

1 the members shall form a quorum for taking any action other than for which the presence of a
2 majority of the committee is otherwise required. If the chairman is not present at any meeting of
3 the committee or subcommittee, the ranking member of the majority party on the committee who
4 is present shall preside at that meeting.

5 (b) The chairman of the full committee may, at the request of a subcommittee chair,
6 make a temporary assignment of any member of the full committee to such subcommittee for the
7 purpose of constituting a quorum at and participating in any public hearing by such
8 subcommittee to be held outside of Washington, DC. Members appointed to such temporary
9 positions shall not be voting members. The chairman shall give reasonable notice of such
10 temporary assignment to the ranking minority members of the committee.

11 Rule 4 — Committee Reports

12 (a) Bills and resolutions approved by the full committee shall be reported by the chairman
13 pursuant to House Rule XIII, clauses 2- 4.

14 (b) A proposed investigative or oversight report shall not be considered in the committee
15 unless the proposed report has been available to the members of the committee for at least three
16 calendar days (excluding Saturdays, Sundays, and legal holidays, unless the House is in session
17 on such days) before consideration of such proposed report in the committee. If hearings have
18 been held on the matter reported upon, every reasonable effort shall be made to have such
19 hearings printed and available to the members of the committee before the consideration of the
20 proposed report in the committee.

21 (c) Every investigative or oversight report shall be approved by a majority vote of the
22 committee at a meeting at which a quorum is present. If at the time of approval of such a report

1 a member of the committee gives notice of intent to file supplemental, minority, or additional
2 views that member shall be entitled to file such views following House Rule XI, clause 2(l) and
3 Rule XIII, clause 3(a)(1).

4 (d) Only those investigative or oversight reports approved by a majority vote of the
5 committee may be ordered printed, unless otherwise required by the Rules of the House of
6 Representatives.

7 Rule 5 — Record Votes

8 (a) A record vote of the members may be had upon the request of any member upon
9 approval of a one-fifth vote of the members present.

10 (b) Pursuant to House Rule XI, clause 2 (h)(4), the chairman is authorized to postpone
11 further proceedings when a record vote is ordered on the question of approving a measure or
12 matter or on adopting an amendment and to resume proceedings on a postponed question at any
13 time after reasonable notice. When proceedings resume on a postponed question,
14 notwithstanding any intervening order for the previous question, an underlying proposition shall
15 remain subject to further debate or amendment to the same extent as when the question was
16 postponed. After consultation with the ranking minority member, the chairman shall take
17 reasonable steps to notify members on the resumption of proceedings on any postponed record
18 vote.

19 Rule 6 — Subcommittees; Referrals

20 (a) There shall be five standing subcommittees with appropriate party ratios. The
21 chairman shall assign members to the subcommittees. Minority party assignments shall

1 be made only with the concurrence of the ranking minority member. The subcommittees
2 shall have the following fixed jurisdictions:

3 (1) The Subcommittee on Federal Workforce, U.S. Postal Service and the Census
4 – Legislative jurisdiction over the federal civil service, the U.S. Postal Service, and the
5 Census Bureau;

6
7 (2) The Subcommittee on Government Operations – Legislative jurisdiction over
8 government management and accounting measures, the economy, efficiency, and
9 management of government operations and activities, procurement, federal property,
10 public information, including the Freedom of Information Act and Federal Advisory
11 Committee Act, federal records (including the National Archives and Records
12 Administration and the Presidential Records Act) federal information technology and
13 data standards, grant reform, the relationship between the federal government and states
14 and municipalities, including unfunded mandates;

15
16 (3) The Subcommittee on National Security – Oversight jurisdiction over
17 national security, homeland security, foreign operations, immigration, emergency
18 management, and criminal justice. The Subcommittee also has legislative jurisdiction
19 over drug policy;

20
21 (4) The Subcommittee on Economic Growth, Job Creation, and Regulatory
22 Affairs – Oversight jurisdiction over regulatory affairs, impediments to economic growth
23 and job creation, monetary policy, banking, infrastructure, and tax policy. The

1 Subcommittee also has legislative jurisdiction over federal paperwork reduction, data
2 quality, and the Office of Information and Regulatory Affairs; and

3
4 (5) The Subcommittee on Energy Policy, Health Care and Entitlements –
5 Oversight jurisdiction over federal health care policy, food and drug safety, energy
6 policy, solvency of federal entitlement programs.

