

**Rules of the Committee on Transportation
and Infrastructure
United States House of Representatives
108th Congress
(Adopted February 12, 2003)**

1 **RULE I. GENERAL PROVISIONS.**

2 (a) **APPLICABILITY OF HOUSE RULES.—**

3 (1) **IN GENERAL.—**The Rules of the House are
4 the rules of the Committee and its subcommittees so
5 far as applicable, except that a motion to recess
6 from day to day, and a motion to dispense with the
7 first reading (in full) of a bill or resolution, if print-
8 ed copies are available, are non-debatable privileged
9 motions in the Committee and its subcommittees.

10 (2) **SUBCOMMITTEES.—**Each subcommittee is
11 part of the Committee, and is subject to the author-
12 ity and direction of the Committee and its rules so
13 far as applicable.

14 (3) **INCORPORATION OF HOUSE RULE ON COM-
15 MITTEE PROCEDURE.—**Rule XI of the Rules of the
16 House, which pertains entirely to Committee proce-
17 dure, is incorporated and made a part of the rules
18 of the Committee to the extent applicable.

19 (b) **PUBLICATION OF RULES.—**The Committee's
20 rules shall be published in the Congressional Record not



1 later than 30 days after the Committee is elected in each
2 odd-numbered year.

3 (c) VICE CHAIRMAN.—The Chairman shall appoint a
4 vice chairman of the Committee and of each sub-
5 committee. If the Chairman of the Committee or sub-
6 committee is not present at any meeting of the Committee
7 or subcommittee, as the case may be, the vice chairman
8 shall preside. If the vice chairman is not present, the rank-
9 ing member of the majority party on the Committee or
10 subcommittee who is present shall preside at that meeting.

11 **RULE II. REGULAR, ADDITIONAL, AND SPECIAL MEETINGS.**

12 (a) REGULAR MEETINGS.—

13 (1) IN GENERAL.—Regular meetings of the
14 Committee shall be held on the first Wednesday of
15 every month to transact its business unless such day
16 is a holiday, or the House is in recess or is ad-
17 journed, in which case the Chairman shall determine
18 the regular meeting day of the Committee for that
19 month.

20 (2) NOTICE.—The Chairman shall give each
21 member of the Committee, as far in advance of the
22 day of the regular meeting as the circumstances
23 make practicable, a written notice of such meeting
24 and the matters to be considered at such meeting.



1 (3) CANCELLATION OR DEFERRAL.—If the
2 Chairman believes that the Committee will not be
3 considering any bill or resolution before the full
4 Committee and that there is no other business to be
5 transacted at a regular meeting, the meeting may be
6 canceled or it may be deferred until such time as,
7 in the judgment of the Chairman, there may be mat-
8 ters which require the Committee's consideration.

9 (4) APPLICABILITY.—This paragraph shall not
10 apply to meetings of any subcommittee.

11 (b) ADDITIONAL MEETINGS.—The Chairman may
12 call and convene, as he or she considers necessary, addi-
13 tional meetings of the Committee for the consideration of
14 any bill or resolution pending before the Committee or for
15 the conduct of other committee business. The Committee
16 shall meet for such purpose pursuant to the call of the
17 Chairman.

18 (c) SPECIAL MEETINGS.—If at least three members
19 of the Committee desire that a special meeting of the Com-
20 mittee be called by the Chairman, those members may file
21 in the offices of the Committee their written request to
22 the Chairman for that special meeting. Such request shall
23 specify the measure or matter to be considered. Imme-
24 diately upon the filing of the request, the clerk of the Com-
25 mittee shall notify the Chairman of the filing of the re-



1 quest. If, within 3 calendar days after the filing of the
2 request, the Chairman does not call the requested special
3 meeting to be held within 7 calendar days after the filing
4 of the request, a majority of the members of the Com-
5 mittee may file in the offices of the Committee their writ-
6 ten notice that a special meeting of the Committee will
7 be held, specifying the date and hour thereof, and the
8 measure or matter to be considered at that special meet-
9 ing. The Committee shall meet on that date and hour. Im-
10 mediately upon the filing of the notice, the clerk of the
11 Committee shall notify all members of the Committee that
12 such meeting will be held and inform them of its date and
13 hour and the measure or matter to be considered; and only
14 the measure or matter specified in that notice may be con-
15 sidered at that special meeting.

