

One Hundred Eighteenth  
Congress of the United States  
House of Representatives

COMMITTEE ON HOUSE ADMINISTRATION  
1309 LONGWORTH HOUSE OFFICE BUILDING  
WASHINGTON, D.C. 20515-6157  
(202) 225-8281 | CHA.HOUSE.GOV

**To: Members, Committee on House Administration**  
**From: Committee Staff**  
**Re: Full Committee Organizational Meeting**

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On **Thursday, February 2, 2023, at 9:30 a.m. E.T., in room 1310 of the Longworth House Office Building**, the Full Committee on House Administration will meet to formally organize. Brief descriptions of the resolutions to be considered during this meeting are below.

***Committee Resolution 118-1: Committee Rules***

The proposed Committee Rules establish internal governing rules for the Committee, which must comply with House Rules. They establish three subcommittees – Subcommittee on Elections, Subcommittee on Oversight, and Subcommittee on Modernization.

***Committee Resolution 118-2: Appointing Majority Members to Subcommittees***

This resolution names Majority Members to the three subcommittees. Laurel Lee (FL-15) will Chair the Subcommittee on Elections; Barry Loudermilk (GA-11) will Chair the Subcommittee on Oversight; Stephanie I. Bice (OK-05) will Chair the Subcommittee on Modernization.

***Committee Resolution 118-3: Appointing Minority Members to Subcommittees***

This resolution names Minority Members to the Subcommittee on Elections, Oversight and Modernization. X will serve as Ranking Member on the Subcommittee on Elections; X will serve as Ranking Member on the Subcommittee on Oversight; X will serve as Ranking Member on the Subcommittee on Modernization.

***Committee Resolution 118-4: Resolution to Adopt the Parking Policy for the 118th Congress***

At the beginning of each Congress, the Committee on House Administration adopts a House Parking Policy. The policy lays out parameters and standards for members and staff for parking on the House campus and a penalty structure for those who fail to adhere to the policy. House Parking Security within the Sergeant at Arms enforces the policy adopted by the Committee.

**Summary of Changes**

- In general, the policy was updated to remove process related items in order to keep it strictly a policy document.
- In general, the policy was updated to remove references to dated policy items rendered antiquated by the adoption of certain technologies. For example, references to requirements to submit changes to parking roster assignments via letter were replaced to reflect such changes may be made via the online parking portal.
- In general, the policy was updated to make it easier for members and staff to read and understand.
- The policy was updated to reflect a change in the taxable income exclusion amount to \$300 a month as set by the Internal Revenue Service. The policy was further updated to reflect a

change in the assessed fair market value of a reserved parking space on the House Campus to \$320 per month.

- The violation portion of the policy was changed to reduce the number of written warning violations from three to two. *NOTE: one courtesy violation is extended to all members and staffers per year prior to receiving written violations.*

***Committee Resolution 118-5: Resolution to Promulgate Regulations Regarding Mandatory Anti-Harassment and Anti-Discrimination Policies for House Offices***

Requires offices to establish anti-harassment and anti-discrimination policies including an appropriate reporting process to prevent, investigate, and correct harassment, discrimination, and retaliation in the workplace within 60 days of adoption.

***Committee Resolution 118-6: Resolution to Promulgate Regulations Regarding Displaying a Statement of Rights and Protections Provided to House Employees.***

Requires offices to post, within 30 days, a statement containing the rights and protections afforded to House employees under the *Congressional Accountability Act* of 1995.

**COMMITTEE ON HOUSE ADMINISTRATION**  
**118<sup>th</sup> CONGRESS**  
**A RESOLUTION**

**COMMITTEE RESOLUTION 118-01**

*Be it resolved*, that the Rules of the Committee on House Administration for the 118th Congress are hereby adopted, as follows

**Rules of the Committee on House Administration for the 118th Congress**

Rule 1—General Provisions

- (a) The Rules of the House of Representatives are the Rules of the Committee so far as applicable and are incorporated by reference as if set forth fully herein.
  - (1) Should changes be adopted by the House of Representatives to the Rules of the House of Representatives, such new version of the Rules of the House of Representatives shall immediately be incorporated by reference without intervening Committee action.
- (b) The Committee incorporates by reference all requirements imposed on the Committee by statute as if set forth fully herein.
  - (1) Should new or amended statutory requirements imposed on the Committee be adopted, such new or amended requirements shall be immediately incorporated by reference without intervening Committee action.
- (c) The following motions shall be privileged in the Committee and shall be decided without debate.
  - (1) A motion to recess from day to day, or to recess subject to the call of the Chairman (within 24 hours), shall be privileged; and
  - (2) A motion to dispense with the first reading (in full) of a bill or resolution shall be privileged if printed copies are available.
- (d) Each subcommittee is a part of the Committee and is subject to the authority and direction of the Committee and the Committee Rules, so far as applicable.

- (e) The Committee shall hold at least one hearing during each 120-day period following its organization on the topic of waste, fraud, abuse, or mismanagement in Government programs that it authorizes.
  - (1) Such hearings shall include a focus on the most egregious examples of waste, fraud, abuse, or mismanagement as documented by any report the Committee has received from a Federal Office of the Inspector General or the Comptroller of the United States.
- (f) The Committee shall hold at least one hearing during any session in which the Committee receives disclaimers of agency financial statements of any Federal agency that it authorizes or such disclaimers from representatives of any such agency.
- (g) The Committee shall hold at least one hearing on issues raised by reports issued by the Comptroller of the United States indicating that Federal programs or operations that the Committee authorizes are at high risk of waste, fraud, abuse, or mismanagement known as the “high-risk list” or the “high-risk series”.
- (h) The committee is authorized at any time to conduct such investigations and studies as it may consider necessary or appropriate in the exercise of its responsibilities under House Rule X, and, subject to the adoption of expense resolutions as required by Rule X, clause 6 of the Rules of the House of Representatives to incur expenses (including travel expenses) in connection therewith.
- (i) A proposed investigative or oversight report shall be considered as read in Committee if it has been available to the members of the Committee for at least 24 hours (excluding Saturdays, Sundays, or legal holidays except when the House is in session on such a day).
- (j) A report of an investigation or study conducted jointly by more than one committee may be filed jointly, provided that each of the committees complies independently with all requirements for approval and filing of the report.
- (k) After an adjournment *sine die* of the last regular session of a Congress, an investigative or oversight report may be filed with the Clerk of the House of Representatives at any time, provided that a member who gives timely notice of intention to file supplemental, minority, additional, or dissenting views shall be entitled to not fewer than seven calendar days in which to submit such views for inclusion in the report.
- (l) The Committee is authorized to have printed and bound testimony and other data presented at hearings held by the committee or as otherwise determined by the Chairman, and to make such information available to the public. All costs

of stenographic services and transcripts in connection with any meeting, hearing, or other activity of the Committee shall be paid from the applicable accounts of the House described in clause 1(k)(1) of Rule X of the Rules of the House of Representatives.

(m) The Committee shall submit to the House no later than January 2 of each odd-numbered year a report on the activities of the Committee pursuant to Rules X and XI of the of the Rules of the House of Representatives. Such report shall include

- (1) Separate sections summarizing the legislative and oversight activities of the Committee during the Congress;
  - (2) A summary of the authorization and oversight plans submitted by the Committee under clause 2(d) of Rule X of the Rules of the House of Representatives;
  - (3) A summary of the actions taken and recommendations made with respect to the authorization and oversight plans specified in subparagraph (2), above;
  - (4) A summary of any additional oversight activities undertaken by the Committee and any recommendations made or actions taken thereon;
  - (5) A delineation of any hearings held pursuant to clauses 2(n), 2(o), or 2 (p) of Rule XI of the Rules of the House of Representatives; and
  - (6) A list of hearings conducted with remote witness participation.
- (7) After an adjournment *sine die* of the last regular session of a Congress, or after December 15 of an even-numbered year, whichever occurs first, the Chairman may file this report with the Clerk of the House of Representatives at any time and without approval of the Committee, provided that
- i. A copy of the report has been available to each member of the Committee for at least seven calendar days; and
  - ii. The report includes any supplemental, minority, additional, or dissenting views submitted by a member of the Committee.

