if
31 the Chairman, with concurrence of the ranking minority member, determines there is

1 good cause to begin the meeting sooner or the Committee or subcommittee so determines
2 by majority vote, a quorum being present for the transaction of business. The Chairman
3 shall make a public announcement of the meeting time change at the earliest possible
4 opportunity.

5 (3) **NOTIFICATION OF DAILY DIGEST CLERK.**—The clerk of the Committee shall notify
6 the Daily Digest Clerk of the Congressional Record as soon as possible after a public
7 announcement of a time change for a Committee or subcommittee meeting is made under
8 this paragraph.

9 (e) **PROHIBITION ON SITTING DURING JOINT SESSION.**—The Committee may not sit during a
10 joint session of the House and Senate or during a recess when a joint meeting of the House and
11 Senate is in progress.

12 **RULE III. MEETINGS AND HEARINGS GENERALLY**

13 (a) **MINIMUM PERIOD FOR AVAILABILITY OF COMMITTEE MARKUP TEXT.**—Pursuant to clause
14 2(g)(4) of Rule XI of the Rules of the House, the Chairman of shall make publicly available, in
15 electronic form, the text of any legislation to be marked up at least 24 hours prior to the
16 commencement of a meeting for the markup of legislation, or at the time of a meeting
17 announcement under paragraph (a)(2)(B) of Committee Rule II if made within 24 hours before
18 such meeting.

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

22 (c) **MEETINGS TO BEGIN PROMPTLY.**—Each meeting or hearing of the Committee shall begin
23 promptly at the time so stipulated in the public announcement of the meeting or hearing.

24 (d) **ADDRESSING THE COMMITTEE.**—A Committee member may address the Committee or a
25 subcommittee on any bill, motion, or other matter under consideration—

26 (1) only when recognized by the Chairman for that purpose; and

27 (2) only for 5 minutes, or for a period of time designated by the Chairman with
28 concurrence of the ranking minority member, until such time as each member of the
29 Committee or subcommittee who so desires has had an opportunity to address the
30 Committee or subcommittee.

1 A member shall be limited in his or her remarks to the subject matter under consideration. The
2 Chairman shall enforce this paragraph.

3 (e) **PARTICIPATION OF MEMBERS IN SUBCOMMITTEE MEETINGS AND HEARINGS.**—All
4 members of the Committee who are not members of a particular subcommittee may, by
5 unanimous consent of the members of such subcommittee, participate in any subcommittee
6 meeting or hearing. However, a member who is not a member of the subcommittee may not vote
7 on any matter before the subcommittee, be counted for purposes of establishing a quorum, or
8 raise points of order.

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

19 (g) **ACCESS TO THE DAIS AND LOUNGES.**—Access to the hearing rooms' daises and to the
20 lounges adjacent to the Committee hearing rooms shall be limited to Members of Congress and
21 employees of Congress during a meeting or hearing of the Committee unless specifically
22 permitted by the Chairman or ranking minority member.

23 (h) **USE OF CELLULAR TELEPHONES.**—The use of cellular telephones in the Committee hearing
24 room is prohibited during a meeting or hearing of the Committee.

25 (i) **AVAILABILITY OF TEXT OF AMENDMENTS IN ELECTRONIC FORM.**—Pursuant to clause 2(e)
26 of Rule XI of the Rules of the House, not later than 24 hours after the adoption of any
27 amendment to a measure or matter considered by the Committee, the Chairman shall cause the
28 text of the amendment to be made publicly available in electronic form.

29 **RULE IV. POWER TO SIT AND ACT; POWER TO CONDUCT**
30 **INVESTIGATIONS; OATHS; SUBPOENA POWER**

1 (a) **AUTHORITY TO SIT AND ACT.**—For the purpose of carrying out any of its functions and
2 duties under Rules X and XI of the Rules of the House, the Committee and each of its
3 subcommittees, is authorized (subject to paragraph (d)(1))—

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

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

9 (b) **AUTHORITY TO CONDUCT INVESTIGATIONS.**—

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

15 (2) **MAJOR INVESTIGATIONS BY SUBCOMMITTEES.**—A subcommittee may not begin a
16 major investigation without approval of a majority of such subcommittee.