16 (d) PROHIBITION ON SITTING DURING JOINT SES-
17 SION.—The Committee may not sit during a joint session
18 of the House and Senate or during a recess when a joint
19 meeting of the House and Senate is in progress.

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

21 (a) OPEN MEETINGS.—Each meeting for the trans-
22 action of business, including the markup of legislation,
23 and each hearing of the Committee or a subcommittee
24 shall be open to the public, except as provided by clause
25 2(g) of Rule XI of the Rules of the House.



1 (b) MEETINGS TO BEGIN PROMPTLY.—Each meet-
2 ing or hearing of the Committee shall begin promptly at
3 the time so stipulated in the public announcement of the
4 meeting or hearing.

5 (c) ADDRESSING THE COMMITTEE.—A Committee
6 member may address the Committee or a subcommittee
7 on any bill, motion, or other matter under consideration—

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

10 (2) only for 5 minutes until such time as each
11 member of the Committee or subcommittee who so
12 desires has had an opportunity to address the Com-
13 mittee or subcommittee.

14 A member shall be limited in his or her remarks to the
15 subject matter under consideration. The Chairman shall
16 enforce this subparagraph.

17 (d) PARTICIPATION OF MEMBERS IN SUBCOMMITTEE
18 MEETINGS AND HEARINGS.—All members of the Com-
19 mittee who are not members of a particular Subcommittee
20 may, by unanimous consent of the members of such Sub-
21 committee, participate in any subcommittee meeting or
22 hearing. However, a member who is not a member of the
23 Subcommittee may not vote on any matter before the Sub-
24 committee, be counted for purposes of establishing a
25 quorum, or raise points of order.



1 (e) BROADCASTING.—Whenever a meeting for the
2 transaction of business, including the markup of legisla-
3 tion, or a hearing is open to the public, that meeting or
4 hearing shall be open to coverage by television, radio, and
5 still photography in accordance with clause 4 of Rule XI
6 of the Rules of the House. Operation and use of any Com-
7 mittee internet broadcast system shall be fair and non-
8 partisan and in accordance with clause 4(b) of Rule XI
9 of the Rules of the House and all other applicable rules
10 of the Committee and the House.

11 (f) ACCESS TO THE DAIS AND LOUNGES.—Access to
12 the hearing rooms' daises and to the lounges adjacent to
13 the Committee hearing rooms shall be limited to Members
14 of Congress and employees of Congress during a meeting
15 or hearing of the Committee unless specifically permitted
16 by the Chairman or ranking minority member.

17 (g) USE OF CELLULAR TELEPHONES.—The use of
18 cellular telephones in the Committee hearing room is pro-
19 hibited during a meeting or hearing of the Committee.

20 **RULE IV. POWER TO SIT AND ACT; POWER TO CONDUCT IN-**
21 **VESTIGATIONS; OATHS; SUBPOENA POWER.**

22 (a) AUTHORITY TO SIT AND ACT.—For the purpose
23 of carrying out any of its functions and duties under Rules
24 X and XI of the Rules of the House, the Committee and



1 each of its subcommittees, is authorized (subject to para-
2 graph (d)(1))—

3 (1) to sit and act at such times and places with-
4 in the United States whether the House is in ses-
5 sion, has recessed, or has adjourned and to hold
6 such hearings; and

7 (2) to require, by subpoena or otherwise, the at-
8 tendance and testimony of such witnesses and the
9 production of such books, records, correspondence,
10 memorandums, papers, and documents, as it deems
11 necessary.

12 (b) AUTHORITY TO CONDUCT INVESTIGATIONS.—

13 (1) IN GENERAL.—The Committee is author-
14 ized at any time to conduct such investigations and
15 studies as it may consider necessary or appropriate
16 in the exercise of its responsibilities under Rule X of
17 the Rules of the House and (subject to the adoption
18 of expense resolutions as required by Rule X, clause
19 6 of the Rules of the House) to incur expenses (in-
20 cluding travel expenses) in connection therewith.

21 (2) MAJOR INVESTIGATIONS BY SUBCOMMIT-
22 TEES.—A subcommittee may not begin a major in-
23 vestigation without approval of a majority of such
24 subcommittee.



1 (c) OATHS.—The Chairman of the Committee, or any
2 member designated by the Chairman, may administer
3 oaths to any witness.