(n) The Committee's Rules shall be made publicly available in electronic form and published in the Congressional Record not later than 30 days after the Committee is organized in each odd-numbered year.

(o) Unless context clearly requires otherwise,

- (1) All words, phrases, and terms of art have the meanings given them in the U.S. Constitution or the Rules of the House of Representatives or, in the alternative, their meanings in usual congressional or parliamentary usage or daily usage.

- (2) “Chairman” means the member of the House of Representatives appointed by the Speaker to lead the Committee on House Administration or, when context requires, the member of the Committee appointed by the Chairman to lead a given subcommittee.
- (3) “Clerk” means the Clerk of the Committee. References to the Clerk of the House will be express.
- (4) “Committee” means the Committee on House Administration of the U.S. House of Representatives or, when context requires, a subcommittee of the Committee.
- (5) “Committee Rules” mean this document, as may be duly amended by the Committee.
- (6) “House of Representatives” or “House” means the U.S. House of Representatives.
- (7) “House Rules” means the Rules of the House of Representatives. When used in the singular, this refers to a specific provision of the Rules of the House of Representatives.

#### Rule 2—Regular and Special Meetings

- (a) The provisions of Rule 9 of these Committee Rules shall apply as applicable to hearings except as described below in this Rule 2.
- (b)
  - (1) The regular meeting date of the Committee on House Administration shall be the second Wednesday of every month when the House is in session in accordance with clause 2(b) of Rule XI of the Rules of the House of Representatives. If the House is not in session on the second Wednesday of the month, the regular meeting date shall be the third Wednesday of that month.
  - (2) Additional meetings may be called by the Chairman of the Committee as he deems necessary or at the request of a majority of the members of the Committee in accordance with clause 2(c) of Rule XI of the Rules of the House of Representatives.
  - (3) The determination of the business to be considered at each meeting shall be made by the Chairman in accordance with clause 2(c) of Rule XI of the Rules of the House of Representatives. A regularly scheduled meeting may be dispensed with, if, in the judgment of the Chair, there is no need for the meeting.
  - (4) To the extent practicable, the Chairman shall call to order promptly all scheduled meetings.

- (c) If the Chairman is not present at any meeting of the Committee, the ranking member of the majority party who is present shall preside at the meeting.
- (d)
  - (1) The Chairman shall make public announcement of the date, place, and subject matter of any meeting to be conducted on any measure or matter. Such meetings shall not commence earlier than the third calendar day (excluding Saturdays, Sundays, or legal holidays except when the House is in session on such a day) on which members of the Committee have notice thereof.
  - (2) If the Chairman, with the concurrence of the ranking minority member, determines that there is good cause to schedule or to begin sooner a meeting of the Committee (or if the Committee so determines by majority vote, a quorum being present), the Chair shall make the announcement at the earliest possible date. The announcement shall be made available publicly in electronic form and published in the Daily Digest.
- (e) The Chairman shall make available publicly in electronic form at least 24 hours before a meeting of the Committee the text of any legislation, resolution, regulation, or other document to be marked up, provided that the text of any legislation, resolution, regulation, or other document to be marked up at a hearing announced with fewer than 24 hours' notice pursuant to Rule 2(c) of the Rules of the Committee shall be made available publicly with such announcement.

### Rule 3—Open Meetings

- (a) As required by clause 2(g) of Rule XI of the Rules of the House of Representatives, each meeting for the transaction of business, including for the mark-up of legislation by the Committee, shall be open to the public except when the Committee in open session and with a quorum present determines by record vote that all or part of the remainder of the meeting on that day shall be closed to the public because disclosure of matters to be considered would endanger national security, would compromise sensitive law enforcement information, would tend to defame, degrade, or incriminate any person, or would otherwise violate any relevant law or the Rules of the House of Representatives.
- (b) No person other than members of the Committee and such congressional staff and such other persons as the Committee may authorize shall be present in any Committee meeting that has been closed to the public.
- (c) The Committee may vote by the same procedure described above in Paragraph (a) to close one subsequent day of hearing.

Rule 4—Records and Roll Calls

(a)

- (1) A record vote shall be held if requested by any member of the Committee.
- (2) The result of each record vote in any meeting of the Committee shall be available for inspection by the public at reasonable times at the Committee offices, including a description of the amendment, motion, order, or other proposition voted upon, the name of each member voting for and against such proposition, and a list of the members present but not voting.
- (3) The Chairman shall make available publicly in electronic form the record of the votes on any question on which a record vote is demanded not later than 48 hours after such vote is taken (excluding Saturdays, Sundays, or legal holidays except when the House is in session on such a day). Such record shall include a description of the amendment, motion, order, or other proposition voted upon, the name of each member voting for and against such proposition, and a list of the members present but not voting.
- (4) The Chairman shall make available publicly in electronic form the text of any amendment to a measure or matter adopted by the Committee not later than 24 hours after such amendment is adopted.

(b)

- (1) Subject to subparagraph (2), below, the Chairman may postpone further proceedings when a record vote is ordered on the question of approving any measure or matter or adopting an amendment. The Chair may resume proceedings on a postponed request at any time.
- (2) In exercising postponement authority under subparagraph (1), above, the Chairman shall take all reasonable steps necessary to notify members of the resumption of proceedings on any postponed record vote.
- (3) When proceedings resume on a postponed question, notwithstanding any intervening order for the previous question, an underlying proposition shall remain subject to further debate or amendment to the same extent as before the question was postponed.

(c) All Committee hearings, records, data, and files shall be kept separate and distinct from the congressional office records of the Chairman and shall constitute property of the House of Representatives and, pursuant to the Rules of the House of Representatives, all members of the House of Representatives shall have access thereto.

- (d) Committee records that are held at the National Archives shall be made available pursuant to Rule VII of the Rules of the House of Representatives. The Chairman shall notify the ranking minority member of any decision to withhold a record pursuant to such Rule for disposition upon written request of any Committee member.
- (e) To the maximum extent feasible, the Committee shall make its publications available in electronic form, keeping in mind the importance of accessibility standards and machine-readable formats to the Committee's openness and transparency goals.
- (f) Unless the Chairman, in consultation with the ranking minority member, deems it appropriate, the Committee shall not conduct business by poll.

Rule 5—Proxies and Remote Participation

- (a) No vote by any member of the Committee may be cast other than in person at the location where the Committee is sitting, including, but not limited to, through the use of a remote participation software platform, by proxy, or through other means.
- (b) Subject to Paragraph (c), below, and pursuant to Section 3(j) of H. Res. 5 and the regulations adopted by the Committee on Rules for the Remote Participation of Committee Witnesses, the Chairman may, with written approval from the Majority Leader, authorize a witness to appear remotely before the Committee, provided that
  - (1) such witness is appearing in a non-governmental capacity;
  - (2) such witness is not appearing in response to a subpoena (unless both the Chairman and the Majority Leader authorize such testimony in writing and publish their authorization in the Congressional Record);
  - (3) the testimony of such witness is necessary; and
  - (4) such witness is only available to participate if such authorization to appear remotely is granted due to extreme hardship or other exceptional circumstances.
- (5) Should such authorization be granted, the official record of the committee proceeding shall include
  - i. a letter from the chair detailing the necessity of allowing the witness to participate remotely;
  - ii. a description of why the witness could not participate in person;
  - iii. an explanation of why such testimony was necessary for purposes of fulfilling Congress' Article I responsibility; and

- iv. a letter from the Majority Leader approving such remote participation.
- (6) The witness should conduct a pre-hearing technology test with staff designated for this purpose by the Chairman to ensure that the witness will have sufficient internet access during the hearing and to minimize the possibility of any technical issues.
  - (7) Any text-based or private messaging function in the remote participation software platform must be disabled unless it is used to provide technical support to the witness. Such support conversations may be excluded from the public video stream and will not be considered a committee record.
  - (8) Only witnesses approved for remote participation may have participatory access on the remote participation software platform.
  - (9) A witness participating remotely should appear before a non-partisan, professionally appropriate background that is minimally distracting to members and to other witnesses to the greatest extent possible. The Chairman reserves the authority to enforce rules of decorum for all committee proceedings.
  - (10) A witness participating remotely shall be visible on-screen within the remote participation software platform until excused by the Chairman. Further, such witness must agree to remain on the remote participation software platform until excused by the Chairman.
  - (11) A witness participating remotely shall disclose to the Chairman and ranking minority member any additional individual(s) present with such witness but not visible on screen.
  - (12) Counsel for a witness participating remotely shall be allowed access to the remote participation software platform if they are not in the physical presence of such witness. It is recommended that counsel facilitate a separate secure line of communication with the witness. A witness may not be unmuted by any other individual and should be allowed to use such secure line of communication while testifying to confer with counsel.
  - (13) A witness may not allow an individual not invited to testify to speak on the platform. The Chairman may only provide an exception when the other individual is necessary to facilitate the witness's participation in the hearing (including for translation services).

