AUTHENTICATED
U.S. GOVERNMENT
INFORMATION
GPO

ORGANIZATIONAL MEETING

MEETING

BEFORE THE

COMMITTEE ON HOUSE ADMINISTRATION HOUSE OF REPRESENTATIVES

ONE HUNDRED TWELFTH CONGRESS

FIRST SESSION

HELD IN WASHINGTON, DC, JANUARY 25, 2011

Printed for the use of the Committee on House Administration

Available on the Internet:
http://www.gpoaccess.gov/congress/house/administration/index.html

U.S. GOVERNMENT PRINTING OFFICE

66–135 WASHINGTON : 2011

For sale by the Superintendent of Documents, U.S. Government Printing Office
Internet: bookstore.gpo.gov Phone: toll free (866) 512–1800; DC area (202) 512–1800
Fax: (202) 512–2104 Mail: Stop IDCC, Washington, DC 20402–0001

COMMITTEE ON HOUSE ADMINISTRATION

DANIEL E. LUNGREN, California, *Chairman*

GREG HARPER, Mississippi
PHIL GINGREY, M.D., Georgia
AARON SCHOCK, Illinois
TODD ROKITA, Indiana
RICHARD NUGENT, Florida

ROBERT A. BRADY, Pennsylvania, *Ranking Minority Member*
ZOE LOFGREN, California
CHARLES GONZALEZ, Texas

PROFESSIONAL STAFF

PHILIP KIKO, *Staff Director*
JAMIE FLEET, *Minority Staff Director*

ORGANIZATIONAL MEETING

TUESDAY, JANUARY 25, 2011

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE ADMINISTRATION,
Washington, DC.

The committee met, pursuant to call, at 2:45 p.m., in room 1310, Longworth House Office Building, Hon. Daniel E. Lungren (chairman of the committee) presiding.

Present: Representatives Lungren, Harper, Gingrey, Schock, Nugent, Rokita, Brady, Lofgren, and Gonzalez.

Staff Present: Phil Kiko, Staff Director & General Counsel; Peter Schaelstock, Deputy General Counsel; Kimani Little, Parliamentarian; Joe Wallace, Legislative Clerk; Yael Barash, Assistant Legislative Clerk; Salley Wood, Communications Director; Karin Moore, Elections Counsel; Jamie Fleet, Minority Staff Director; Kyle Andersen, Minority Press Secretary; and Matt Pinkus, Minority Parliamentarian.

The CHAIRMAN. I would like to call to order the Committee on House Administration for its organizational meeting for the 112th Congress. A quorum of its members is present, so we may proceed.

Given that this is our first meeting, I would like to thank everybody for coming here. I would like to thank my Democratic colleagues for being here in a timely fashion, and we will try and do the same thing for you.

We don't receive the limelight other committees do, but the work we do here is very important. A good portion of the work that we do here enables our colleagues and enables us to serve our constituents in effective and efficient ways, and that is an important job. What we do is absolutely vital to the proper functioning of this institution and our electoral system.

So I want to welcome everybody here, particularly those who served on the committee before: Mr. Harper on my side; my ranking member; the gentlelady from California, with whom I serve on another committee and several other committees in the past; and the gentleman from Texas, the former judge, who I have to say was both accommodating, bipartisan and very fair when we had the consideration of a contested election just a couple of Congresses ago, and for that I am very pleased to see him on this committee.

We have several new members on our side. Dr. Gingrey is joining us. He is a veteran in the Congress, but this is his first service on this committee. Mr. Schock, who has been with us a couple of terms here in the Congress, started as a mere child and is still here.

Mr. SCHOCK. Still a child.

The CHAIRMAN. Still a child, who actually volunteered for this committee. He is very interested in helping us make this institution run. And Sheriff Nugent, a law enforcement officer and elected official from the State of Florida, who also was interested in serving on this committee. And we have one other that we are waiting for, but we can proceed, Mr. Rokita, who is the former secretary of State, that is the top elections officer, for the State of Indiana, also will be joining us in a moment.

I just want to say that, in the last Congress, I was very privileged to be the ranking member serving with Mr. Brady, the chairman. He acted in a bipartisan fashion. We did not, I think, attempt to surprise each other. When we had disputes, we were very open about the disputes we had. In most cases, we worked very, very closely together, and I hope that we will have that opportunity at this time as well. The work of this committee is very, very important, and I am very pleased that we are here.

Today, we have to do a number of things, including formally adopting our rules for the committee, formally adopting the subcommittees and the members on the subcommittees. And I would just like to say that we are going to have two subcommittees: one on Oversight and one on Elections. I thought, because of the importance of the security issue, that we keep that at the full committee so all members may participate in it.

I have had conversations with many members, including most members on this panel. There are a lot of ideas out there, about what we should and can do, and I want to be very serious about that and proceed on a bipartisan basis on that as well.

One of the things that I found from other members is a very serious concern about how we provide appropriate security in the district and the district offices, and that is one thing that I think that we should be very, very cognizant of.

The one area where I find that we do find some divergent points of view based on our party is in the area of election law, but I think there are probably some areas where we can get some agreement there as well. And if we have disagreements, we will deal with them openly, and we will have opportunity for discussion and opportunity for debate and opportunity for amendment as well.

And so, with that, I would like to invite my ranking member, Mr. Brady, to give any comments he may have.

Mr. BRADY. Thank you, Mr. Chairman.

Just real quickly, you already introduced our returning members.

I thank them for their service in the past and look forward to, again, their service in the future, especially Ms. Lofgren, who I understand now is not on the Ethics Committee any longer—but did an outstanding job, and it is good to have you back here with me.

Mr. Chairman, I appreciate you. I appreciate your fairness. You went right down the line, almost to the square foot, on the one-third/two-thirds with the office space. And I appreciate the money, the finances. You went right down the two-thirds/one thirds with that, and I do appreciate that. And I appreciate you. I appreciate your friendship, your decency, and I look forward to working along with you, as you have with me in the last 4 years.