4 (d) ISSUANCE OF SUBPOENAS.—

5 (1) IN GENERAL.—A subpoena may be issued
6 by the Committee or subcommittee under paragraph
7 (a)(2) in the conduct of any investigation or activity
8 or series of investigations or activities, only when au-
9 thorized by a majority of the members voting, a ma-
10 jority being present. Such authorized subpoenas
11 shall be signed by the Chairman of the Committee
12 or by any member designated by the Committee. If
13 a specific request for a subpoena has not been pre-
14 viously rejected by either the Committee or sub-
15 committee, the Chairman of the Committee, after
16 consultation with the ranking minority member of
17 the Committee, may authorize and issue a subpoena
18 under paragraph (a)(2) in the conduct of any inves-
19 tigation or activity or series of investigations or ac-
20 tivities, and such subpoena shall for all purposes be
21 deemed a subpoena issued by the Committee. As
22 soon as practicable after a subpoena is issued under
23 this rule, the Chairman shall notify all members of
24 the Committee of such action.



1 (2) ENFORCEMENT.—Compliance with any sub-
2 poena issued by the Committee or subcommittee
3 under paragraph (a)(2) may be enforced only as au-
4 thorized or directed by the House.

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

14 **RULE V. QUORUMS AND RECORD VOTES; POSTPONEMENT**
15 **OF VOTES**

16 (a) WORKING QUORUM.—One-third of the members
17 of the Committee or a subcommittee shall constitute a
18 quorum for taking any action other than the closing of
19 a meeting pursuant to clauses 2(g) and 2(k)(5) of Rule
20 XI of the Rules of the House, the authorizing of a sub-
21 poena pursuant to paragraph (d) of Committee Rule IV,
22 the reporting of a measure or recommendation pursuant
23 to paragraph (b)(1) of Committee Rule VII, and the ac-
24 tions described in paragraphs (b), (c) and (d) of this rule.



1 (b) QUORUM FOR REPORTING.—A majority of the
2 members of the Committee or a subcommittee shall con-
3 stitute a quorum for the reporting of a measure or rec-
4 ommendation.

5 (c) APPROVAL OF CERTAIN MATTERS.—A majority
6 of the members of the Committee or a subcommittee shall
7 constitute a quorum for approval of a resolution con-
8 cerning any of the following actions:

9 (1) A prospectus for construction, alteration,
10 purchase or acquisition of a public building or the
11 lease of space as required by section 3307 of title
12 40, United States Code.

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

17 (3) Construction of a water resources develop-
18 ment project by the Corps of Engineers with an esti-
19 mated Federal cost not exceeding \$15,000,000 (sec-
20 tion 201 of the Flood Control Act of 1965).

21 (4) Deletion of water quality storage in a Fed-
22 eral reservoir project where the benefits attributable
23 to water quality are 15 percent or more but not
24 greater than 25 percent of the total project benefits



1 (section 65 of the Water Resources Development Act
2 of 1974).

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

7 (d) QUORUM FOR TAKING TESTIMONY.—Two mem-
8 bers of the Committee or subcommittee shall constitute
9 a quorum for the purpose of taking testimony and receiv-
10 ing evidence.

11 (e) RECORD VOTES.—A record vote may be de-
12 manded by one-fifth of the members present.

13 (f) POSTPONEMENT OF VOTES.—

14 (1) IN GENERAL.—In accordance with clause
15 2(h)(4) of Rule XI of the Rules of the House, the
16 Chairman of the Committee or a subcommittee,
17 after consultation with the ranking minority member
18 of the Committee or subcommittee, may—

19 (A) postpone further proceedings when a
20 record vote is ordered on the question of ap-
21 proving a measure or matter or on adopting an
22 amendment; and

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



1 (2) RESUMPTION OF PROCEEDINGS.—When
2 proceedings resume on a postponed question, not-
3 withstanding any intervening order for the previous
4 question, an underlying proposition shall remain
5 subject to further debate or amendment to the same
6 extent as when the question was postponed.