- (14) The Chairman may not authorize remote participation by more than one witness at a committee hearing without the written approval of the Majority Leader published in the Congressional Record.
- (c) The regulations described in Paragraph (a), above, are incorporated by reference as if fully set forth herein. A copy of such regulations in effect as of the date of the Committee's adoption of these Rules is printed above solely for convenience but shall in no way control in the event of a conflict with the regulations adopted by the Committee on Rules. Further, should the Committee on Rules adopt changes to such regulations or new regulations pertaining to this subject matter, such regulations shall immediately and without intervening action be made part of the Committee Rules by this reference as if fully set forth herein, replacing the previous version. In such case, adoption by the Committee on Rules shall be sufficient notice to all members of the Committee of this change.

Rule 6—Power to Sit and Act; Subpoena Power

- (a) For the purpose of carrying out any of its functions and duties under Rules X and XI of the Rules of the House of Representatives, the Committee is authorized (subject to subparagraph (b)(1), below)
- (1) to sit and act at such times and places within the United States, whether the House is in session, has recessed, or has adjourned, and to hold such hearings as it considers necessary; and
  - (2) to require, by subpoena or otherwise, the attendance and testimony of such witnesses and/or the production of such books, records, correspondence, memoranda, papers, documents, and other materials, whether tangible or intangible, that the Committee deems necessary.
- (b) The Chairman or any member of the Committee designated by the Chairman, may administer oaths to any witnesses.
- (c)
- (1) A subpoena may be authorized and issued by the Chairman in accordance with clause 2(m) of Rule XI of the Rules of the House of Representatives in the conduct of any investigation or activity or series of investigations or activities within the jurisdiction of the Committee.
  - (2) Following authorization and issuance of such subpoena, the Chairman shall notify the ranking minority member and shall provide such member a full copy of the proposed subpoena, including any proposed document schedule, at that time.

- (3) A subpoena *duces tecum* may specify terms of return other than at a meeting or hearing the Committee.
- (4) The Committee may issue subpoenas for documents or testimony to any person or entity, whether governmental, public, or private, within the United States, including, but not limited to, the President, Vice President, whether current or former, in a personal or official capacity, as well as the White House, the Office of the President, the Executive Office of the President, and any individual currently or formerly employed in the White House, Office of the President, or Executive Office of the President.

#### Rule 7—Quorums

- (a) No measure or recommendation shall be reported to the House unless a majority of the Committee is actually present.
- (b) For purposes of taking any action other than reporting any measure, issuance of subpoena, closing meetings, promulgating Committee orders or regulations, or changing the Rules of the Committee, one-third of the members of the Committee actually present shall constitute a quorum.
- (c) For purposes of taking testimony and receiving evidence, two members actually present shall constitute a quorum.

#### Rule 8—Amendments

- (a) Any amendment offered to any pending legislation before Committee must be made available in written form. If such amendment is not available in written form, the Chairman will allow an appropriate period of time for the provision thereof.
- (b) In general, members of the Committee shall endeavor to submit all amendments electronically. If such amendment is not available in electronic form, the Chairman will allow an appropriate period of time for the creation thereof.
- (c) The general order of consideration of amendments shall be within the discretion of the Chairman. However, he shall endeavor to apply the following order of precedence in all cases unless circumstances, in his discretion, warrant otherwise:
  - (1) Amendments submitted in writing and electronically at least 24 hours before the Committee's consideration of the measure or matter.
  - (2) Amendments submitted in writing and electronically but fewer than 24 hours before the Committee's consideration of the measure or matter.

(3) Amendments submitted in writing but not electronically.

Rule 9—Hearing Procedures

- (a) The provisions of Rule 2 of the Committee Rules shall apply as applicable to hearings except as described below in this Rule 9.
- (b) The Chairman shall make public announcement of the date, time, place, and subject matter of any hearing to be conducted on any measure or matter at least seven days before the commencement of that hearing.
- (c) If the Chairman, with the concurrence of the ranking minority member, determines that there is good cause to schedule or to begin sooner a meeting of the Committee (or if the Committee so determines by majority vote, a quorum being present), the Chair shall make the announcement at the earliest possible date. The announcement shall be made available publicly in electronic form and published in the Daily Digest.
- (d) Pursuant to clause 2(j)(i) of Rule XI of the Rules of the House of Representatives, when any hearing is conducted by the Committee upon any measure or matter, the minority party members of the Committee, shall be entitled, upon request to the Chairman before the end of the hearing by a majority of those minority members actually present, to call witnesses selected by the minority to testify with respect to that measure or matter during at least one day of hearings thereon.
  - (1) Pursuant to Committee precedent, this requirement shall be fulfilled if the Chairman permits the minority members of the Committee to call at least one witness during at least one day of hearings on a measure or matter, even if the minority members of the Committee choose not to call a witness.
- (e) Any members of the Committee may have the privilege of sitting with any subcommittee during its hearings, meetings, or deliberations and may participate in such hearings, meetings, or deliberations, but except as provided in subparagraph (1), below, no member who is not a member of the subcommittee shall count for a quorum nor offer any motion or amendment or vote on any matter before the subcommittee.
  - (1) Except as described in subparagraph (i), below, the Chairman and the ranking minority member shall be *ex officio* members with voting privileges of each subcommittee for which they are not assigned as members and may be counted as members of each such subcommittee for the purposes of establishing a quorum.

- (i) This provision shall not apply to the Subcommittee on Modernization.
- (f) Except as provided below, members of the Committee may question a witness only when they have been recognized by the Chairman for that purpose, and only for a five-minute period until all members actually present have had an opportunity to question a witness.
  - (1) Pursuant to clause 2(j)(2)(B) of Rule XI of the Rules of the House of Representatives, the five-minute period for questioning a witness by any one member may be extended.
  - (2) Pursuant to Committee precedent, the Chair may decline to extend a member's time for questioning.
- (g) The Chairman shall establish a reasonable order for the questioning of witness by members of the Committee.
- (h) Pursuant to clause 2(j)(2)(C) of Rule XI of the Rules of the House of Representatives, Committee may adopt a motion permitting committee staff for its majority and minority party members to question a witness for equal specified periods. The time for extended questioning of a witness under this paragraph shall be equal for the majority party and the minority party and shall not exceed one hour in the aggregate.
- (i) Pursuant to clause 2(g)(C) of Rule XI of the Rules of the House of Representatives, a member of the House of Representatives may not be excluded from nonparticipatory attendance at a hearing of the Committee unless the House by majority vote authorizes the Committee to close certain proceedings to members of the House who are not members of the Committee.
- (j) All witnesses who appear before the Committee shall, to the extent practicable, submit in advance written statements of proposed testimony.
  - (1) Further, non-governmental witnesses shall also submit
    - (i) An accurate and up-to-date curriculum vitae;
    - (ii) A disclosure of any Federal grants or contracts or contracts, grants, or payments originating with a foreign government, in either case received during the past 36 months by the witness or by an entity represented by the witness and related to the subject matter of the hearing; and
      - 1. This disclosure shall include