17 (c) **OATHS.**—The Chairman, or any member designated by the Chairman, may administer oaths
18 to any witness.

19 (d) **ISSUANCE OF SUBPOENAS.**—

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

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

4 (e) **EXPENSES OF SUBPOENAED WITNESSES.**—Each witness who has been subpoenaed, upon the
5 completion of his or her testimony before the Committee or any subcommittee, may report to the
6 offices of the Committee, and there sign appropriate vouchers for travel allowances and
7 attendance fees. If hearings are held in cities other than Washington, D.C., the witness may
8 contact the counsel of the Committee, or his or her representative, before leaving the hearing
9 room.

10 **RULE V. QUORUMS AND RECORD VOTES; POSTPONEMENT OF VOTES**

11 (a) **WORKING QUORUM.**—One-third of the members of the Committee or a subcommittee shall
12 constitute a quorum for taking any action other than the closing of a meeting pursuant to clauses
13 2(g) and 2(k)(5) of Rule XI of the Rules of the House, the authorizing of a subpoena pursuant to
14 paragraph (d) of Committee Rule IV, the reporting of a measure or recommendation pursuant to
15 paragraph (b)(1) of Committee Rule VII, and the actions described in paragraphs (b), (c) and (d)
16 of this rule.

17 (b) **QUORUM FOR REPORTING.**—A majority of the members of the Committee or a
18 subcommittee shall constitute a quorum for the reporting of a measure or recommendation.

19 (c) **APPROVAL OF CERTAIN MATTERS.**—A majority of the members of the Committee or a
20 subcommittee shall constitute a quorum for approval of a resolution concerning any of the
21 following actions:

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

24 (2) Survey investigation of a proposed project for navigation, flood control, and other
25 purposes by the Corps of Engineers (section 4 of the Rivers and Harbors Act of March 4,
26 1913, 33 U.S.C. 542).

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

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

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

7 (d) **QUORUM FOR TAKING TESTIMONY.**—Two members of the Committee or subcommittee
 8 shall constitute a quorum for the purpose of taking testimony and receiving evidence.

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

10 (f) **POSTPONEMENT OF VOTES.**—

11 (1) **IN GENERAL.**—In accordance with clause 2(h)(4) of Rule XI of the Rules of the
 12 House, the Chairman of the Committee or a subcommittee, after consultation with the
 13 ranking minority member of the Committee or subcommittee, may—

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

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

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

22 (g) **AVAILABILITY OF RECORD VOTES IN ELECTRONIC FORM.**— Pursuant to clause
 23 2(e)(1)(B)(i) of Rule XI of the Rules of the House, the Chairman shall make the result of any
 24 record vote publicly available for inspection at reasonable times in the offices of the Committee
 25 and in electronic form within 48 hours of such record vote.

26 **RULE VI. HEARING PROCEDURES**

27 (a) **ANNOUNCEMENT OF HEARING.**—

28 (1) **MINIMUM NOTICE PERIOD.**—Pursuant to clause 2(g)(3) of Rule XI of the Rules of the
 29 House, the Chairman shall make a public announcement of the date, place, and subject

1 matter of a Committee or subcommittee hearing, which may not commence earlier than
2 the one week after such notice.

3 (2) **CHANGES IN HEARING TIMES.**—A hearing may commence sooner than announced if
4 the Chairman, with concurrence of the ranking minority member, determines there is
5 good cause to begin the hearing sooner or the Committee so determines by majority vote,
6 a quorum being present for the transaction of business. The Chairman shall make a public
7 announcement of the hearing time change at the earliest possible opportunity.

8 (3) **NOTIFICATION OF DAILY DIGEST CLERK.**—The clerk of the Committee shall notify
9 the Daily Digest Clerk of the Congressional Record as soon as possible after a public
10 announcement of a time change for a Committee or subcommittee hearing is made under
11 this paragraph.