7 **RULE VI. HEARING PROCEDURES.**

8 (a) ANNOUNCEMENT OF HEARING.—The Chairman,
9 in the case of a hearing to be conducted by the Committee,
10 and the appropriate subcommittee chairman, in the case
11 of a hearing to be conducted by a subcommittee, shall
12 make public announcement of the date, place, and subject
13 matter of such hearing at least one week before the hear-
14 ing. If the Chairman or the appropriate subcommittee
15 chairman, as the case may be, with the concurrence of the
16 ranking minority member of the Committee or sub-
17 committee as appropriate, determines there is good cause
18 to begin the hearing sooner, or if the Committee or sub-
19 committee so determines by majority vote, a quorum being
20 present for the transaction of business, the Chairman shall
21 make the announcement at the earliest possible date. The
22 clerk of the Committee shall promptly notify the Daily Di-
23 gest Clerk of the Congressional Record as soon as possible
24 after such public announcement is made.



1 (b) WRITTEN STATEMENT; ORAL TESTIMONY.—So
2 far as practicable, each witness who is to appear before
3 the Committee or a subcommittee shall file with the clerk
4 of the Committee or subcommittee, at least 2 working
5 days before the day of his or her appearance, a written
6 statement of proposed testimony and shall limit his or her
7 oral presentation to a summary of the written statement.

8 (c) MINORITY WITNESSES.—When any hearing is
9 conducted by the Committee or any subcommittee upon
10 any measure or matter, the minority party members on
11 the Committee or subcommittee shall be entitled, upon re-
12 quest to the Chairman by a majority of those minority
13 members before the completion of such hearing, to call
14 witnesses selected by the minority to testify with respect
15 to that measure or matter during at least one day of hear-
16 ing thereon.

17 (d) SUMMARY OF SUBJECT MATTER.—Upon an-
18 nouncement of a hearing, to the extent practicable, the
19 Committee shall make available immediately to all mem-
20 bers of the Committee a concise summary of the subject
21 matter (including legislative reports and other material)
22 under consideration. In addition, upon announcement of
23 a hearing and subsequently as they are received, the
24 Chairman shall make available to the members of the



1 Committee any official reports from departments and
2 agencies on such matter.

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

16 (f) PROCEDURES FOR QUESTIONS.—

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

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

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



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

4 (2) EXTENDED QUESTIONING OF WITNESSES
5 BY MEMBERS.—The Chairman of the Committee or
6 a subcommittee, with the concurrence of the ranking
7 minority member, or the Committee or subcommittee
8 by motion, may permit a specified number of its
9 members to question a witness for longer than 5
10 minutes. The time for extended questioning of a wit-
11 ness under this subdivision shall be equal for the
12 majority party and minority party and may not ex-
13 ceed one hour in the aggregate.

14 (3) EXTENDED QUESTIONING OF WITNESSES
15 BY STAFF.—The Chairman of the Committee or a
16 subcommittee, with the concurrence of the ranking
17 minority member, or the Committee or subcommittee
18 by motion, may permit committee staff for its ma-
19 jority and minority party members to question a wit-
20 ness for equal specified periods. The time for ex-
21 tended questioning of a witness under this subdivi-
22 sion shall be equal for the majority party and minor-
23 ity party and may not exceed one hour in the aggre-
24 gate.



1 (4) RIGHT TO QUESTION WITNESSES FOL-
2 LOWING EXTENDED QUESTIONING.—Nothing in sub-
3 paragraph (2) or (3) affects the right of a Member
4 (other than a Member designated under subpara-
5 graph (2)) to question a witness for 5 minutes in ac-
6 cordance with subparagraph (1)(B) after the ques-
7 tioning permitted under subparagraph (2) or (3).

8 (g) ADDITIONAL HEARING PROCEDURES.—Clause
9 2(k) of Rule XI of the Rules of the House (relating to
10 additional rules for hearings) applies to hearings of the
11 Committee and its subcommittees.

12 **RULE VII. PROCEDURES FOR REPORTING BILLS, RESOLU-**
13 **TIONS, AND REPORTS.**

14 (a) FILING OF REPORTS.—

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

20 (2) REQUESTS FOR REPORTING.—The report of
21 the Committee on a measure or matter which has
22 been approved by the Committee shall be filed within
23 7 calendar days (exclusive of days on which the
24 House is not in session) after the day on which there
25 has been filed with the clerk of the Committee a



1 written request, signed by a majority of the mem-
2 bers of the Committee, for the reporting of that
3 measure or matter. Upon the filing of any such re-
4 quest, the clerk of the Committee shall transmit im-
5 mediately to the Chairman of the Committee notice
6 of the filing of that request.