- a. The amount and source of each Federal grant (or subgrant thereof) or contract (or subcontract thereof) related to the subject matter of the hearing; and
    - b. The amount and country of origin of any payment or contract related to the subject matter of the hearing originating with a foreign government.
  - (iii) A disclosure of whether the witness is a fiduciary (including, but not limited to, a director, officer, advisor, or resident agent) of any organization or entity that has an interest in the subject matter of the hearing.
- (2) Such submissions by non-governmental witnesses, with appropriate redactions to protect the privacy or security of the witness, shall be made available publicly in electronic form 24 hours before the witness appears to the extent practicable, but not later than one day after the witness appears.
- (k) All witnesses who appear before the Committee shall limit their initial presentations to the Committee to brief summaries of their testimony.
- (l) Pursuant to clause 5 of Rule XI of the Rules of the House of Representatives, the Chairman may, in his discretion, choose to cover reimburse witnesses who demonstrate extreme indigency or who would otherwise not be able to appear before the Committee for actual expenses of travel to or from the place of examination, provided that the witness is not local to the place of examination.
- (m) The following additional provisions shall apply to hearings of the Committee as applicable:
- (1) The Chairman shall announce in an opening statement the subject of a hearing's investigation.
  - (2) A copy of the Committee Rules and clause 2(k) of Rule XI of the Rules of the House of Representatives shall be made available to each witness.
  - (3) Witnesses at hearings may be accompanied by their own counsel for the purpose of advising them concerning their constitutional rights.
  - (4) The Chair may punish breaches of order and decorum and of breaches of professional ethics on the part of counsel by censure and exclusion from hearings. The Committee may cite the offender to the House for contempt.
  - (5) Whenever it is asserted by a member of the committee that the evidence or testimony at a hearing may tend to defame, degrade, or incriminate any person, or it is asserted by a witness that the evidence or testimony

that the witness would give at a hearing may tend to defame, degrade, or incriminate the witness—

- (i) Notwithstanding clause 2(g) of Rule XI of the Rules of the House of Representatives, such testimony or evidence shall be presented in executive session if, in the presence of at least two members actually present, the committee determines by majority vote that such evidence or testimony may tend to defame, degrade, or incriminate any person; and
- (ii) The committee shall proceed to receive such testimony in open session only if the committee, a majority being present, determines that such evidence or testimony will not tend to defame, degrade, or incriminate any person.

In either case, the committee shall afford such person an opportunity voluntarily to appear as a witness and receive and dispose of requests from such person to subpoena additional witnesses.

- (6) Except as provided in subparagraph (5), above, the Chairman shall receive and the Committee shall dispose of requests to subpoena additional witnesses.
- (7) Evidence or testimony taken in executive session and proceedings conducted in executive session may be released or used in public sessions only when authorized by the Committee, a majority being present.
- (8) In the discretion of the committee, witnesses may submit brief and pertinent sworn statements for inclusion in the record. The Committee is the sole judge of the pertinence of testimony and evidence adduced at its hearing.
- (9) A witness may obtain a transcript copy of the testimony such witness given at a public session or, if given at an executive session, when authorized by the Committee.

Rule 10—Procedures for Reporting Measures or Matters

- (a)
  - (1) The Chairman shall report or cause to be reported promptly to the House of Representatives any measure approved by the Committee and to take or cause to be taken all steps necessary to bring such measure to a vote.
  - (2) In any event, the Committee's report on a measure that has been approved by the Committee shall be filed within seven calendar days (excluding Saturdays, Sundays, or legal holidays except when the House

is in session on such a day) after the day on which there has been filed with the Clerk of the Committee a written request, signed by a majority of the members of the Committee, for the reporting of that measure. Upon the filing of any such request, the Clerk of the committee shall transmit immediately to the Chairman notice of the filing of such request.

(b)

(1) No measure or recommendation shall be reported to the House unless a majority of the Committee is actually present.

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

(c) The Committee's report on a measure or matter that has been approved by the Committee shall include the matters required by clause 3(c) of Rule XII of the Rules of the House of Representatives.

(d) If, at the time any measure or matter is ordered reported by the Committee, any member of the Committee gives notice of intention to file supplemental, minority, additional, or dissenting views, that member shall be entitled to no fewer than two additional calendar days (not to include Saturdays or Sundays or legal holidays unless the House is in session on such a day) to file such views in writing and signed by such member with the Clerk of the Committee. All such views so filed by one or more members of the Committee shall be included within and shall be part of the Committee's report on such measure or matter. The Committee's report with respect to such measure or matter shall be produced electronically and be printed in a single volume (unless practicality requires additional volumes) that

(1) Shall include all supplemental, minority, additional, or dissenting views as far as practicable in the form submitted by the time of the filing of the report; and

(2) Shall bear upon its cover a recital that any such supplemental, minority, additional, or dissenting views (and any material submitted under paragraph (c), above) are included as part of the report. This subparagraph does not preclude

i. The immediate filing or printing of a Committee report unless timely request for the opportunity to file supplemental, minority,

additional, or dissenting views has been made as provided in paragraph (c), above;

- ii. The filing of any supplemental report upon any measure or matter that may be required for the correction of any technical error in a previous report made by the Committee upon that measure or matter.

(3) Shall, when appropriate, contain the documents required by clause 3(e) of Rule XIII of the Rules of the House of Representatives.

- (e) The Chairman is directed to offer a motion under clause 1 of Rule XXII of the Rules of the House of Representatives whenever the Chairman considers it appropriate. The Chairman shall notify the ranking minority member of his decision.
- (f) If the Committee has held hearings on a measure or matter to be considered in the House, the Committee shall make every reasonable effort to have such hearings published and available to members of the House prior to such consideration.
- (g) The Chairman may designate any majority member of the Committee to manage time during the consideration of a bill or resolution by the House.

#### Rule 11—Committee Oversight

- (a) The Committee shall conduct oversight of matters within the jurisdiction of the Committee in accordance with clauses 2 and 4 of Rule X of the Rules of the House of Representatives.
- (b) Pursuant to clause 2(d) of Rule X of the Rules of the House of Representatives, the Committee shall no later than March 1 adopt at a meeting open to the public and with a quorum present its Authorization and Oversight plan for that Congress.

#### Rule 12—Review of Continuing Programs; Budget Act Provisions

- (a) The Committee shall, in its consideration of all bills and joint resolutions of public character within its jurisdiction, ensure that appropriation for continuing programs and activities of the Federal Government will be made annually to the maximum extent feasible and consistent with the nature, requirement, and objectives of the programs and activities involved.
- (b) The Committee shall review from time to time each continuing program within its jurisdictions for which appropriations are not made annually in order to

ascertain whether such program could be modified so that appropriations therefore would be made annually.

- (c) In accordance with clause 4(f)(1) of Rule X of the Rules of the House of Representatives, the Committee shall submit to the Committee on the Budget
  - (1) Its views and estimates with respect to all matters to be set forth in the concurrent resolution on the budget for the ensuing fiscal year that are within its jurisdiction or functions; and
  - (2) An estimate of the total amounts of new budget authority and budget outlays resulting therefrom, to be provided or authorized in all bills and resolutions within its jurisdiction that it intends to be effective during that fiscal year.
- (d) Whenever the Committee is directed in a concurrent resolution on the budget to determine and recommend changes in laws, bills, or resolutions under the reconciliation process, it shall promptly make such determination and recommendations and report a reconciliation bill or resolution (or both) to the House of Representatives or submit such recommendations to the Committee on the Budget in accordance with the Congressional Budget Act of 1974.

Rule 13—A *Transparent and Open Committee*

- (a) The Chairman shall maintain an official Committee website for the purpose of furthering the Committee’s legislative and oversight responsibilities and other activities, including communicating information about the Committee’s activities to members of the Committee, to other members of the House of Representatives, and to the public. The ranking minority member may maintain a similar website for the same purpose, including communicating information about the activities of the minority members to members of the Committee, to other members of the House of Representatives, and to the public.
- (b) The coverage of Committee proceedings shall be permitted and conducted only in strict conformity with the following:
  - (1) The purpose of the provisions of this Paragraph (b) is to provide a means, in conformity with acceptable standards of dignity, propriety, and decorum, by which Committee proceedings that are open to the public may be covered by audio and visual means—
    - i. For the education, enlightenment, and information of the general public, on the basis of accurate and impartial news coverage, regarding the operations, procedures, and practices of the House as a legislative and representative body, and regarding the measures,

public issues, and other matters before the House and its committees, the consideration thereof, and the action taken thereof; and

- ii. For the development of the perspective and understanding of the general public with respect to the role and function of the House under the Constitution as an institution of the Federal Government.