12 (b) **WRITTEN STATEMENT; ORAL TESTIMONY.**—

13 (1) **FILING OF STATEMENT.**—So far as practicable, each witness who is to appear before
14 the Committee or a subcommittee shall file with the clerk of the Committee or
15 subcommittee, at least 2 working days before the day of his or her appearance, a written
16 statement of proposed testimony and shall limit his or her oral presentation to a summary
17 of the written statement.

18 (2) **TRUTH IN TESTIMONY INFORMATION.**—Pursuant to clause 2(g)(5) of Rule XI of the
19 Rules of the House, in the case of a witness appearing in a nongovernmental capacity, a
20 written statement of proposed testimony shall include a curriculum vitae and a disclosure
21 of the amount and source (by agency and program) of each Federal grant (or subgrant
22 thereof) or contract (or subcontract thereof) received during the current fiscal year or
23 either of the two previous fiscal years by the witness or by an entity represented by the
24 witness.

25 (3) **AVAILABILITY OF INFORMATION IN ELECTRONIC FORM.**—Statements filed under
26 this paragraph, with appropriate redaction to protect the privacy of the witness, shall be
27 made publicly available in electronic form not later than one day after the witness
28 appears.

29 (c) **MINORITY WITNESSES.**—When any hearing is conducted by the Committee or any
30 subcommittee upon any measure or matter, the minority party members on the Committee or
31 subcommittee shall be entitled, upon request to the Chairman by a majority of those minority

1 members before the completion of such hearing, to call witnesses selected by the minority to
2 testify with respect to that measure or matter during at least one day of hearing thereon.

3 (d) **SUMMARY OF SUBJECT MATTER.**—Upon announcement of a hearing, to the extent
4 practicable, the Committee shall make available immediately to all members of the Committee a
5 concise summary of the subject matter (including legislative reports and other material) under
6 consideration. In addition, upon announcement of a hearing and subsequently as they are
7 received, the Chairman shall make available to the members of the Committee any official
8 reports from departments and agencies on such matter.

9 (e) **QUESTIONING OF WITNESSES.**—The questioning of witnesses in Committee and
10 subcommittee hearings shall be initiated by the Chairman, followed by the ranking minority
11 member and all other members alternating between the majority and minority parties. In
12 recognizing members to question witnesses in this fashion, the Chairman shall take into
13 consideration the ratio of the majority to minority members present and shall establish the order
14 of recognition for questioning in such a manner as not to disadvantage the members of the
15 majority nor the members of the minority. The Chairman may accomplish this by recognizing
16 two majority members for each minority member recognized.

17 (f) **PROCEDURES FOR QUESTIONS.**—

18 (1) **IN GENERAL.**—A Committee member may question a witness at a hearing—

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

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

23 A member shall be limited in his or her remarks to the subject matter under consideration.

24 The Chairman shall enforce this subparagraph.

25 (2) **EXTENDED QUESTIONING OF WITNESSES BY MEMBERS.**—The Chairman of the
26 Committee or a subcommittee, with the concurrence of the ranking minority member, or
27 the Committee or subcommittee by motion, may permit a specified number of its
28 members to question a witness for longer than 5 minutes. The time for extended
29 questioning of a witness under this subdivision shall be equal for the majority party and
30 minority party and may not exceed one hour in the aggregate.

1 (3) **EXTENDED QUESTIONING OF WITNESSES BY STAFF.**—The Chairman of the
2 Committee or a subcommittee, with the concurrence of the ranking minority member, or
3 the Committee or subcommittee by motion, may permit committee staff for its majority
4 and minority party members to question a witness for equal specified periods. The time
5 for extended questioning of a witness under this subdivision shall be equal for the
6 majority party and minority party and may not exceed one hour in the aggregate.

7 (4) **RIGHT TO QUESTION WITNESSES FOLLOWING EXTENDED QUESTIONING.**—Nothing
8 in subparagraph (2) or (3) affects the right of a Member (other than a Member designated
9 under subparagraph (2)) to question a witness for 5 minutes in accordance with
10 subparagraph (1)(B) after the questioning permitted under subparagraph (2) or (3).