Also for the new members, this is a committee that helps people. We don't want to help them get in trouble; we want to help them

before they get in trouble. We like to work that way. The Chairman and I always did that. If there is anything we can do, we will bend over backwards to put you on the right path. We have a great staff, both minority and majority, that we instruct to do that.

So, this is a Members' committee, and you are fortunate to have a chairman that knows that, and I think I know that, too, and we will continue to go forward with that.

So, again, thank you, and I look forward to a good productive couple of years with you at the head. Thank you.

The CHAIRMAN. Thank you very much, Mr. Ranking Member and former chairman.

I would say one of the bits of counsel I have given to the freshmen Members is to contact The House Administration Committee, and in many ways, that will avoid the House Ethics Committee from contacting you. We do try and explain what is allowable under the Rules and how that is effectuated by Members' proper use of their MRAs, as well as the questions we have on committees and other things. So we do strive to do that.

Mr. BRADY. Just one other thing. It is private. It will be private. It will be confidential. If there is something you think you are going down the wrong path, we keep it private. We keep it confidential, because it could be one of us one day.

The CHAIRMAN. I know some other members have to go to some other committee meetings. We have just a small bit of official business here. But prior to that, I would ask if any members, either veterans of this committee or new members, have anything to say.

All right. With that, I would like to consider the Resolution 112–1, committee rules.

[The information follows:]

COMMITTEE RESOLUTION 112-1

Resolved, that the rules of the Committee on House Administration for the 112th Congress are hereby adopted, as follows:

Rules of the
Committee on House Administration
One Hundred Twelfth Congress

Rule No. 1

GENERAL PROVISIONS

(a) The Rules of the House are the rules of the Committee so far as applicable, except that a motion to recess from day to day is a privileged motion in the Committee. Each subcommittee of the committee is a part of the committee and is subject to the authority and direction of the chair and to its rules as far as applicable.

(b) 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 House Rule X, clause 6, to incur expenses (including travel expenses) in connection therewith.

(c) The Committee is authorized to have printed and bound testimony and other data presented at hearings held by the Committee, and to make such information available to the public. All costs of stenographic services and transcripts in connection with any meeting or hearing of the Committee shall be paid from the appropriate House account.

(d) The Committee shall submit to the House, not later than the 30th day after June 1 and December 1 of each year, a semiannual report on the activities of the committee under House Rules X and XI.

(e) 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 elected in each odd-numbered year.

Rule No. 2

REGULAR AND SPECIAL MEETINGS

(a) 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 House Rule XI. Additional meetings may be called by the Chair of the Committee as she or he may deem necessary or at the request of a majority of the members of the Committee in accordance with Clause 2(c) of House Rule XI. The determination of the business to be considered at each meeting shall be made by the Chair subject to Clause 2(c) of House Rule XI.

A regularly scheduled meeting may be dispensed with if, in the judgment of the Chair, there is no need for the meeting.

(b) If the Chair is not present at any meeting of the Committee, or at the discretion of the Chair, the Vice Chair of the Committee shall preside at the meeting. If the Chair and Vice Chair of the Committee are not present at any meeting of the Committee, the ranking member of the majority party who is present shall preside at the meeting.

(c) The Chair, in the case of meetings to be conducted by the Committee, and the appropriate subcommittee chair, in the case of meetings to be conducted by a subcommittee, shall make public announcement of the date, place, and subject matter of any meeting to be conducted on any measure or matter. Such meeting shall not commence earlier than the third day on which members have notice thereof. If the Chair, with the concurrence of the ranking minority member, determines that there is good cause to begin the meeting sooner, 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 promptly be made publicly available in electronic form and published in the Daily Digest.

(d) The Chair, in the case of meetings to be conducted by the Committee, and the appropriate subcommittee chair, in the case of meetings to be conducted by a subcommittee, shall make available on the Committee's web site the text of any legislation to be marked up at a meeting at least 24 hours before such meeting (or at the time of an announcement made within 24 hours of such meeting). This requirement shall also apply to any resolution or regulation to be considered at a meeting.

Rule No. 3

OPEN MEETINGS

As required by Clause 2(g), of House Rule XI, each meeting for the transaction of business, including the markup of legislation of 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, or would tend to defame, degrade or incriminate any person, or otherwise would violate any law or rule of the House: Provided, however, that 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 business or markup session which has been closed to the public. To the maximum extent practicable, the Chair shall cause to be provided audio and video coverage of each hearing or meeting that allows the public to easily listen to and view the proceedings and maintain the recordings of such coverage in a manner that is easily accessible to the public.

Rule No. 4

RECORDS AND ROLLCALLS

(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 made available for inspection by the public at reasonable times at the Committee offices, including a description of the amendment, motion, order or other proposition; the name of each member voting for and against; and the members present but not voting.

(3) The Chairman shall make the record of the votes on any question on which a record vote is demanded available on the Committee's website not later than 48 hours after such vote is taken (excluding Saturdays, Sundays, and legal holidays). Such record shall include a description of the amendment, motion, order, or other proposition, the name of each member voting for and each member voting against such amendment, motion, order, or proposition, and the names of those members of the committee present but not voting.

(4) The Chairman shall make available on the Committee's website not later than 24 hours (excluding Saturdays, Sundays, and legal holidays) after the adoption of any amendment to a measure or matter the text of such amendment.

(b)(1) Subject to subparagraph (2), the Chair 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), the Chair shall take all reasonable steps necessary to notify members on 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 when the question was postponed.

(c) All Committee and subcommittee hearings, records, data, charts, and files shall be kept separate and distinct from the congressional office records of the member serving as Chair; and such records shall be the property of the House and all members of the House shall have access thereto.