7 (b) QUORUM; RECORD VOTES.—

8 (1) QUORUM.—No measure, matter, or rec-
9 ommendation shall be reported from the Committee
10 unless a majority of the Committee was actually
11 present.

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

19 (c) REQUIRED MATTERS.—The report of the Com-
20 mittee on a measure or matter which has been approved
21 by the Committee shall include the items required to be
22 included by clauses 2(c) and 3 of Rule XIII of the Rules
23 of the House.

24 (d) ADDITIONAL VIEWS.—If, at the time of approval
25 of any measure or matter by the Committee, any member



1 of the Committee gives notice of intention to file supple-
2 mental, minority, or additional views, that member shall
3 be entitled to not less than two additional calendar days
4 after the day of such notice (excluding Saturdays, Sun-
5 days, and legal holidays) in which to file such views in
6 accordance with clause 2(1) of Rule XI of the Rules of
7 the House.

8 (e) ACTIVITIES REPORT.—

9 (1) IN GENERAL.—The Committee shall submit
10 to the House, not later than January 2 of each odd-
11 numbered year, a report on the activities of the
12 Committee under Rules X and XI of the Rules of
13 the House during the Congress ending on January
14 3 of such year.

15 (2) CONTENTS.—Such report shall include sep-
16 arate sections summarizing the legislative and over-
17 sight activities of the Committee during that Con-
18 gress.

19 (3) OVERSIGHT SECTION.—The oversight sec-
20 tion of such report shall include a summary of the
21 oversight plans submitted by the Committee pursu-
22 ant to clause 2(d) of Rule X of the Rules of the
23 House, a summary of the actions taken and rec-
24 ommendations made with respect to each such plan,
25 and a summary of any additional oversight activities



1 undertaken by the Committee, and any recommenda-
2 tions made or actions taken thereon.

3 (f) OTHER COMMITTEE MATERIALS.—

4 (1) IN GENERAL.—All Committee and sub-
5 committee prints, reports, documents, or other mate-
6 rials, not otherwise provided for under this rule, that
7 purport to express publicly the views of the Com-
8 mittee or any of its subcommittees or members of
9 the Committee or its subcommittees shall be ap-
10 proved by the Committee or the subcommittee prior
11 to printing and distribution and any member shall
12 be given an opportunity to have views included as
13 part of such material prior to printing, release, and
14 distribution in accordance with paragraph (d) of this
15 rule.

16 (2) DOCUMENTS CONTAINING VIEWS OTHER
17 THAN MEMBER VIEWS.—A Committee or sub-
18 committee document containing views other than
19 those of members of the Committee or subcommittee
20 shall not be published without approval of the Com-
21 mittee or subcommittee.

22 (3) DISCLAIMER.—All Committee or sub-
23 committee reports printed pursuant to legislative
24 study or investigation and not approved by a major-
25 ity vote of the Committee or subcommittee, as ap-



1 (6) Subcommittee on Water Resources and En-
2 vironment (36 Members: 20 Majority and 16 Minor-
3 ity).

4 (b) **EX OFFICIO MEMBERS.**—The Chairman and
5 ranking minority member of the Committee shall serve as
6 ex officio voting members on each subcommittee.

7 (c) **RATIOS.**—On each subcommittee there shall be a
8 ratio of majority party members to minority party mem-
9 bers which shall be no less favorable to the majority party
10 than the ratio for the full Committee. In calculating the
11 ratio of majority party members to minority party mem-
12 bers, there shall be included the ex officio members of the
13 subcommittees.

14 **RULE IX. POWERS AND DUTIES OF SUBCOMMITTEES.**

15 (a) **AUTHORITY TO SIT.**—Each subcommittee is au-
16 thorized to meet, hold hearings, receive evidence, and re-
17 port to the full Committee on all matters referred to it
18 or under its jurisdiction. Subcommittee chairmen shall set
19 dates for hearings and meetings of their respective sub-
20 committees after consultation with the Chairman and
21 other subcommittee chairmen with a view toward avoiding
22 simultaneous scheduling of full Committee and sub-
23 committee meetings or hearings whenever possible.

24 (b) **CONSIDERATION BY COMMITTEE.**—Each bill, res-
25 olution, or other matter favorably reported by a sub-



1 committee shall automatically be placed upon the agenda
2 of the Committee. Any such matter reported by a sub-
3 committee shall not be considered by the Committee unless
4 it has been delivered to the offices of all members of the
5 Committee at least 48 hours before the meeting, unless
6 the Chairman determines that the matter is of such ur-
7 gency that it should be given early consideration. Where
8 practicable, such matters shall be accompanied by a com-
9 parison with present law and a section-by-section analysis.