7 (b) Bills, resolutions, and other matters shall be expeditiously referred by the chairman to
8 subcommittees for consideration or investigation in accordance with their fixed jurisdictions.

9 Where the subject matter of the referral involves the jurisdiction of more than one subcommittee
10 or does not fall within any previously assigned jurisdiction, the chairman shall refer the matter as
11 he may deem advisable. Bills, resolutions, and other matters referred to subcommittees may be
12 re-referred or discharged by the chairman when, in his judgment, the subcommittee is not able to
13 complete its work or cannot reach agreement therein.

14 (c) The chairman and the ranking minority member of the full committee shall be ex officio
15 members of all subcommittees. They are authorized to vote on subcommittee matters; but,
16 unless they are regular members of the subcommittee, they shall not be counted in determining a
17 subcommittee quorum other than a quorum for taking testimony.

18 Rule 7 — Subcommittee Scheduling

19 (a) Each subcommittee is authorized to meet, hold hearings, receive testimony, mark up
20 legislation, and report to the full committee on any measure or matter referred to it.

21 (b) No subcommittee may meet or hold a hearing at the same time as a meeting or
22 hearing of the full committee.

1 (c) The chair of each subcommittee shall set hearing and meeting dates only with the
2 approval of the full committee chairman with a view toward assuring the availability of meeting
3 rooms and avoiding simultaneous scheduling of committee meetings or hearings.

4 (d) Each subcommittee chair shall notify the chairman of any hearing plans at least two
5 weeks before the date of commencement of the hearings, including the date, place, subject
6 matter, and the names of witnesses, willing and unwilling, who would be called to testify,
7 including, to the extent the chair is advised thereof, witnesses whom the minority members may
8 request.

9 Rule 8 — Staff

10 (a) Except as otherwise provided by House Rule X, clauses 6, 7 and 9, the chairman of
11 the full committee shall have the authority to hire and discharge employees of the professional
12 and clerical staff of the committee.

13 (b) Except as otherwise provided by House Rule X, clauses 6, 7 and 9, the staff of the
14 committee shall be subject to the direction of the chairman of the full committee and shall
15 perform such duties as he or she may assign.

16 Rule 9 — Hearings

17 (a) A committee member may question witnesses only when recognized by the
18 chairman for that purpose. In accordance with House Rule XI, clause 2(j)(2), the five-minute
19 rule shall apply during the questioning of witnesses in a hearing. The chairman shall, so far as
20 practicable, recognize alternately based on seniority of those majority and minority members
21 present at the time the hearing was called to order and others based on their arrival at the hearing.
22 After that, additional time may be extended at the direction of the chairman.

1 (b) The chairman, with the concurrence of the ranking minority member, or the
2 committee by motion, may permit an equal number of majority and minority members to
3 question a witness for a specified, total period that is equal for each side and not longer than
4 thirty minutes for each side.

5 (c) The chairman, with the concurrence of the ranking minority member, or the
6 committee by motion, may permit committee staff of the majority and minority to question a
7 witness for a specified, total period that is equal for each side and not longer than thirty minutes
8 for each side.

9 (d) Nothing in paragraph (b) or (c) affects the rights of a member (other than a member
10 designated under paragraph (b)) to question a witness for 5 minutes in accordance with
11 paragraph (a) after the questioning permitted under paragraph (b) or (c). In any extended
12 questioning permitted under paragraph (b) or (c), the chairman shall determine how to allocate
13 the time permitted for extended questioning by majority members or majority committee staff,
14 and the ranking minority member shall determine how to allocate the time permitted for
15 extended questioning by minority members or minority committee staff. The chairman or the
16 ranking minority member, as applicable, may allocate the time for any extended questioning
17 permitted to staff under paragraph (c) to members.

18 (e) Hearings shall be conducted according to the procedures in House Rule XI, clause
19 2(k). All questions put to witnesses before the committee shall be relevant to the subject matter
20 before the Committee for consideration, and the chairman shall rule on the relevance of any
21 questions put to the witnesses.

1 (f) Witnesses appearing before the committee shall so far as practicable, submit written
2 statements at least 24 hours before their appearance. Witnesses appearing in a non-governmental
3 capacity shall include a curriculum vitae and a disclosure of the amount and source (by agency
4 and program) of each federal grant (or subgrant thereof) or contract (or subcontract thereof)
5 received during the current fiscal year or either of the two previous fiscal years, by the witness or
6 by an entity represented by the witness.