(d) House records of the Committee which are at the National Archives shall be made available pursuant to House Rule VII. The Chair shall notify the ranking minority member of any decision to withhold a record pursuant to the rule, and shall present the matter to the Committee upon written request of any Committee member.

(e) To the maximum extent feasible, the Committee shall make its publications available in electronic form.

Rule No. 5

PROXIES

No vote by any member in the Committee may be cast by proxy.

Rule No. 6

POWER TO SIT AND ACT; SUBPOENA POWER

(a) For the purpose of carrying out any of its functions and duties under House Rules X and XI, the Committee or any subcommittee thereof is authorized (subject to subparagraph (b)(1) of this paragraph)--

(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; and

(2) to require, by subpoena or otherwise, the attendance and testimony of such witnesses and the production of such books, records, correspondence, memorandums, papers, documents and other materials as it deems necessary, including materials in electronic form. The Chair, or any member designated by the Chair, may administer oaths to any witness.

(b)(1) A subpoena may be authorized and issued by the Committee or subcommittee in the conduct of any investigation or series of investigations or activities, only when authorized by a majority of the members voting, a majority being present. The power to authorize and issue subpoenas under subparagraph (a)(2) may be delegated to the Chair pursuant to such rules and under such limitations as the Committee may prescribe. Authorized subpoenas shall be signed by the Chair or by any member designated by the Committee, and may be served by any person designated by the Chair or such member.

(2) Compliance with any subpoena issued by the Committee or a subcommittee may be enforced only as authorized or directed by the House.

Rule No. 7

QUORUMS

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

Rule No. 8

AMENDMENTS

Any amendment offered to any pending legislation before the Committee or a subcommittee must be made available in written form when requested by any member of the Committee. If such amendment is not available in written form when requested, the Chair will allow an appropriate period of time for the provision thereof.

Rule No. 9

HEARING PROCEDURES

(a) The Chair, in the case of hearings to be conducted by the Committee, and the appropriate subcommittee chair, in the case of hearings to be conducted by a subcommittee, shall make public announcement of the date, place, and subject matter of any hearing to be conducted on any measure or matter at least one (1) week before the commencement of that hearing. If the Chair, with the concurrence of the ranking minority member, determines that there is good cause to begin the hearing sooner, 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 clerk of the Committee shall promptly notify the Daily Digest Clerk of the Congressional Record as soon as possible after such public announcement is made.

(b) Unless excused by the Chair, each witness who is to appear before the Committee or a subcommittee shall file with the clerk of the Committee, at least 48 hours in advance of his or her appearance, a written statement of his or her proposed testimony and shall limit his or her oral presentation to a summary of his or her statement.

(c) When any hearing is conducted by the Committee upon any measure or matter, the minority party members on the Committee shall be entitled, upon request to the Chair by a majority of those minority members before the completion of such hearing, to call witnesses selected by the minority to testify with respect to that measure or matter during at least one day of hearings thereon.

(d) Any member of the Committee may, if a subcommittee grants unanimous consent for a specific hearing, be permitted to sit during that hearing with a subcommittee on which he or she does not serve, but no member who has not been elected to a subcommittee shall count for a quorum, offer any measure, motion, or amendment, or vote on any matter before that subcommittee.

(e) Committee or subcommittee members may question witnesses only when they have been recognized by the Chair for that purpose, and only for a 5-minute period until all members present have had an opportunity to question a witness. The 5-minute period for questioning a witness by any one member can be extended as provided by House Rules. The questioning of a witness in Committee or subcommittee hearings shall be initiated by the Chair, followed by the ranking minority member and all other members alternating between the majority and minority.

In recognizing members to question witnesses in this fashion, the Chair shall take into consideration the ratio of the majority to minority members present and shall establish the order of recognition for questioning in such a manner as not to disadvantage the members of the majority. The Chair may accomplish this by recognizing two majority members for each minority member recognized.

(f)The following additional rules shall apply to hearings of the Committee or a subcommittee, as applicable:

(1) The Chair at a hearing shall announce in an opening statement the subject of the investigation.

(2) A copy of the Committee rules and this clause shall be made available to each witness as provided by clause 2(k)(2) of Rule XI.

(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 professional ethics on the part of counsel, by censure and exclusion from the hearings; and the Committee may cite the offender to the House for contempt.

(5) If the Committee determines that evidence or testimony at a hearing may tend to defame, degrade, or incriminate any person, it shall--

(A) afford such person an opportunity voluntarily to appear as a witness;

(B) receive such evidence or testimony in executive session; and

(C) receive and dispose of requests from such person to subpoena additional witnesses.

(6) Except as provided in subparagraph (f)(5), the Chair shall receive and the Committee shall dispose of requests to subpoena additional witnesses.

(7) No evidence or testimony taken in executive session may be released or used in public sessions without the consent of the Committee.

(8) In the discretion of the Committee, witnesses may submit brief and pertinent sworn statements in writing 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 his testimony given at a public session or, if given at an executive session, when authorized by the Committee.

Rule No. 10

PROCEDURES FOR REPORTING MEASURES OR MATTERS

(a)(1) It shall be the duty of the Chair to report or cause to be reported promptly to the House any measure approved by the Committee and to take or cause to be taken necessary steps to bring the matter to a vote.

(2) In any event, the report of the Committee on a measure which has been approved by the Committee shall be filed within 7 calendar days (exclusive of days on which the House is not in session) 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 Chair notice of the filing of that 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 the measure or matter, the total number of votes cast for and against, and the names of those members voting for and against, shall be included in the Committee report on the measure or matter.

(c) The report of the Committee on a measure or matter which has been approved by the Committee shall include the matters required by Clause 3(c) of Rule XIII of the Rules of the House.