(2) Whenever any hearing or meeting conducted by the Committee is open to the public, those proceedings shall be open to coverage by audio and visual means (including other means, such as those that may be suggested by accessibility best practices, upon approval by the Chairman) as provided in Rule XI, clause 4 of the Rules of the House of Representatives and subject to the limitations therein.

- i. The Committee may not limit the number of television or still cameras to fewer than two representatives from each medium (except for legitimate space or safety considerations, in which case pool coverage shall be authorized).

(3) Pursuant to clause 4(b) of Rule XI of the Rules of the House of Representatives, no audio or video recordings of Committee proceedings may be used or made available for any partisan political campaign purpose.

(4) Pursuant to clause 4(c) of Rule XI of the Rules of the House of Representatives, the general conduct of each Committee proceeding covered under authority of this Rule and the personal behavior of Committee members and staff, other Government officials and personnel, witnesses television, radio, and press media personnel, and the general public at the hearing, shall be in strict conformity with and observance of the applicable standards of dignity, propriety, courtesy, and decorum traditionally observed by the House in its operations, and may not be such as to—

- i. Distort the objects and purposes of the hearing or other meeting or the activities of Committee members in connection with that hearing or meeting or in connection with the general work of the Committee or of the House; or
- ii. Cast discredit or dishonor on the House, the Committee, or a Member, Delegate, or Resident Commissioner or bring the House, the Committee, or a Member, Delegate, or Resident Commissioner into disrepute.

- (5) If audio or visual coverage of Committee proceedings is to be presented to the public as live coverage, that coverage shall be conducted without commercial sponsorship.
- (6) The allocation among the television media of the positions or the number of television cameras permitted by the Chairman in a Committee hearing or meeting room shall be in accordance with fair and equitable procedures devised by the Executive Committee of the Radio and Television Correspondents' Galleries.
- (7) Television cameras shall be placed so as not to obstruct in any way the space between a witness giving evidence or testimony and any member of the Committee or the visibility of that witness and that member to each other.
- (8) Television cameras shall operate from fixed positions but may not be placed in positions that obstruct unnecessarily the coverage of the hearing or meeting by the other media.
- (9) Equipment necessary for coverage by the television and radio media may not be installed in, or removed from, the Committee hearing or meeting room while the Committee is in session.
- (10)
  - i. Except as provided in subsubparagraph (ii), below, floodlights, spotlights, strobelights, and flashguns may not be used in providing any method of coverage of Committee proceedings.
  - ii. Pursuant to approval by the Chairman, the television media may install additional lighting in the Committee's rooms, without cost to the Government, in order to raise the ambient lighting level to the lowest level necessary to provide adequate television coverage of Committee proceedings at the current state of the art for television coverage.
- (11) If requests are made by more of the media than will be permitted by the Chairman for coverage of a hearing or meeting by still photography, that coverage shall be permitted on the basis of a fair and equitable pool arrangement devised by the Standing Committee of Press Photographers.
- (12) Photographers may not position themselves between the witness table and the members of the Committee at any time during the course of a Committee proceeding.

- (13) Photographers may not place themselves in positions that obstruct unnecessarily the coverage of the hearing by the other media.
- (14) Personnel providing coverage by the television and radio media shall be currently accredited to the Radio and Television Correspondents' Galleries.
- (15) Personnel providing coverage by still photography shall be currently accredited to the Press Photographer's Gallery.
- (16) Personnel providing coverage by the television and radio media and by still photographer shall conduct themselves and their coverage activities in an orderly and unobtrusive manner.

Rule 14—Committee Staff

- (a) The staff of the Committee on House Administration shall be appointed as follows
  - (1) The staff shall be appointed by the Chairman except as provided in subparagraph (2), below, may be removed by the Chairman, and shall work under the general supervision and direction of the Chairman.
  - (2) All staff provided to the minority party members of the Committee shall be appointed by the ranking minority member, may be removed by the ranking minority member of the Committee, and shall be under the general supervision and direction of such member.
  - (3) The appointment of all professional staff shall be subject to the approval of the Committee as provided by and subject to the provisions of clause 9 of Rule X of the Rules of the House of Representatives.
  - (4) The Chairman shall fix the compensation of all staff of the Committee (including following consultation with the ranking minority member of the Committee for the staff provided to the minority party members) within the budget approved for such purposes by the Committee.
- (b) The Chairman is authorized to appoint the Clerk of the Committee (and such deputies or assistants as the Chairman in his discretion determines may be necessary) to perform the required and usual duties on behalf of the Committee.
  - (1) Upon such appointment, the Chairman shall inform the Committee.

- (2) Further, the Chairman is authorized to appoint an acting Clerk of the Committee to perform the required and usual duties of the Clerk of the Committee on behalf of the Committee until a permanent clerk is named.
- (c) The Chairman is authorized to appoint the Parliamentarian of the Committee (and such deputies or assistants as the Chairman in his discretion determines may be necessary) to perform the required and usual duties on behalf of the Committee.
  - (1) Upon such appointment, the Chairman shall inform the Committee.
  - (2) Further, the Chairman is authorized to appoint an acting Parliamentarian of the Committee to perform the required and usual duties of the Parliamentarian of the Committee on behalf of the Committee until a permanent parliamentarian is named.

Rule 15—Travel of Members and Staff

- (a) Consistent with the primary expense resolution and such additional expense resolutions as may have been approved, the provisions of this Rule 15 shall govern travel of Committee members and staff.
- (b) Travel for any member of or staff to the Committee shall be paid only upon the prior authorization of the Chairman or his designee.
- (c) The Chairman may authorize travel for any such individual in connection with attendance at hearings, meetings, or other proceedings conducted by the Committee and meetings, conferences, and investigations which involve activities or subject matter under the general jurisdiction of the Committee. Before such authorization is granted there shall be submitted to the Chairman in writing the following information:
  - (1) The purpose of the travel;
  - (2) The dates during which the travel will occur;
  - (3) The locations to be visited and the length of time to be spent in each; and
  - (4) The names of members and staff seeking authorization.
- (d)
  - (1) The Chairman must provide prior authorization in the case of travel outside the United States by members or staff of the Committee for the purpose of conducting Committee business involving activities or subject matter under the legislative or oversight assignment of the Committee.

- (2) Before such authorization is given, there shall be submitted to the Chairman, in writing, a request for such authorization. Such requests shall be filed in a manner that allows for a reasonable period of time for review before such travel is scheduled to begin, shall include the following information:
- i. The purpose of the travel;
  - ii. The dates during which the travel will occur;
  - iii. The locations, including country names, to be visited and the length of time to be spent in each;
  - iv. An agenda of anticipated activities for each country for which travel is authorized together with a description of the purpose to be served and the areas of committee jurisdiction involved; and
  - v. The names of members and staff for whom authorization is sought.
- (3) At the conclusion of any Committee business outside of the United States authorized by this Rule 15, the members and staff attending such Committee business shall submit to the Chairman a written report of their activities and other pertinent observations or information gained as a result of such travel.

- (e) During any authorized travel on official business authorized by the Committee, members and staff of shall be governed by all applicable law, the Rules of the House of Representatives, the Rules of the Committee, and any applicable resolutions or regulations of the House of Representatives or the Committee.

#### Rule 16—Depositions

- (a) Subject to Paragraph (c), below, and pursuant to Section (k) of House Res. 5 and regulations promulgated by the Committee on Rules, the Chairman may, upon consultation with the ranking minority member, authorize the taking of depositions, including pursuant to subpoena, and designate a member of or counsel to the Committee to conduct such depositions.
- (1) Notices for the taking of depositions shall specify the date, time, and place of examination. Depositions shall be taken under oath administered by a member of the Committee authorized by these Rules to administer oaths. Depositions may continue from day to day.
  - (2) Consultation with the ranking minority member shall include three days' notice before any deposition is taken. All members of the Committee shall

also receive three days' written notice that a deposition will be taken, except in exigent circumstances. For the purposes of these procedures, a day shall not include Saturdays, Sundays, or legal holidays except when the House is in session on such a day.