11 (g) **ADDITIONAL HEARING PROCEDURES.**—Clause 2(k) of Rule XI of the Rules of the House
12 (relating to additional rules for hearings) applies to hearings of the Committee and its
13 subcommittees.

14 **RULE VII. PROCEDURES FOR REPORTING BILLS, RESOLUTIONS, AND** 15 **REPORTS**

16 (a) **FILING OF REPORTS.**—

17 (1) **IN GENERAL.**—The Chairman of the Committee shall report promptly to the House
18 any measure or matter approved by the Committee and take necessary steps to bring the
19 measure or matter to a vote.

20 (2) **REQUESTS FOR REPORTING.**—The report of the Committee on a measure or matter
21 which has been approved by the Committee shall be filed within 7 calendar days
22 (exclusive of days on which the House is not in session) after the day on which there has
23 been filed with the clerk of the Committee a written request, signed by a majority of the
24 members of the Committee, for the reporting of that measure or matter. Upon the filing of
25 any such request, the clerk of the Committee shall transmit immediately to the Chairman
26 of the Committee notice of the filing of that request.

27 (b) **QUORUM; RECORD VOTES.**—

28 (1) **QUORUM.**—No measure, matter, or recommendation shall be reported from the
29 Committee unless a majority of the Committee was actually present.

1 (2) **RECORD VOTES.**—With respect to each record vote on a motion to report any measure
2 or matter of a public character, and on any amendment offered to the measure or matter,
3 the total number of votes cast for and against, and the names of those members voting for
4 and against, shall be included in the Committee report on the measure or matter.

5 (c) **REQUIRED MATTERS.**—The report of the Committee on a measure or matter which has been
6 approved by the Committee shall include the items required to be included by clauses 2(c) and 3
7 of Rule XIII of the Rules of the House.

8 (d) **ADDITIONAL VIEWS.**—If, at the time of approval of any measure or matter by the
9 Committee, any member of the Committee gives notice of intention to file supplemental,
10 minority, or additional views, that member shall be entitled to not less than two additional
11 calendar days after the day of such notice (excluding Saturdays, Sundays, and legal holidays) in
12 which to file such views in accordance with clause 2(l) of Rule XI of the Rules of the House.

13 (e) **ACTIVITIES REPORT.**—

14 (1) **IN GENERAL.**—Not later than the 30th day after June 1 and December 1, the
15 Committee shall submit to the House a semiannual report on the activities of the
16 Committee.

17 (2) **CONTENTS.**—The report shall include—

18 (A) separate sections summarizing the legislative and oversight activities of the
19 Committee under Rules X and XI of the Rules of the House during the applicable
20 period;

21 (B) in the case of the first such report, a summary of the oversight plans submitted
22 by the Committee under clause 2(d) of Rule X of the Rules of the House;

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

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

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

29 (3) **SECOND AND FOURTH REPORTS.**—After an adjournment sine die of a regular session
30 of a Congress, or after December 15, whichever occurs first, the Chairman may file the

1 second or fourth semiannual report described in subparagraph (1) with the Clerk of the
2 House at any time and without approval of the Committee, provided that—

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

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

7 **(f) OTHER COMMITTEE MATERIALS.—**

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

15 (2) **DOCUMENTS CONTAINING VIEWS OTHER THAN MEMBER VIEWS.**—A Committee or
16 subcommittee document containing views other than those of members of the Committee
17 or subcommittee shall not be published without approval of the Committee or
18 subcommittee.

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

25 (4) **COMPILATIONS OF LAWS.**—To the maximum extent practicable, the Committee shall
26 publish a compilation of laws under the jurisdiction of each subcommittee.

27 **(g) AVAILABILITY OF PUBLICATIONS.**—Pursuant to clause 2(e)(4) of Rule XI of the Rules of the
28 House, the Committee shall make its publications available in electronic form to the maximum
29 extent feasible.

1 delivered to the offices of all members of the Committee at least 48 hours before the meeting,
2 unless the Chairman determines that the matter is of such urgency that it should be given early
3 consideration. Where practicable, such matters shall be accompanied by a comparison with
4 present law and a section-by-section analysis.