(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, or additional views, that member shall be entitled to not less than two additional calendar days after the day of such notice, commencing on the day on which the measure or matter(s) was approved, excluding Saturdays, Sundays, and legal holidays, in which to file such views, in writing and signed by that 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 a part of, the report filed by the Committee with respect to that measure or matter. The report of the Committee upon that measure or matter shall be printed in a single volume which --

(1) shall include all supplemental, minority, or additional views, 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, or additional views (and any material submitted under subparagraph (c)) are included as part of the report. This subparagraph does not preclude --

(A) the immediate filing or printing of a Committee report unless timely request for the opportunity to file supplemental, minority, or additional views has been made as provided by paragraph (c); or

(B) the filing of any supplemental report upon any measure or matter which 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.

(e) The Chair, following consultation with the ranking minority member, is directed to offer a motion under clause 1 of Rule XXII of the Rules of the House, relating to going to conference with the Senate, whenever the Chair considers it-appropriate.

(f) If hearings have been held on any such measure or matter so reported, the Committee shall make every reasonable effort to have such hearings published and available to the members of the House prior to the consideration of such measure or matter in the House.

(g) The Chair may designate any majority member of the Committee to act as "floor manager" of a bill or resolution during its consideration in the House.

Rule No. 11

COMMITTEE OVERSIGHT

The Committee shall conduct oversight of matters within the jurisdiction of the Committee in accordance with House Rule X, clause 2 and clause 4. Not later than February 15 of the first session of a Congress, the Committee shall, in a meeting that is open to the public and with a quorum present, adopt its oversight plan for that Congress in accordance with House Rule X, clause 2(d).

Rule No. 12

REVIEW OF CONTINUING PROGRAMS; BUDGET ACT PROVISIONS

(a) The Committee shall, in its consideration of all bills and joint resolutions of a 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. For the purposes of this paragraph a Government agency includes the organizational units of government listed in Clause 4(e) of Rule X of House Rules.

(b) The Committee shall review, from time to time, each continuing program within its jurisdiction 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) The Committee shall, on or before February 25 of each year, 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 which are within its jurisdiction or functions, and (2) an estimate of the total amounts of new budget authority, and budget outlays resulting there from, to be provided or authorized in all bills and resolutions within its jurisdiction which it intends to be effective during that fiscal year.

(d) As soon as practicable after a concurrent resolution on the budget for any fiscal year is agreed to, the Committee (after consulting with the appropriate committee or committees of the Senate) shall subdivide any allocation made to it in the joint explanatory statement accompanying the conference report on such resolution, and promptly report such subdivisions to the House, in the manner provided by section 302 of the Congressional Budget Act of 1974.

(e) 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 or submit such recommendations to the Committee on the Budget, in accordance with the Congressional Budget Act of 1974.

Rule No. 13

BROADCASTING OF COMMITTEE HEARINGS AND MEETINGS

Whenever any hearing or meeting conducted by the Committee is open to the public, those proceedings shall be open to coverage by television, radio, and still photography, as provided in Clause 4 of House Rule XI, subject to the limitations therein. Operation and use of any Committee Internet broadcast system shall be fair and nonpartisan and in accordance with Clause 4(b) of rule XI and all other applicable rules of the Committee and the House.

Rule No. 14

COMMITTEE AND SUBCOMMITTEE STAFF

The staff of the Committee on House Administration shall be appointed as follows:

(a) The staff shall be appointed by the Chair except as provided in paragraph (b), and may be removed by the Chair, and shall work under the general supervision and direction of the Chair;

(b) All staff provided to the minority party members of the Committee shall be appointed by the ranking minority member, and may be removed by the ranking minority member of the Committee, and shall work under the general supervision and direction of such member;

(c) 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;

(d) The Chair shall fix the compensation of all staff of the Committee, after consultation with the ranking minority member regarding any minority party staff, within the budget approved for such purposes for the Committee.

Rule No. 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 shall govern travel of Committee members and staff. Travel for any member or any staff member shall be paid only upon the prior authorization of the Chair or her or his designee. Travel may be authorized by the Chair for any member and any staff member in connection with the attendance at hearings 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 given there shall be submitted to the Chair in writing the following:

(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.

(b)(1) In the case of travel outside the United States of members and staff of the Committee for the purpose of conducting hearings, investigations, studies, or attending meetings and conferences involving activities or subject matter under the legislative assignment of the committee, prior authorization must be obtained from the Chair. Before such authorization is given, there shall be submitted to the Chair, in writing, a request for such authorization. Each request, which 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:

(A) the purpose of the travel;

(B) the dates during which the travel will occur;

(C) the names of the countries to be visited and the length of time to be spent in each;

(D) 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

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

(2) At the conclusion of any hearing, investigation, study, meeting or conference for which travel outside the United States has been authorized pursuant to this rule, members and staff attending meetings or conferences shall submit a written report to the Chair covering the activities and other pertinent observations or information gained as a result of such travel.

(c) Members and staff of the Committee performing authorized travel on official business shall be governed by applicable laws, resolutions, or regulations of the House and of the Committee on House Administration pertaining to such travel.

Rule No. 16

NUMBER AND JURISDICTION OF SUBCOMMITTEES

(a) There shall be two standing subcommittees, with party ratios of members as indicated. Subcommittees shall have jurisdictions as stated by these rules, may conduct oversight over such subject matter, and may consider such legislation as may be referred to them by the Chair. The names and jurisdiction of the subcommittees shall be:

(1) Subcommittee on Elections – (4/2). Matters pertaining to the Federal Election Campaign Act, the Federal Contested Elections Act, the Help America Vote Act, the National Voter Registration Act, the Uniformed and Overseas Citizens Absentee Voting Act, the Federal Voting Assistance Program, the Bipartisan Campaign Reform Act, the Americans with Disabilities Act (accessibility for voters with disabilities), the Federal Election Commission (FEC), the Election Assistance Commission (EAC), and other election related issues. Oversight of the Federal Election Commission (FEC) and the Election Assistance Commission (EAC).