- (3) Witness may be accompanied at a deposition by two designated personal, nongovernmental attorneys to advise them of their rights. Only members of the Committee, Committee staff designed by the Chairman or the ranking minority member, an official reporter, the witness, and the witness' two designated attorneys are permitted to attend. Other persons, including government agency personnel, may not attend.
- (4) The Chairman may designate a deposition as part of a joint investigation between committees, and, in that case, provide notice of the deposition to the members of the committees. If such a designation is made, the chair and ranking minority member of the additional committee(s) may designate committee staff to attend pursuant to subparagraph (3), above. Members and designated staff may attend and ask questions as set forth below.
- (5) A deposition shall be conducted by any member or committee counsel designated by the chair or ranking minority member of the committee that noticed the deposition. When depositions are conducted by committee counsel, there shall be no more than two committee counsel permitted to question a witness per round. One of the committee counsel shall be designated by the chair and the other by the ranking minority member per round.
- (6) Deposition questions shall be propounded in rounds. The length of each round shall not exceed 60 minutes per side and shall provide equal time to the majority and the minority. In each round, the member(s) or committee counsel designated by the chair shall ask questions first, and the member(s) or committee counsel designated by the ranking minority member shall ask questions second.
- (7) Objections must be stated concisely and in a non-argumentative and non-suggestive manner. A witness' attorney may not instruct a witness to refuse to answer a question, except to preserve a privilege. In the event of professional, ethical, or other misconduct by the witness' attorney during the deposition, the Committee may take any appropriate disciplinary action. The witness may refuse to answer a question only to preserve a privilege. When the witness has refused to answer a question to preserve a privilege, members or staff may
  - i. Proceed with the deposition; or

- ii. Either at that time or at a subsequent time, seek a ruling from the Chairman either by telephone or otherwise.

If the Chairman overrules any such objection and thereby orders a witness to answer any question to which an objection was lodged, the witness shall be ordered to answer. If a member of the Committee chooses to appeal the ruling of the Chairman, such appeal must be made within three days, in writing, and shall be preserved for Committee consideration. The Committee's ruling on appeal shall be filed with the Clerk of the Committee and shall be provided to the members of the Committee and witness no fewer than three days before the reconvened deposition. A deponent who refuses to answer a question after being directed to answer by the Chairman may be subject to sanction, except that no sanction may be imposed if the ruling of the Chairman is reversed by the Committee on appeal.

- (8) The Chairman shall ensure that the testimony is either transcribed or electronically recorded or both. If a witness' testimony is transcribed, the witness or the witness' attorney shall be afforded an opportunity to review a copy. No later than five days after the witness has been notified of the opportunity to review the transcript, the witness may submit suggested changes to the Chairman. Committee staff may make any typographical and technical changes. Substantive changes, modifications, clarifications, or amendments to the deposition transcript submitted by the witness must be accompanied by a letter signed by the witness requesting the changes and a statement of the witness' reasons for each proposed change. Any substantive changes, modifications, clarifications, or amendments shall be included as an appendix to the transcript conditioned upon the witness signing the transcript.
- (9) The transcriber shall certify that the transcript is a true record of the testimony, and the transcript shall be filed, together with any electronic record, with the Clerk of the Committee in Washington, D.C. Depositions shall be considered to have been taken in Washington, D.C., as well as the location actually taken once filed with the Clerk of the Committee for the Committee's use. The Chairman and the ranking minority member shall be provided with a copy of the transcripts of the deposition at the same time.
- (10) The Chairman and ranking minority member shall consult regarding the release of deposition testimony, transcripts, or recordings, and portions thereof. If either objects in writing to a proposed release of deposition testimony, transcript, or recording, or a portion thereof, the matter shall be promptly referred to the Committee for resolution.

- (b) The regulations described in Paragraph (a), above, are incorporated by reference as if fully set forth herein. A copy of such regulations in effect as of the date of the Committee's adoption of these Rules is printed above solely for convenience but shall in no way control in the event of a conflict with the regulations adopted by the Committee on Rules. Further, should the Committee on Rules adopt changes to such regulations or new regulations pertaining to this subject matter, such regulations shall immediately and without intervening action be made part of the Committee Rules by this reference as if fully set forth herein, replacing the previous version. In such case, adoption by the Committee on Rules shall be sufficient notice to all members of the Committee of this change.

Rule 17—Number and Jurisdiction of Subcommittees

- (a) There shall be three standing subcommittees with party membership ratios as indicated.
- (b) Except as may be noted, each subcommittee shall have jurisdiction as stated by the Committee Rules, may conduct oversight over such subject matter, and may consider legislation as may be referred to it by the Chairman.
- (c) The names, jurisdictions, and membership ratios of the subcommittees are as follows:
  - (1) Subcommittee on Elections
    - i. Matters relating to federal elections and such other matters as may be referred to the subcommittee.
    - ii. Four majority party members and two minority party members.
  - (2) Subcommittee on Oversight
    - i. Matters relating to congressional security, accountability of the legislative branch security and safety apparatus, legislative branch operations, and such other matters as may be referred to the subcommittee.
    - ii. Four majority party members and two minority party members.
  - (3) Subcommittee on Modernization
    - i. Matters relating to modernization of the House of Representatives and the Legislative Branch, oversight of implementation of modernization initiatives, and such other matters as may be referred to the subcommittee.
    - ii. Two majority party members and two minority party members.
- (d) The Chairman may establish additional subcommittees, including standing, special, and select subcommittees, as well as task forces and panels, each with ratios of membership appropriate for its work, to operate pursuant to

jurisdiction assigned by the Chairman and for the period of time determined by the Chairman, which may be for the remainder of the Congress, in all cases as the Chairman determines appropriate. Following such an action, the Chairman shall inform the full Committee.

Rule 18—Referral of Legislation to Subcommittees

- (a) The Chairman may refer legislation or other matters to subcommittees according to their jurisdiction or otherwise as the Chairman considers appropriate. The Chairman may discharge any subcommittee of any matter referred to it.

Rule 19—Powers and Duties of Subcommittees

- (a) Subcommittees are authorized to meet, to hold hearings, to receive evidence, to mark up legislation referred to them, and to report to the full committee on all matters referred to them.
- (b) No subcommittee shall meet during any full Committee meeting, hearing, or other proceeding.

Rule 20—Other Procedures and Regulations

- (a) The Chairman may establish such other procedures and take such actions as may be necessary to carry out the responsibilities of the Committee or to facilitate its effective operation.
- (b) The Chairman may direct staff of the Committee to make any necessary technical or conforming changes to these Rules without intervening Committee action. In all cases, the Chairman shall cause the most current version of the Rules to be available to members of the Committee.

# COMMITTEE ON HOUSE ADMINISTRATION

118<sup>th</sup> CONGRESS

## A RESOLUTION

COMMITTEE RESOLUTION 118-02

### **Resolution Appointing Majority Members to Subcommittees**

*Be it resolved*, that the following Members are hereby elected as Chair and Members of the Subcommittee on Elections:

Laurel M. Lee, Florida, Chair

Barry Loudermilk, Georgia, Member

Stephanie I. Bice, Oklahoma, Member

Anthony D'Esposito, New York, Member

*Be it resolved*, that the following Members are hereby elected as Chairman and Members of the Subcommittee on Oversight:

Barry Loudermilk, Georgia, Chairman

H. Morgan Griffith, Virginia, Member

Greg Murphy, North Carolina, Member

Anthony D'Esposito, New York, Member

*Be it resolved*, that the following Members are hereby elected as Chairwoman and Members of the Subcommittee on Modernization:

Stephanie I. Bice, Oklahoma, Chairwoman

Mike Carey, Ohio, Member

**COMMITTEE ON HOUSE ADMINISTRATION**  
**118<sup>th</sup> CONGRESS**

**A RESOLUTION**

**COMMITTEE RESOLUTION 118-03**

**Resolution Appointing Minority Members to Subcommittees**

*Be it resolved*, that the following Members are hereby elected as Ranking Member and Members of the Subcommittee on Elections:

Terri A. Sewell, Alabama, Ranking Member

Norma Torres, California, Member

*Be it resolved*, that the following Members are hereby elected as Ranking Member and Members of the Subcommittee on Oversight:

Norma Torres, California, Ranking Member

Derek Kilmer, Washington, Member

*Be it resolved*, that the following Members are hereby elected as Ranking Member and Members of the Subcommittee on Modernization:

Derek Kilmer, Washington, Ranking Member

Joseph D. Morelle, New York, Member

# COMMITTEE ON HOUSE ADMINISTRATION

118<sup>th</sup> CONGRESS

## A RESOLUTION

COMMITTEE RESOLUTION 118-04

### Resolution to Adopt the Parking Policy for the 118<sup>th</sup> Congress

*Be it resolved*, that the Committee on House Administration hereby adopts the Parking Policy as follows as the Parking Policy for the 118<sup>th</sup> Congress:

Parking in the United States House of Representatives garages, lots, and designated parking areas is a privilege for Members, staff, and authorized personnel in support of the House of Representatives. Parking in these areas shall be on a permit only basis.