7 (g) The chairman or any member designated by the chairman may administer oaths to any
8 witness before the committee. All witnesses appearing in hearings may be administered the
9 following oath by the Chairman or his designee prior to receiving the testimony: ``Do you
10 solemnly swear or affirm that the testimony that you are about to give is the truth, the whole
11 truth, and nothing but the truth, so help you God?''.

12 Rule 10 – Committee Records, Open Meetings, Transparency

13 (a) The committee staff shall maintain in the committee offices a complete record of
14 committee actions from the current Congress including a record of the roll call votes taken at
15 committee business meetings. The original records, or true copies thereof, as appropriate, shall
16 be available for public inspection whenever the committee offices are open for public business.
17 The staff shall assure that such original records are preserved with no unauthorized alteration,
18 additions, or defacement.

19 (b) A stenographic record of all testimony shall be kept of public hearings and shall be
20 made available on such conditions as the chairman may prescribe.

21 (c) Meetings for the transaction of business and hearings of the committee shall be open
22 to the public or closed in accordance with the Rules of the House of Representatives.

1 (d) The chairman of the full committee shall maintain an official website on behalf of the
2 committee for the purpose of furthering the committee’s legislative and oversight
3 responsibilities, including communicating information about the Committee’s activities to
4 committee members and other members of the House. To the greatest extent practicable, the
5 chairman shall ensure that committee records are made available on the committee’s official
6 website in appropriate formats.

7 (e) The ranking minority member of the full committee is authorized to maintain a
8 similar official website on behalf of the committee minority for the same purpose, including
9 communicating information about the activities of the minority to committee members and other
10 members of the House.

11 Rule 11 — Audio and Visual Coverage of Committee Proceedings

12 (a) An open meeting or hearing of the committee may be covered, in whole or in part, by
13 television broadcast, radio broadcast, internet broadcast, and still photography, unless closed
14 subject to the provisions of House Rules. Any such coverage shall conform to the provisions of
15 House Rule XI, clause 4.

16 (b) Use of the Committee Broadcast System shall be fair and nonpartisan, and in
17 accordance with House Rule XI, clause 4(b), and all other applicable rules of the House of
18 Representatives and the Committee on Oversight and Government Reform. Members of the
19 committee shall have prompt access to a copy of coverage by the Committee Broadcast System,
20 to the extent that such coverage is maintained.

21 (c) Personnel providing coverage of an open meeting or hearing of the committee by
22 internet broadcast, other than through the Committee Broadcast System shall be currently

1 accredited to the Radio and Television Correspondents' Galleries. If the Committee Broadcast
2 System is not available, the chairman may, with the concurrence of the ranking minority
3 member, direct staff to provide coverage in a manner that is fair and nonpartisan and in
4 accordance with House Rule XI, clause 4.

5 Rule 12 — Additional Duties of Chairman

6 The chairman of the full committee shall:

7 (a) Make available to other committees the findings and recommendations resulting from
8 the investigations of the committee as required by House Rule X, clause 4(c)(2);

9 (b) Direct such review and studies on the impact or probable impact of tax policies
10 affecting subjects within the committee's jurisdiction as required by House Rule X, clause 2(c);

11 (c) Submit to the Committee on the Budget views and estimates required by House Rule
12 X, clause 4(f), and to file reports with the House as required by the Congressional Budget Act;

13 (d) Authorize and issue subpoenas as provided in House Rule XI, clause 2(m), in the
14 conduct of any investigation or activity or series of investigations or activities within the
15 jurisdiction of the Committee;

16 (e) Prepare, after consultation with the ranking minority member, a budget for the
17 Committee;

18 (f) Make any necessary technical and conforming changes to legislation reported by the
19 committee upon unanimous consent; and

20 (g) Offer motions under clause 1 of Rule XXII of the Rules of the House (motion to
21 request or agree to a conference) whenever the chairman considers it appropriate.

1 (d) The House and committee rules applicable to subcommittee meetings, hearings,
2 recommendations, and reports shall apply to the meetings, hearings, recommendations, and
3 reports of panels and task forces.

4 (e) No panel or task force so appointed shall continue in existence for more than six
5 months. A panel or task force so appointed may, upon the expiration of six months, be
6 reappointed by the chairman.