(2) Subcommittee on Oversight – (4/2). Matters pertaining to operations of the Library of Congress, the Botanic Garden, the Smithsonian Institution, the Architect of the Capitol, the Capitol Visitors Center; the Chief Administrative Officer, House Information Resources, the Clerk of the House, the House Inspector General, the Congressional Research Service and the Office of Compliance.

(b) No subcommittee shall meet during any full Committee meeting or hearing.

(c) The Chair may establish and appoint members to serve on task forces of the Committee, to perform specific functions for limited periods of time, as she or he deems appropriate.

Rule No. 17

REFERRAL OF LEGISLATION TO SUBCOMMITTEES

The Chair may refer legislation or other matters to a subcommittee, or subcommittees, as she or he considers appropriate. The Chair may discharge any subcommittee of any matter referred to it.

Rule No. 18

OTHER PROCEDURES AND REGULATIONS

The Chair may establish such other procedures and take such actions as may be necessary to carry out the foregoing rules or to facilitate the effective operation of the committee.

Rule No. 19

DESIGNATION OF CLERK OF THE COMMITTEE

For the purposes of these rules and the Rules of the House of Representatives, the staff director of the Committee shall act as the clerk of the Committee.

COMMITTEE RESOLUTION 112-2

Resolved, that the following named Members are hereby elected as chairs and members of the subcommittees of the Committee:

Subcommittee on Elections
Gregg Harper, Mississippi, Chairman

Aaron Schock, Illinois
Rich Nugent, Florida
Todd Rokita, Indiana

Robert A. Brady, Pennsylvania
Charles A. Gonzalez, Texas

Subcommittee on Oversight
Phil Gingrey, Georgia, Chairman

Aaron Schock, Illinois
Rich Nugent, Florida
Todd Rokita, Indiana

Zoe Lofgren, California
Charles A. Gonzalez, Texas

COMMITTEE RESOLUTION 112-3

Resolved, that the Oversight Plan of the Committee on House Administration for the 112th Congress, as required pursuant to clause 2(d)(1) of Rule X, is hereby adopted, as follows:

Committee on House Administration
112th Congress Oversight Plan

Member Services

- Oversee Members' allowance amounts, including structure and regulations.
- Provide guidance and outreach to congressional offices to ensure compliance with Committee regulations.
- Review, update and revise the *Members' Congressional Handbook,* a set of regulations governing the expenditure of Members' Representational Allowances.
- Review and revise the *Guide to Outfitting and Maintaining an Office of the U.S. House of Representatives,* a set of regulations governing the acquisition, transfer, and disposal of furnishings, equipment, software, and related services.
- Evaluate the formulas used to calculate the Members' Representational Allowances and ensure that all Members have adequate resources for representing their constituents.
- Oversee the processing of vouchers and direct payments, including those for payroll.

New Member Orientation

- Plan, implement, and oversee the New Member Orientation Program for newly-elected Members of Congress.
- Oversee the planning and implementation of the Congressional Research Service New Member Issues Seminar in Williamsburg.

Intern Program

- In coordination with the Senate Committee on Rules and Administration, organize, administer, and oversee the Intern Lecture Series.
- Review and consider revising the Intern Handbook and other publications and communication materials used in support of the Intern Program

Committee Funding and Oversight

- Review Monthly Reports on committee activities and expenditures.
- Review the *Committees' Congressional Handbook* regulations governing expenditure of committee funds and update regulations as needed.
- Review Primary and any Secondary Expense Resolutions and approve authorization of committee-funding levels in committee and by House Resolution.
- Review Committees' Franking expenditures.

Congressional Accountability Act of 1995

- Monitor application of the Congressional Accountability Act of 1995 (CAA) (PL 104-1).
- Review regulations adopted by the Office of Compliance.
- Evaluate resources available to the Office of Compliance and House employing offices to facilitate implementation of the Act.
- Conduct general oversight of the Office of Compliance.
- Monitor ongoing judicial proceedings to determine the impact on the CAA.

Franking Commission

- Oversee the Members' use of the congressional frank by providing guidance, advice, and counsel through consultation or advisory opinion on the frankability of congressional mail
- Review proposals to reform mass mailing practices of Members, and regulations governing such mailings, and monitor current prohibition on mass mailings 90 days before a primary or general election.
- Review previously implemented rules to increase disclosure and improve the accounting of franked mail costs.
- Revise the *Regulations on the Use of the Congressional Frank and Rules on Practice in Proceedings Before the House Commission on Congressional Mailing Standards.*

House Officers and House Operations

- Work with House officers to identify and reduce spending and create more cost effective and efficient operations within the House.
- Analyze management improvement proposals and other initiatives submitted by the House Officers, the Inspector General, the Capitol Police Board, the Architect of the Capitol, the Library of Congress, the Smithsonian Institute, and other legislative branch agencies.
- Coordinate with the Subcommittee on Legislative Appropriations on matters impacting operations of the House and joint entities.
- Provide policy guidance to the House Officers, Inspector General and the joint entities as appropriate.
- Oversee compliance with the House Employee Classification Act (2 U.S.C. 291 *et seq.*).
- Assure coordination among officers and joint entities on administrative and technology matters.
- Continue review of congressional continuity issues, including organizing sessions of Congress at alternate locations, technological support for Member communications and chamber operations and filling vacancies in the House.
- Provide policy guidance and conduct oversight of security and safety issues and congressional entities charged with such roles.