All vehicles parked in House permit-only areas must clearly display both valid license plates and a current House parking permit. Current permits must be displayed visibly on motorcycles and on bicycles. In addition to a current permit, all staff shall be required to show a valid House ID upon entering all House parking areas.

The House will not be liable for any damage or theft caused to any motor vehicle, or contents thereof, while parked in a House parking garage or on a House parking lot, whether or not the garage or lot is staffed.

Any situation or circumstance not defined within this parking policy will be decided upon by the Committee on House Administration in consultation with House Parking Security.

Each Member must appoint a Parking Coordinator for their office by completing the **form available on HouseNet**. The Member, the Member's Chief of Staff, and the Parking Coordinator will assign the permits for their Member office within the Collective Data Parking Portal Website. Parking Coordinator will be responsible for the assignment and upkeep of permits and parking assignments.

*NOTE: Member offices may not assign their permits to individuals not employed by their office except as noted elsewhere in the policy.*

## **Permits**

Parking permits must be authorized through the office of a House employing authority and are available only to current House Members and staff holding a valid Congressional ID and current license plate. Shared employees may be issued a permit from any of their employing offices. Permits are exclusively for the use of the employing offices and House staff. Employing offices and House staff may not transfer permits.

Members and staff receiving a mass transit benefit are not eligible for parking permits (permanent or temporary) unless approval is obtained from the Committee on House Administration. If approval is granted, the requestor shall park in a lot designated by House Parking Security. Approval is not needed for weekend and holiday parking; however, a temporary permit must be obtained from the House Parking Security office (G2-32 RHOB). Members and staff who utilize mass transit benefits can obtain a bicycle permit for the permit-only bicycle racks and still retain their mass transit benefits.

Spouses of Members may park in any garage or lot, on a space available basis and will be issued temporary permits if they are not using the Member plate. In addition, spouses will be required to present a Spouse ID. Due to the lack of available spaces, spouses of Members may only park on the G3 level of the Rayburn Garage if they use a Member plate with a Rayburn Member of Congress (RMC) parking permit on it.

It is the responsibility of the employing office to retrieve parking permits when staff departs from their office. Employing offices whose departing staff have not returned their parking permits will be subject to a 30-day hold before re-assignment of the permit. Departing employees may receive a temporary parking permit for their last day(s) of employment for the permit to be removed in a timely manner.

Non-staff temporary permits may be issued at the request of an official Parking Coordinator, the Chief of Staff, or Member. The location of parking will be determined by House Parking Security. Non-staff temporary permits should be submitted by the Member, the Member's Chief of Staff, or the Member's Parking Coordinator through the Collective Data Parking Portal Website and include the requested individual's name as it appears on government issued ID and vehicle information (make, model, color, and license plate information). The maximum duration of a temporary permit is 14 business days in a rolling 6-month period. Any individual needing a temporary permit for more than 14 business days in a 6-month period must submit the appropriate form to House Garages and Parking Security for the Committee's

consideration. Registered lobbyists cannot receive temporary permits. (For purposes of these regulations, "registered lobbyist" means a lobbyist registered under the Lobbying Disclosure Act of 1995 or any successor statute.)

Authorized permit holders who temporarily need to use an alternate vehicle should visit House Parking Security to obtain a temporary permit for that vehicle.

*NOTE: Staff may only have one vehicle parked in House Parking Areas. Multiple vehicles are not allowed to be parked on House lots or garages at the same time.*

### **Multiple Vehicles**

1. Members and staff may register more than one vehicle to a single parking permit.
2. Individuals with a House ID that have multiple vehicles should record their additional vehicle(s) with their employing office's Parking Coordinator, who will register them with the House Parking Security Office. Permits will be applied to each registered vehicle by House Garages and Parking Security (G2-32 RHOB).
3. An individual with House ID may not have multiple vehicles parked in House permit-only areas at the same time. A Member and their spouse may simultaneously have vehicles parked in House permit-only areas provided that each has a House ID.
4. Staff registering more than one (1) vehicle will be required to show vehicle registration for all vehicles as proof of ownership before a permit is affixed to the windshield.

### **Unreserved Parking**

House Members may choose their unreserved parking space from any available space in the various garages/lots/streets.

1. Unreserved staff parking, with the exception of the Rayburn G3 level, which is a MEMBERS ONLY location, is available on a first-come, first-served basis in the designated parking areas assigned to the employing office. This does not include special needs, reserved spaces, and electric vehicles requiring charging stations.
2. Vehicles, including motorcycles and bicycles, cannot be stored in any

unreserved space in a House parking area, except for Member vehicles parked during periods when the House is not in session, the Member is traveling on official business, the Member is ill, or in other similar circumstances. "Stored" is defined as being continuously parked in an unreserved space for more than thirty (30) consecutive calendar days.

### **Reserved Parking**

Members of the House may choose their reserved parking spaces from any unassigned space in the various garages. Only Members whose parking space is on the G3 level of the Rayburn Garage may reserve a space on that level.

1. Staff must choose their reserved space from the designated parking areas indicated on their permit.
2. Each person who reserves indoor space incurs additional taxable income as a working condition fringe benefit. Under the tax code and IRS regulations, for 2023, Members and their employees have imputed taxable income to the extent that the fair market value of Government-provided parking exceeds \$300.00/month. The fair market value of a space at the House of Representatives is \$320.00/month and therefore, the imputed taxable income is \$20.00/month. These amounts are subject to change. (Contact the Office of Payroll and Benefits for current rates at extension 5-1435.)
3. Only individuals with reserved parking will be permitted to park their vehicles in their designated spaces for an indefinite period with valid license plates.
4. The Committee on House Administration reserves the right to limit the number of reserved spaces at any time.

### **Member Parking Plates**

1. Member parking plates are only for the use of the Member and spouse, as well as for transportation of the Member by staff. Only Members or authorized staff whose plates contain a Rayburn Member of Congress (RMC) parking permit may park on the G3 level of the Rayburn Garage using the Member plate. The RMC permits on the Member plates must be displayed visibly and remain in the vehicle when it is parked on G3.

*NOTE: Only Members who have plates with the permit designated for the G3 level may park long-term on G3.*

2. A staffer driving the Member while utilizing the Member plate must

have a parking permit or a temporary parking permit assigned to their vehicle that has been issued through the Parking Office.

*NOTE: The Member plate DOES NOT allow staff use for long-term G3 parking (outside of staff persons normally assigned / permitted location).*

3. Former Members (except registered lobbyists) will be permitted to park using either temporary permits or Member parking plates from previous Congresses, but must also present a former Member ID.

### **Carpool Parking**

House employees interested in carpool parking should contact House Garages and Parking Security (extension 5-6749). Carpools must have a minimum of two employees from House employing offices. The carpool permit must come from the employing office's parking roster of one of the carpool members.

If multiple vehicles associated with a carpool are found in the House parking areas, simultaneously, individuals associated with this carpool will lose their carpool privileges for the remainder of the current Congress.

### **Evening and Night Parking**

Swing shift employees (i.e., work schedule 2:00 pm to 7:30 am) should park in areas designated by House Parking Security. Certain parking areas designated by House Parking Security will be made accessible to swing shift employees starting at 4:00 pm based on space availability. Swing shift employees who are held over on assignment will be required to move to a designated area before 7:30 am. Parking Coordinators who are interested in parking for swing shift employees should contact House Parking Security (extension 5-6749). All swing shift employees' parking must be authorized via their office's Parking Coordinator.