5 **RULE X. REFERRAL OF LEGISLATION TO SUBCOMMITTEES**

6 (a) **GENERAL REQUIREMENT.**—Except where the Chairman of the Committee determines, in
7 consultation with the majority members of the Committee, that consideration is to be by the full
8 Committee, each bill, resolution, investigation, or other matter which relates to a subject listed
9 under the jurisdiction of any subcommittee established in Committee Rule VIII referred to or
10 initiated by the full Committee shall be referred by the Chairman to all subcommittees of
11 appropriate jurisdiction within two weeks. All bills shall be referred to the subcommittee of
12 proper jurisdiction without regard to whether the author is or is not a member of the
13 subcommittee.

14 (b) **RECALL FROM SUBCOMMITTEE.**—A bill, resolution, or other matter referred to a
15 subcommittee in accordance with this rule may be recalled therefrom at any time by a vote of a
16 majority of the members of the Committee voting, a quorum being present, for the Committee's
17 direct consideration or for reference to another subcommittee.

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

24 **RULE XI. RECOMMENDATION OF CONFEREES**

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

RULE XII. OVERSIGHT

1
2 (a) **PURPOSE.**—The Committee shall carry out oversight responsibilities as provided in this rule
3 in order to assist the House in—

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

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

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

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

11 (b) **OVERSIGHT PLAN.**—Not later than February 15 of the first session of each Congress, the
12 Committee shall adopt its oversight plan for that Congress in accordance with clause 2(d)(1) of
13 Rule X of the Rules of the House.

14 (c) **REVIEW OF LAWS AND PROGRAMS.**—The Committee and the appropriate subcommittees
15 shall cooperatively review and study, on a continuing basis, the application, administration,
16 execution, and effectiveness of those laws, or parts of laws, the subject matter of which is within
17 the jurisdiction of the Committee, and the organization and operation of the Federal agencies and
18 entities having responsibilities in or for the administration and execution thereof, in order to
19 determine whether such laws and the programs thereunder are being implemented and carried
20 out in accordance with the intent of the Congress and whether such programs should be
21 continued, curtailed, or eliminated. In addition, the Committee and the appropriate
22 subcommittees shall cooperatively review and study any conditions or circumstances which may
23 indicate the necessity or desirability of enacting new or additional legislation within the
24 jurisdiction of the Committee (whether or not any bill or resolution has been introduced with
25 respect thereto), and shall on a continuing basis undertake future research and forecasting on
26 matters within the jurisdiction of the Committee.

27 (d) **REVIEW OF TAX POLICIES.**—The Committee and the appropriate subcommittees shall
28 cooperatively review and study on a continuing basis the impact or probable impact of tax
29 policies affecting subjects within the jurisdiction of the Committee.

RULE XIV. RECORDS

1
2 (a) **KEEPING OF RECORDS.**—The Committee shall keep a complete record of all Committee
3 action which shall include—

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

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

8 (b) **PUBLIC INSPECTION.**—The result of each such record vote shall be made available by the
9 Committee for inspection by the public at reasonable times in the offices of the Committee.

10 Information so available for public inspection shall include a description of the amendment,
11 motion, order, or other proposition and the name of each member voting for and each member
12 voting against such amendment, motion, order, or proposition, and the names of those members
13 present but not voting.

14 (c) **PROPERTY OF THE HOUSE.**—All Committee hearings, records, data, charts, and files shall be
15 kept separate and distinct from the congressional office records of the member serving as
16 Chairman of the Committee; and such records shall be the property of the House and all
17 members of the House shall have access thereto.

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

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

RULE XV. COMMITTEE BUDGETS

28
29 (a) **BIENNIAL BUDGET.**—The Chairman, in consultation with the chairman of each
30 subcommittee, the majority members of the Committee, and the minority members of the

1 Committee, shall, for each Congress, prepare a consolidated Committee budget. Such budget
2 shall include necessary amounts for staff personnel, necessary travel, investigation, and other
3 expenses of the Committee.

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

7 (c) **TRAVEL REQUESTS.**—The Chairman or any chairman of a subcommittee may initiate
8 necessary travel requests as provided in Committee Rule XVII within the limits of the
9 consolidated budget as approved by the House and the Chairman may execute necessary
10 vouchers thereof.