Chief Administrative Officer

- Review procedures for processing contracts with the House that exceed the threshold of $350,000.
- Continue to review the current financial management system and implementation of the Financial System Replacement project.
- Review the structure of House Information Resources and determine organizational direction of technology services in the House.
- Review and oversee information technology services provided, maintained or hosted by House Information Resources. Continue oversight of failsafe procedures to guarantee continuity of operations.
- Review new technology initiatives to better serve Members, committees, and the public.
- Continue the review of functions and administrative operations assigned to the Chief Administrative Officer.
- Review semi-annual financial and operational status reports; oversee implementation of changes in operations to improve services and increase efficiencies.
- Review the operations of the House gift shop and its management.
- Continue review of House restaurant operations; furniture policy, inventory and selection; and alternatives to the current mail delivery process in order to strengthen the services and tools available to Members and staff.
- Continue review of Greening the Capitol operations by both the Chief Administrative Officer and the Architect of the Capitol and consider proposals to improve efficiency and cost savings.
- Review the printing needs of the Chief Administrative Officer's operation to identify the potential for eliminating duplication.
- Examine Chief Administrative Officer's role in assuring accessibility to the House wing of the Capitol, the House Office Buildings and other House facilities consistent with the Americans with Disabilities Act.
- Review staff benefits offered by the House and proposals to modify benefits.

Clerk of the House

- Review the administration of audio transmission on the House floor.
- Review and approve contracts and requests for proposals by the Clerk that exceed the $350,000 spending threshold.
- Oversee the Document Management System.
- Review standard for the electronic exchange of legislative information among the Houses of Congress and legislative-branch agencies.
- Coordinate on matters under the jurisdiction of the House Fine Arts Board.
- Continue review of functions and administrative operations assigned to the Clerk.
- Review of semi-annual financial and operational status reports; recommend changes in operations to improve services and increase efficiencies.
- Review the printing needs of the Clerk to evaluate the potential for eliminating duplication.
- Oversee preparation of congressionally-authorized publications.

Sergeant at Arms

- Review and oversee security operations in the House, including the House chamber, the galleries, the Capitol, House Office Buildings, Capitol Grounds, and District offices.
- Review and oversee initiatives designed to increase security and security awareness for Members and staff in district offices.
- Review semi-annual financial and operational status reports; recommend changes in operations to improve services and increase efficiencies.
- Review impact of electronic access to controlled spaces.
- Continue review of functions and administrative operations assigned to the Sergeant at Arms.
- Review the security operation of House parking facilities, regulations, and allocation of parking spaces.
- Consult with the Sergeant at Arms on policies adopted by the Capitol Police Board.
- Review the policies and procedures for visitor access to the Capitol.
- Review the printing needs of the Sergeant at Arms and the Capitol Police Board to identify the potential for eliminating duplication.
- Examine Sergeant at Arms' role in assuring accessibility to the House wing of the Capitol, the House Office Buildings, and other House facilities consistent with the Americans with Disabilities Act.
- Review the use of technology generally in the protection of the House of Representatives.
- Oversee the Office of Emergency Management, including the implementation of coordinated plans for emergency evacuation and response.

House Inspector General

- Review proposed audit plan and audit reports.
- Review comprehensive financial and operational audits of the House, investigate any irregularities uncovered, and monitor necessary improvements.
- Monitor progress of House audits.
- Continue review of functions and administrative operations assigned to the Inspector General.
- Direct Inspector General to conduct management advisories to improve implementation and operation of key House functions.

Oversight of Legislative Branch and Other Entities

Information and Technology Coordination

- Oversee, in conjunction with the Senate, forums for the sharing of technology plans and capabilities among the legislative branch agencies.
- Oversee, in conjunction with the Senate, the Legislative Branch Telecommunications group.
- Oversee continuing improvements to the Legislative Information System.
- Oversee work of the Legislative Branch Financial Managers' Council.

Library of Congress

- Conduct a review of the progress that the Library has made in providing public access to government information, especially in electronic form.
- Continue oversight of Library of Congress operations, including inventory and cataloguing systems.
- Continue oversight of Law Library operations.
- Continue oversight of Congressional Research Service operations, and consider any need to modify management of the Service.
- Review implementation of the Library of Congress Fiscal Operations Improvement Act of 2000 (Public Law 106-481), the Veterans' Oral History Project Act (Public Law 106-380), the National Recording Preservation Act of 2000 (Public Law No: 106-474), and the History of the House Awareness and Preservation Act (Public Law 106-99).
- Consider human-resources legislation proposed by the Library.
- Review the use of technology generally in Library of Congress operations.
- Review printing policies of the Library of Congress to assure compliance with Title 44 of the U.S. Code.
- Review reports by Library of Congress Inspector General and implementation of audit recommendations. Examine options to improve operation and structure of the Library of Congress Inspector General's office.

United States Capitol Police

- Monitor administrative operations of the agency, including budgetary management, civilian component, attrition rates, recruitment efforts and incentive programs for officers and civilian employees.
- Review proposals for additional USCP facilities and equipment.
- Review analysis of uniformed officer post/duty assignments to determine and authorize force levels to meet the agency's security requirements within the Capitol complex to include the Capitol Visitor Center, the Library of Congress and U.S. Botanic Garden.
- Review and consider proposals to improve USCP training program for new recruits, and in-service training.
- Authorize and oversee the installation and maintenance of new security systems and devices proposed by the Police Board.
- Review and authorize regulations prescribed by the Police Board for use of law enforcement authority by the Capitol Police.
- Examine Capitol Police role in assuring accessibility to the House wing of the Capitol, House Office Buildings and other facilities consistent with the Americans with Disabilities Act.
- Monitor the ongoing implementation of the Radio Modernization Project.
- Review reports by USCP Inspector General and implementation of audit recommendations. Examine options to improve operation and structure of the USCP Inspector General's office.
- Evaluate costs and benefits of merging GPO police force with USCP.