7 Rule 15 — Deposition Authority

8 (a) The chairman of the full committee, upon consultation with the ranking minority
9 member of the full committee, may order the taking of depositions, under oath and pursuant to
10 notice or subpoena.

11 (b) Notices for the taking of depositions shall specify the date, time, and place of
12 examination (if other than within the committee offices). Depositions shall be taken under oath
13 administered by a member or a person otherwise authorized to administer oaths.

14 (c) Consultation with the ranking minority member shall include three business days
15 notice before any deposition is taken. All members shall also receive three business days notice
16 that a deposition has been scheduled.

17 (d) Witnesses may be accompanied at a deposition by counsel to advise them of their
18 rights. No one may be present at depositions except members, committee staff designated by the
19 chairman or ranking minority member of the full committee, an official reporter, the witness, and
20 the witness's counsel. Observers or counsel for other persons, or for agencies under
21 investigation, may not attend.

22 (e) At least one member of the committee shall be present at each deposition taken by the
23 committee, unless the witness to be deposed agrees in writing to waive this requirement.

1 (f) A deposition shall be conducted by any member or staff attorney designated by the
2 chairman or ranking minority member. When depositions are conducted by committee staff
3 attorneys, there shall be no more than two committee staff attorneys permitted to question a
4 witness per round. One of the committee staff attorneys shall be designated by the chairman and
5 the other by the ranking minority member. Other committee staff members designated by the
6 chairman or ranking minority member may attend, but may not pose questions to the witness.

7 (g) Questions in the deposition shall be propounded in rounds, alternating between the
8 majority and minority. A single round shall not exceed 60 minutes per side, unless the members
9 or staff attorneys conducting the deposition agree to a different length of questioning. In each
10 round, a member or committee staff attorney designated by the chairman shall ask questions first,
11 and the member or committee staff attorney designated by the ranking minority member shall
12 ask questions second.

13 (h) Any objection made during a deposition must be stated concisely and in a non-
14 argumentative and non-suggestive manner. The witness may refuse to answer a question only to
15 preserve a privilege. When the witness has objected and refused to answer a question to preserve
16 a privilege, the full committee chairman may rule on any such objection after the deposition has
17 adjourned. If the chairman overrules any such objection and thereby orders a witness to answer
18 any question to which a privilege objection was lodged, such ruling shall be filed with the clerk
19 of the committee and shall be provided to the members and the witness no less than three days
20 before the reconvened deposition. If a member of the committee appeals in writing the ruling of
21 the chairman, the appeal shall be preserved for committee consideration. A deponent who refuses
22 to answer a question after being directed to answer by the chairman in writing may be subject to

1 sanction, except that no sanctions may be imposed if the ruling of the chairman is reversed on
2 appeal.

3 (i) Committee staff shall ensure that the testimony is either transcribed or electronically
4 recorded or both. If a witness's testimony is transcribed, the witness or the witness's counsel
5 shall be afforded an opportunity to review a copy. No later than five days thereafter, the witness
6 may submit suggested changes to the chairman. Committee staff may make any typographical
7 and technical changes.. Substantive changes, modifications, clarifications, or amendments to the
8 deposition transcript submitted by the witness must be accompanied by a letter signed by the
9 witness requesting the changes and a statement of the witness's reasons for each proposed
10 change. Any substantive changes, modifications, clarifications, or amendments shall be included
11 as an appendix to the transcript conditioned upon the witness signing the transcript.

12 (j) The individual administering the oath, if other than a member, shall certify on the
13 transcript that the witness was duly sworn. The transcriber shall certify that the transcript is a
14 true record of the testimony, and the transcript shall be filed, together with any electronic
15 recording, with the clerk of the Committee in Washington, DC. Depositions shall be considered
16 to have been taken in Washington, DC, as well as the location actually taken once filed there
17 with the clerk of the Committee for the Committee's use. The chairman and the ranking
18 minority member of the full committee shall be provided with a copy of the transcripts of the
19 deposition at the same time.

20 (k) The chairman and ranking minority member of the full committee shall consult
21 regarding the release of depositions. If either objects in writing to a proposed release of a
22 deposition or a portion thereof, the matter shall be promptly referred to the full committee for
23 resolution.

- 1 (l) A witness shall not be required to testify unless the witness has been provided with a
- 2 copy of the committee's rules.