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

11 (a) GENERAL REQUIREMENT.—Except where the
12 Chairman of the Committee determines, in consultation
13 with the majority members of the Committee, that consid-
14 eration is to be by the full Committee, each bill, resolution,
15 investigation, or other matter which relates to a subject
16 listed under the jurisdiction of any subcommittee estab-
17 lished in Committee Rule VIII referred to or initiated by
18 the full Committee shall be referred by the Chairman to
19 all subcommittees of appropriate jurisdiction within two
20 weeks. All bills shall be referred to the subcommittee of
21 proper jurisdiction without regard to whether the author
22 is or is not a member of the subcommittee.

23 (b) RECALL FROM SUBCOMMITTEE.—A bill, resolu-
24 tion, or other matter referred to a subcommittee in accord-
25 ance with this rule may be recalled therefrom at any time



1 by a vote of a majority of the members of the Committee
2 voting, a quorum being present, for the Committee's direct
3 consideration or for reference to another subcommittee.

4 (c) MULTIPLE REFERRALS.—In carrying out this
5 rule with respect to any matter, the Chairman may refer
6 the matter simultaneously to two or more subcommittees
7 for concurrent consideration or for consideration in se-
8 quence (subject to appropriate time limitations in the case
9 of any subcommittee after the first), or divide the matter
10 into two or more parts (reflecting different subjects and
11 jurisdictions) and refer each such part to a different sub-
12 committee, or make such other provisions as he or she con-
13 siderers appropriate.

14 **RULE XI. RECOMMENDATION OF CONFEREES.**

15 The Chairman of the Committee shall recommend to
16 the Speaker as conferees the names of those members (1)
17 of the majority party selected by the Chairman, and (2)
18 of the minority party selected by the ranking minority
19 member of the Committee. Recommendations of conferees
20 to the Speaker shall provide a ratio of majority party
21 members to minority party members which shall be no less
22 favorable to the majority party than the ratio for the Com-
23 mittee.



1 **RULE XII. OVERSIGHT.**

2 (a) PURPOSE.—The Committee shall carry out over-
3 sight responsibilities as provided in this rule in order to
4 assist the House in—

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

6 (A) the application, administration, execu-
7 tion, and effectiveness of the laws enacted by
8 the Congress; or

9 (B) conditions and circumstances which
10 may indicate the necessity or desirability of en-
11 acting new or additional legislation; and

12 (2) its formulation, consideration, and enact-
13 ment of such modifications or changes in those laws,
14 and of such additional legislation, as may be nec-
15 essary or appropriate.

16 (b) OVERSIGHT PLAN.—Not later than February 15
17 of the first session of each Congress, the Committee shall
18 adopt its oversight plans for that Congress in accordance
19 with clause 2(d)(1) of Rule X of the Rules of the House.

20 (c) REVIEW OF LAWS AND PROGRAMS.—The Com-
21 mittee and the appropriate subcommittees shall coopera-
22 tively review and study, on a continuing basis, the applica-
23 tion, administration, execution, and effectiveness of those
24 laws, or parts of laws, the subject matter of which is with-
25 in the jurisdiction of the Committee, and the organization
26 and operation of the Federal agencies and entities having



1 responsibilities in or for the administration and execution
2 thereof, in order to determine whether such laws and the
3 programs thereunder are being implemented and carried
4 out in accordance with the intent of the Congress and
5 whether such programs should be continued, curtailed, or
6 eliminated. In addition, the Committee and the appro-
7 priate subcommittees shall cooperatively review and study
8 any conditions or circumstances which may indicate the
9 necessity or desirability of enacting new or additional leg-
10 islation within the jurisdiction of the Committee (whether
11 or not any bill or resolution has been introduced with re-
12 spect thereto), and shall on a continuing basis undertake
13 future research and forecasting on matters within the ju-
14 risdiction of the Committee.

15 (d) REVIEW OF TAX POLICIES.—The Committee and
16 the appropriate subcommittees shall cooperatively review
17 and study on a continuing basis the impact or probable
18 impact of tax policies affecting subjects within the juris-
19 diction of the Committee.