Government Printing Office

- Oversee operations of the Government Printing Office, including the Superintendent of Documents.
- Review and adopt legislative proposals to reform government printing by eliminating redundancies and unnecessary printing, increasing efficiency, and enhancing public access to government publications.
- Examine options to improve operation and structure of the GPO Inspector General's office. Monitor implementation of remedial actions taken to address audit issues identified by the GPO Inspector General.
- Review the printing needs of the House of Representatives to identify the potential for eliminating duplication.
- Examine current GPO printing and binding regulations to determine advisability of change.
- Oversee Superintendent of Documents' Sales and Depository Library Programs.
- Review GPO labor practices and labor agreements.
- Review use of GPO facilities and other assets to identify possible alternatives enhancing value to the Congress and the public.
- Evaluate costs and benefits of merging GPO police force with Capitol Police.

Architect of the Capitol

- Review the operations of the office of the Architect.
- Review the electronic and procured services provided by the Architect.
- Oversee Architect of the Capitol's maintenance of House buildings and the House side of the Capitol, and review any plans for rehabilitation of House buildings.
- Continue oversight of life safety measures, accessibility measures, and improved evacuation mechanisms in House buildings.
- Continue oversight of implementation of utility tunnel rehabilitation settlement.
- Oversee operations of the Capitol Visitors Center, in conjunction with the Senate Committee on Rules and Administration.
- Review reports by Architect of the Capitol Inspector General and implementation of audit recommendations. Examine options to improve operation and structure of the Architect of the Capitol Inspector General's office.

Office of Congressional Accessibility Services

- Oversee management and operations of Office of Congressional Accessibility Services, such as the implementation of the Americans with Disabilities Act (ADA), in conjunction with Senate Committee on Rules and Administration.

Smithsonian Institution

- Review the Smithsonian Inspector General's reports on the status of the Smithsonian.
- Oversee general museum and research facility operations of the Smithsonian Institution.
- Review and evaluate the Smithsonian Institution's use of authorized public funds.

- Review proposed appointments of Citizen Regents to the Smithsonian Institution's Board of Regents.
- Review proposals for authorization of new Smithsonian facilities. Review Smithsonian policies regarding initiation of planning, design and construction of projects.
- Review operations of the National Zoo.
- Conduct additional oversight of Smithsonian Networks.
- Review the use of technology generally in Smithsonian operations.
- Review Smithsonian policies regarding compliance with the Freedom of Information Act.
- Review any proposals to charge fees for admission to any Smithsonian exhibits.

Technology Use by the House

- Continue oversight of House Information Resources and other technology functions of the House to improve electronic information dissemination.
- Oversee implementation of House Rule XI 2(e)(4) requiring committee documentation to be made available electronically, to the maximum extent feasible.
- Review computer security measures.
- Oversee implementation of Committee hearing room upgrade program.
- Oversee and continue to implement an enterprise House Disaster Recovery Program for house offices, committees and member offices.
- Oversee and coordinate the House strategic technology plan.
- Oversee continuation of House technology assessment in new media.

Oversight of Federal Election Law and Procedures

- Recommend disposition of House election contests pending before the Committee; monitor any disputed election counts.
- Review operations of the Federal Election Commission (FEC) and evaluate possible changes to improve efficiency, improve enforcement of the Federal Election Campaign Act, and improve procedures for the disclosure of contributions and expenditures. Consider authorization issues and make recommendations on the FEC's budget.
- Review federal campaign-finance laws and regulations, including Presidential public financing, and consider potential reforms.
- Examine the role and impact of political organizations on federal elections.
- Review operations of the Election Assistance Commission (EAC) and evaluate possible changes to improve efficiency and improve implementation of the Help America Vote Act (HAVA). Consider authorization issues and make recommendations on the EAC's budget.
- Examine the impact of amendments made by HAVA and the Military and Overseas Voter Empowerment Act (MOVE Act) to the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), and consider proposals to improve voting methods for those serving and living abroad.
- Review state and federal activities under the National Voter Registration Act to identify potential for improvement to voter registration and education programs and reducing costs of compliance for state and local government.

- Review all aspects of registration and voting practices in federal elections. Monitor allegations of fraud and misconduct during all phases of federal elections and evaluate measures to improve the integrity of the electoral process.

COMMITTEE RESOLUTION 112-4

Resolved, that the Committee on House Administration Parking Policy is hereby adopted, as follows:

Committee on House Administration
Parking Policy
112th Congress
(Effective Date January 25, 2011)

Parking Policy Overview

1. 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.

2. All vehicles parked in House permit-only areas must display both valid license plates and a current House parking permit. Current permits must be displayed visibly on motorcycles and on bicycles. All parking permits must be clearly displayed while parked on House premises. In addition to a current permit, all staff may be required to show a valid House ID upon entering House parking areas within the secured perimeter. Staff members, in addition into a current permit, must show a valid House ID when entering all other House parking areas.

3. 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.

4. 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.

Permits

1. 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 authorized a permit from any of their employing offices. Permits are exclusively for the use of the employing offices and House staff. Employing officers and House staff may not transfer permits.

2. 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 pick-up the temporary permit from the House Parking Security office (G2-28 Rayburn HOB) and park in a lot

designated by House Parking Security (HPS). Approval is not needed for weekend and holiday parking, however, a temporary permit must be obtained from the House Parking Security office (G2-28, RHOB) and can only be requested one business day in advance of the desired date of use. Members and staff who utilize mass transmit benefits can obtain a bicycle permit for the permit-only bicycle racks and still retain their mass transit benefits.

3. 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.

4. Permits cannot be assigned without written notification from an employing office on office letterhead and signed by office parking coordinator or Member of the issuing office.

5. 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. (Note: Departing employees may receive a temporary parking permit for their last day(s) of employment in order for the permit to be removed in a timely manner.)