### **Temporary Parking**

Parking on D Street, S.W., the marked spots on C Street, S.W., and the designated spots in Lot 9 are limited to temporary parking for parents of children attending the House of Representatives Child Care Center (HRCCC) for the purposes of dropping off or picking up their children and for attending meetings and functions at the HRCCC. Parking is on a first-come, first-served basis and parents must move their vehicles upon leaving the Center.

### **Americans with Disabilities Act**

Staff authorized a parking permit by their employing authority that require accessible parking based on special needs considerations will be accommodated

on an as-needed basis in spaces clearly marked for that purpose. Such permits will come from the pool of permits assigned to the office. Staff will be required to display the state-assigned handicap designation and may be required to provide additional documentation to House Garages and Parking Security.

### **Charging Stations**

Charging stations are available throughout the House campus for electrical vehicles on a fee paid basis. Prior to utilizing these charging stations, permit holders will need to register through [Pay.Gov](#).

### **Group and Event Parking**

Requested group and event parking may be approved in House parking areas for morning events prior to 8:30 am and events after 5:30 pm dependent upon space availability. The request should be made in writing on office letterhead and signed by the Member or Parking Coordinator of the requesting entity. The letter should contain the name of the group, event date, time, location, and approximate number of vehicles requesting parking. If approved, other information may be required for security reasons. Requests should be emailed or faxed to House Garages and Parking Security (G2-28 RHOB, fax 6-1950). Group parking needs will be accommodated in House parking areas designated by House Parking Security.

### **Violations**

Violations include, but are not limited to:

- Failure to display proper identification (license plates and parking permit or Member plate) while in a garage, lot, or designated on-street parking area;
- Failure to park in the assigned space, garage, lot, or parking area;
- Failure to park within marked spaces;
- Improper use of a Member plate;
- Unauthorized parking in reserved spaces, handicap parking spaces, special needs parking spaces or charging stations;
- Storing of a vehicle in any House garage, lot, or designated parking area; and
- Parking multiple vehicles with the same permit on the campus at one time.

Generally, violations of the Parking Policy follow principles of progressive discipline. However, aggravating factors can help determine more severe discipline. Notices of violations are generally provided as follows:

- First Violation: written notice placed on vehicle and sent via email from House Parking Security.
- Second Violation: E-mail or letter to employing authority and permit holder;
- Third Violation: Suspension of parking privileges for thirty (30) days. The employing authority may not issue this permit to another employee during the suspension.
- Fourth Violation: Suspension of parking privileges for sixty (60) days. The employing authority may not issue this permit to another employee during the suspension.
- Fifth Violation: Suspension of parking privileges for the remainder of the Congress or 180 days (whichever is greater). The employing authority may not issue this permit to another employee for 90 days.

Certain violations, e.g., repeat violators of the Rayburn Garage G3/Member level restrictions, parking in a reserved space belonging to another, will result in immediate suspension of parking privileges for thirty (30) days. The employing authority may not issue this permit to another employee during the suspension.

Members and staff who are habitual Parking Policy violators may be towed and potentially banned from parking on the House Campus permanently, subject to the direction of the Committee on House Administration.

Employees who are in violation of the parking policy and have had their parking privileges suspended may not circumvent the suspension by obtaining a parking permit from another office for which they are employed.

Any non-temporary permit user on the mass transit list with a vehicle in permit- only areas will have their permit immediately removed from their vehicle.

Vehicles that are determined to be a security risk or create a hazard as determined by the Capitol Police, will be immediately towed.

### **Committee Right to Waive**

The Committee on House Administration may waive any provision or part of this policy.

# COMMITTEE ON HOUSE ADMINISTRATION

118<sup>th</sup> CONGRESS

## A RESOLUTION

COMMITTEE RESOLUTION 118-05

### **Resolution to Promulgate Regulations Regarding Mandatory Anti-Harassment and Anti-Discrimination Policies for House Offices**

*Be it resolved*, that the Committee on House Administration hereby promulgates, pursuant to subsection (t) of section 3 of H. Res. 5, 118<sup>th</sup> Congress, the following regulations regarding mandatory anti-harassment and anti-discrimination policies for House offices:

#### **Mandatory Anti-Harassment and Anti-Discrimination Policies for House Offices**

1. Each employing office of the House of Representatives shall adopt a written anti-harassment and anti-discrimination policy for the office's workplace.
2. The policy must include a description of the employing office's commitment to ensuring a harassment-, discrimination-, and retaliation-free workplace. Further, the policy should strive to uphold behavior and conduct worthy of working in a Congressional office.
3. The minimum components required in this regulation shall not be construed to prevent an employing office from having a more comprehensive policy.
4. The policy must list and prohibit all forms of unlawful discrimination and retaliation applicable to the House of Representatives.
5. The policy must prohibit harassment, discrimination, and retaliation by supervisors, managers, and coworkers with whom an employee is required to interact with as part of his or her job duties.
6. The policy must define and prohibit quid pro quo and hostile work environment sexual harassment.
7. The policy must outline an appropriate process to prevent, investigate, and promptly correct harassment, discrimination, and retaliation occurring in the office. This must include a reporting process where an individual alleging harassment,

discrimination, or retaliation can report allegations to multiple supervisors, not just to an immediate supervisor.

8. The policy must require a fair, timely, and thorough investigation of any allegation of discrimination, harassment, or retaliation. The policy must prohibit retaliation against an employee for making an objectively reasonable good-faith complaint or for objectively reasonable good-faith participation in an investigation.

9. The policy must reflect that at the end of its investigation, the Office will convey its determination to the person reporting the alleged violation and to the person alleged to have violated this Policy and will advise them that the matter has been closed by the Office.

10. The policy must note that the employee has the right to also confidentially consult the Office of Employee Advocacy regarding any allegations of harassment, discrimination, or retaliation and list the hotline and contact information for the Office of Employee Advocacy.

11. The policy must include the requirement to designate an internal compliance coordinator who is responsible for ensuring all employees comply with mandatory training requirements and receive a copy of the office's anti-harassment and anti-discrimination policy, and who may fulfill other duties as assigned by the office.

12. A policy compliant with the resolution must be adopted by employing offices within 60 days of approval of this resolution. If an employing office has previously adopted an anti-harassment and anti-discrimination policy, within 60 days of approval of this resolution it must review the policy to confirm it complies with these regulations and update it as may be necessary.

13. Each employing office must ensure every staffer, intern (paid or unpaid), detailee, and fellow working in the office has received the policy and acknowledges in writing they have received, read, and understand the policy.

14. The policy must be reviewed by the office at the beginning of each Congress and updated as necessary to ensure compliance with this or subsequent regulations.

**COMMITTEE ON HOUSE  
ADMINISTRATION 118<sup>th</sup> CONGRESS  
A RESOLUTION**

**COMMITTEE RESOLUTION 118-06**

**Resolution to Promulgate Regulations Regarding Displaying a  
Statement of Rights and Protections Provided to House Employees**

*Be it resolved*, that the Committee on House Administration hereby promulgates, pursuant to subsection (u) of section 3 of H. Res. 5, 118<sup>th</sup> Congress, the following regulation regarding displaying a statement of rights and protections provided to House employees:

**Displaying Statement of Rights and Protections Provided  
to House Employees**

1. Within 30 calendar days of the adoption of this resolution by the Committee on House Administration, each employing office covered by the Congressional Accountability Act of 1995 shall display a statement that contains the rights and protections afforded to House employees under the Congressional Accountability Act of 1995.
2. The statement must be displayed in each office in a conspicuous place where it is easily visible to all employees, and, in the case of the office of a Member of the House or a Delegate or the Resident Commissioner to the Congress, must be posted in a prominent location in each district office.
3. The statement must include contact information for where employees can file formal claims or ask questions.
4. The statement must be updated by the office as necessary to reflect any changes to employee rights and protections under the Congressional Accountability Act of 1995 to ensure compliance with this resolution.