20 **RULE XIII. REVIEW OF CONTINUING PROGRAMS; BUDGET**
21 **ACT PROVISIONS.**

22 (a) ENSURING ANNUAL APPROPRIATIONS.—The
23 Committee shall, in its consideration of all bills and joint
24 resolutions of a public character within its jurisdiction, en-
25 sure that appropriations for continuing programs and ac-



1 tivities of the Federal Government and the District of Co-
2 lumbia government will be made annually to the maximum
3 extent feasible and consistent with the nature, require-
4 ments, and objectives of the programs and activities in-
5 volved.

6 (b) REVIEW OF MULTI-YEAR APPROPRIATIONS.—
7 The Committee shall review, from time to time, each con-
8 tinuing program within its jurisdiction for which appro-
9 priations are not made annually in order to ascertain
10 whether such program could be modified so that appro-
11 priations therefore would be made annually.

12 (c) VIEWS AND ESTIMATES.—The Committee shall,
13 on or before February 25 of each year, submit to the Com-
14 mittee on the Budget—

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

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

24 (d) BUDGET ALLOCATIONS.—As soon as practicable
25 after a concurrent resolution on the budget for any fiscal



1 year is agreed to, the Committee (after consulting with
2 the appropriate committee or committees of the Senate)
3 shall subdivide any allocations made to it in the joint ex-
4 planatory statement accompanying the conference report
5 on such resolution, and promptly report such subdivisions
6 to the House, in the manner provided by section 302 of
7 the Congressional Budget Act of 1974.

8 (e) RECONCILIATION.—Whenever the Committee is
9 directed in a concurrent resolution on the budget to deter-
10 mine and recommend changes in laws, bills, or resolutions
11 under the reconciliation process, it shall promptly make
12 such determination and recommendations, and report a
13 reconciliation bill or resolution (or both) to the House or
14 submit such recommendations to the Committee on the
15 Budget, in accordance with the Congressional Budget Act
16 of 1974.

17 **RULE XIV. RECORDS.**

18 (a) KEEPING OF RECORDS.—The Committee shall
19 keep a complete record of all Committee action which shall
20 include—

21 (1) in the case of any meeting or hearing tran-
22 scripts, a substantially verbatim account of remarks
23 actually made during the proceedings, subject only
24 to technical, grammatical, and typographical correc-



1 tions authorized by the person making the remarks
2 involved; and

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

5 (b) PUBLIC INSPECTION.—The result of each such
6 record vote shall be made available by the Committee for
7 inspection by the public at reasonable times in the offices
8 of the Committee. Information so available for public in-
9 spection shall include a description of the amendment, mo-
10 tion, order, or other proposition and the name of each
11 member voting for and each member voting against such
12 amendment, motion, order, or proposition, and the names
13 of those members present but not voting.

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

20 (d) AVAILABILITY OF ARCHIVED RECORDS.—The
21 records of the Committee at the National Archives and
22 Records Administration shall be made available for public
23 use in accordance with Rule VII of the Rules of the House.
24 The Chairman shall notify the ranking minority member
25 of the Committee of any decision, pursuant to clause



1 3(b)(3) or clause 4(b) of such rule, to withhold a record
2 otherwise available, and the matter shall be presented to
3 the Committee for a determination on written request of
4 any member of the Committee.

5 (e) **AUTHORITY TO PRINT.**—The Committee is au-
6 thorized to have printed and bound testimony and other
7 data presented at hearings held by the Committee. All
8 costs of stenographic services and transcripts in connec-
9 tion with any meeting or hearing of the Committee shall
10 be paid as provided in clause 1(c) of Rule XI of the House.

11 **RULE XV. COMMITTEE BUDGETS.**

12 (a) **BIENNIAL BUDGET.**—The Chairman, in consulta-
13 tion with the chairman of each subcommittee, the majority
14 members of the Committee, and the minority members of
15 the Committee, shall, for each Congress, prepare a consoli-
16 dated Committee budget. Such budget shall include nec-
17 essary amounts for staff personnel, necessary travel, inves-
18 tigation, and other expenses of the Committee.

19 (b) **ADDITIONAL EXPENSES.**—Authorization for the
20 payment of additional or unforeseen Committee expenses
21 may be procured by one or more additional expense resolu-
22 tions processed in the same manner as set out herein.