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

17 **RULE XVI. COMMITTEE STAFF**

18 (a) **APPOINTMENT BY CHAIRMAN.**—The Chairman shall appoint and determine the
19 remuneration of, and may remove, the employees of the Committee not assigned to the minority.
20 The staff of the Committee not assigned to the minority shall be under the general supervision
21 and direction of the Chairman, who shall establish and assign the duties and responsibilities of
22 such staff members and delegate such authority as he or she determines appropriate.

23 (b) **APPOINTMENT BY RANKING MINORITY MEMBER.**—The ranking minority member of the
24 Committee shall appoint and determine the remuneration of, and may remove, the staff assigned
25 to the minority within the budget approved for such purposes. The staff assigned to the minority
26 shall be under the general supervision and direction of the ranking minority member of the
27 Committee who may delegate such authority as he or she determines appropriate.

28 (c) **INTENTION REGARDING STAFF.**—It is intended that the skills and experience of all members
29 of the Committee staff shall be available to all members of the Committee.

30 **RULE XVII. TRAVEL OF MEMBERS AND STAFF**

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

10 (1) The purpose of the travel.

11 (2) The dates during which the travel is to be made and the date or dates of the event for
12 which the travel is being made.

13 (3) The location of the event for which the travel is to be made.

14 (4) The names of members and staff seeking authorization.

15 (b) **SUBCOMMITTEE TRAVEL.**—In the case of travel of members and staff of a subcommittee to
16 hearings, meetings, conferences, and investigations involving activities or subject matter under
17 the legislative assignment of such subcommittee, prior authorization must be obtained from the
18 subcommittee chairman and the Chairman. Such prior authorization shall be given by the
19 Chairman only upon the representation by the chairman of such subcommittee in writing setting
20 forth those items enumerated in subparagraphs (1), (2), (3), and (4) of paragraph (a) and that
21 there has been a compliance where applicable with Committee Rule VI.

22 (c) **TRAVEL OUTSIDE THE UNITED STATES.**—

23 (1) **IN GENERAL.**—In the case of travel outside the United States of members and staff of
24 the Committee or of a subcommittee for the purpose of conducting hearings,
25 investigations, studies, or attending meetings and conferences involving activities or
26 subject matter under the legislative assignment of the Committee or pertinent
27 subcommittee, prior authorization must be obtained from the Chairman, or, in the case of
28 a subcommittee from the subcommittee chairman and the Chairman. Before such
29 authorization is given there shall be submitted to the Chairman, in writing, a request for
30 such authorization. Each request, which shall be filed in a manner that allows for a

1 reasonable period of time for review before such travel is scheduled to begin, shall
2 include the following:

3 (A) The purpose of the travel.

4 (B) The dates during which the travel will occur.

5 (C) The names of the countries to be visited and the length of time to be spent in
6 each.

7 (D) An agenda of anticipated activities for each country for which travel is
8 authorized together with a description of the purpose to be served and the areas of
9 Committee jurisdiction involved.

10 (E) The names of members and staff for whom authorization is sought.

11 (2) **INITIATION OF REQUESTS.**—Requests for travel outside the United States may be
12 initiated by the Chairman or the chairman of a subcommittee (except that individuals may
13 submit a request to the Chairman for the purpose of attending a conference or meeting)
14 and shall be limited to members and permanent employees of the Committee.

15 (d) **REPORTS BY MEMBERS AND STAFF.**—Within 15 legislative days from the conclusion of any
16 hearing, investigation, study, meeting, or conference for which travel has been authorized
17 pursuant to this rule, each member and staff member involved in such travel shall submit a
18 written report to the Chairman covering the activities and other pertinent observations or
19 information gained as a result of such travel.

20 (e) **APPLICABILITY OF LAWS, RULES, POLICIES.**—Members and staff of the Committee
21 performing authorized travel on official business shall be governed by applicable laws,
22 resolutions, or regulations of the House and of the Committee on House Administration
23 pertaining to such travel, and by the travel policy of the Committee.