23 (c) **TRAVEL REQUESTS.**—The Chairman or any
24 chairman of a subcommittee may initiate necessary travel
25 requests as provided in Committee Rule XVII within the



1 limits of the consolidated budget as approved by the
2 House and the Chairman may execute necessary vouchers
3 thereof.

4 (d) MONTHLY REPORTS.—Once monthly, the Chair-
5 man shall submit to the Committee on House Administra-
6 tion, in writing, a full and detailed accounting of all ex-
7 penditures made during the period since the last such ac-
8 counting from the amount budgeted to the Committee.
9 Such report shall show the amount and purpose of such
10 expenditure and the budget to which such expenditure is
11 attributed. A copy of such monthly report shall be avail-
12 able in the Committee office for review by members of the
13 Committee.

14 **RULE XVI. COMMITTEE STAFF.**

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

24 (b) APPOINTMENT BY RANKING MINORITY MEM-
25 BER.—The ranking minority member of the Committee



1 shall appoint and determine the remuneration of, and may
2 remove, the staff assigned to the minority within the budg-
3 et approved for such purposes. The staff assigned to the
4 minority shall be under the general supervision and direc-
5 tion of the ranking minority member of the Committee
6 who may delegate such authority as he or she determines
7 appropriate.

8 (c) INTENTION REGARDING STAFF.—It is intended
9 that the skills and experience of all members of the Com-
10 mittee staff shall be available to all members of the Com-
11 mittee.

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

13 (a) APPROVAL.—Consistent with the primary expense
14 resolution and such additional expense resolutions as may
15 have been approved, the provisions of this rule shall govern
16 travel of Committee members and staff. Travel to be reim-
17 bursed from funds set aside for the Committee for any
18 member or any staff member shall be paid only upon the
19 prior authorization of the Chairman. Travel shall be au-
20 thorized by the Chairman for any member and any staff
21 member in connection with the attendance of hearings
22 conducted by the Committee or any subcommittee and
23 meetings, conferences, and investigations which involve ac-
24 tivities or subject matter under the general jurisdiction of
25 the Committee. Before such authorization is given there



1 shall be submitted to the Chairman in writing the fol-
2 lowing:

3 (1) The purpose of the travel.

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

7 (3) The location of the event for which the trav-
8 el is to be made.

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

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

23 (c) TRAVEL OUTSIDE THE UNITED STATES.—

24 (1) IN GENERAL.—In the case of travel outside
25 the United States of members and staff of the Com-



1 mittee or of a subcommittee for the purpose of con-
2 ducting hearings, investigations, studies, or attend-
3 ing meetings and conferences involving activities or
4 subject matter under the legislative assignment of
5 the Committee or pertinent subcommittee, prior au-
6 thorization must be obtained from the Chairman, or,
7 in the case of a subcommittee from the sub-
8 committee chairman and the Chairman. Before such
9 authorization is given there shall be submitted to the
10 Chairman, in writing, a request for such authoriza-
11 tion. Each request, which shall be filed in a manner
12 that allows for a reasonable period of time for review
13 before such travel is scheduled to begin, shall include
14 the following:

15 (A) The purpose of the travel.

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

18 (C) The names of the countries to be vis-
19 ited and the length of time to be spent in each.

20 (D) An agenda of anticipated activities for
21 each country for which travel is authorized to-
22 gether with a description of the purpose to be
23 served and the areas of Committee jurisdiction
24 involved.



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

3 (2) INITIATION OF REQUESTS.—Requests for
4 travel outside the United States may be initiated by
5 the Chairman or the chairman of a subcommittee
6 (except that individuals may submit a request to the
7 Chairman for the purpose of attending a conference
8 or meeting) and shall be limited to members and
9 permanent employees of the Committee.

10 (3) REPORTS BY STAFF MEMBERS.—At the
11 conclusion of any hearing, investigation, study, meet-
12 ing, or conference for which travel has been author-
13 ized pursuant to this rule, each staff member in-
14 volved in such travel shall submit a written report
15 to the Chairman covering the activities and other
16 pertinent observations or information gained as a re-
17 sult of such travel.

18 (d) APPLICABILITY OF LAWS, RULES, POLICIES.—
19 Members and staff of the Committee performing author-
20 ized travel on official business shall be governed by appli-
21 cable laws, resolutions, or regulations of the House and
22 of the Committee on House Administration pertaining to
23 such travel, and by the travel policy of the Committee.