6. Non-staff temporary permits may be issued at the request of an official parking coordinator or Member. The location of parking will be determined by House Parking Security. Requests should be on the office letterhead, signed by the official parking coordinator or Member and provide the user's name and vehicle information (make, model, color, and license plate information). The maximum duration of a temporary permit is 14 business days in a 6 month period. Any individual needing a temporary permit for more than 14 business days in a 6 month period must submit a request to the Committee on House Administration for approval. Registered lobbyists will not receive temporary permits. Transit benefit recipients will only be granted temporary permits when approved by the Committee on House Administration.

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

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 register their additional vehicle(s) with their employing office's parking coordinator who will notify the Office of House Garages and Parking Security. Permits will be applied to each registered vehicle by the Office of House Garages and Parking Security (G2-28 Rayburn).

3. An individual with House ID may not have multiple vehicles parked in House permit-only areas at all times. 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

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

2. Unreserved staff parking 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 and reserved spaces.

3. Vehicles, including motorcycles and bicycles, cannot be stored in any unreserved space in a House parking area, except Member vehicles parked during periods when the House is not in session, the Member is traveling on official business, Member illness or similar circumstances. Stored is defined as being continuously parked in an unreserved space for more than thirty (30) consecutive calendar days. A vehicle not displaying both a current parking permit and valid license plates will also be considered a stored vehicle.

Reserved Parking

1. Members of the House may choose their reserved parking spaces from any unassigned space in the various garages.

2. Staff must choose their reserved space from the designated parking areas indicated on their permit.

3. Each person who reserves or shares a reserved indoor space incurs additional taxable income as a working condition fringe benefit. Under the tax code and IRS regulations, Members and their employees have imputed taxable income to the extent that the fair market value of Government-provided parking exceeds $215.00/month. The fair market value of a space at the House of Representatives is $290.00/month and therefore, as of January 3, 2007, the imputed taxable income is $75.00/month. These amounts are subject to change. (Contact Office of Payroll and Benefits for current rates at extension 5-1435.)

4. Individuals with reserved parking will be permitted to park their vehicles in their designated spaces for an indefinite period of time with valid license plates.

5. The Committee on House Administration reserves the right to limit the number of reserved spaces at any time.

Member Parking Plates

Member parking plates are only for the use of the Member and spouse, as well as for immediate transportation of the Member by staff. 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 the Office of 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, (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 pm based on space availability. Swing shift employees who are held over on assignment will be required to move to a designated lot 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.

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.

Group and Event Parking

Requested group and event parking may be approved on House parking areas for morning events prior to 8:30 am and event events after 5:30 pm. 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 Rayburn, 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;
- Storing of a vehicle in any House garage, lot, or designated parking area.

Generally, notice of violation(s) will be provided as follows:

- First Violation: Written notice from House Garages and Parking Security placed on vehicle;
- Second Violation: E-mail or letter to permit holder;
- Third Violation: E-mail or letter to employing authority and permit holder;
- Fourth Violation: Suspension of parking privileges for thirty (30) days. The employing authority may not issue this permit to another employee during the suspension.
- Fifth Violation: Suspension of parking privileges for sixty (60) days. The employing authority may not issue this permit to another employee during the suspension.
- Sixth 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.

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.

The CHAIRMAN. Pursuant to House Rule XI, Clause 2, the Committee on House Administration shall adopt written rules governing its procedure. The proposed rules for the committee are found in Committee Resolution 112–1, which all members have been given a copy of.

The rules are similar to the rules adopted by this committee during the last Congress with just a few changes. The changes have been made to conform our committee rules to the House Rules, as amended in this Congress.

Most of the changes provide for greater transparency. For example, they specify that documents must be posted on the committee's Web site. They provide for 3 days notice of committee meetings. They require that the text of any legislation to be considered at a meeting be posted 24 hours in advance. They also require that any amendments adopted at a meeting be posted online within 24 hours. And they reflect the change in our subcommittee structure.

We worked with the minority to prepare these rules, and we appreciate their input. And we made some changes in accordance where their input. Overall, I think that these changes provide for greater transparency in the operation of the committee and hope that members will support them.

So at this time I would ask whether there are any amendments to the resolution?

If not, I would call for the vote. And I ask for all members who are in favor of adopting the resolution to signify by saying aye.

Any opposed?

In the opinion of the chair, the ayes have it, and the resolution is adopted, and so ordered.

As noted in Rule no. 16 of the Rules of the Committee on House Administration for the 112th Congress, there shall be two standing subcommittees of this committee. The names and jurisdictions of the subcommittees shall be, number one, the Subcommittee on Elections, which will deal with matters pertaining to election law, including the Federal Election Campaign Act, the Federal Contested Elections Act, and the Help America Vote Act; number two, the Subcommittee on Oversight, which shall deal with matters pertaining to the operations of the Library of Congress, the Architect of the Capitol, the Capitol Visitor Center, the Chief Administrative Officer, the Government Printing Office, and the House Inspector General, among others.

Committee Resolution 112–2 appoints members to the subcommittees as follows: On the Subcommittee on Elections, Representative Harper will be the chair and the other Republicans will be Representatives Gingrey, Nugent and Rokita. Representative Lofgren will be the ranking member. Representative Gonzalez will also be on the subcommittee—

Ms. LOFGREN. No.

The CHAIRMAN. Okay. Representative Robert Brady from Pennsylvania and Representative Charles Gonzalez, with Mr. Brady being the ranking member on the subcommittee.

The Subcommittee on Oversight: Representative Gingrey from Georgia will be the chairman. The other members will be Representative Schock and Representative Nugent and Representative Rokita on the Republican side. Zoe Lofgren, as I understand it, will

be the ranking member on that subcommittee, and Mr. Gonzalez will be the other member on that subcommittee.

Are there any amendments to the resolution or discussion on the resolution?

Hearing none, I would ask members who are in favor of adopting the resolution to signify by saying aye.

Any opposed?

Hearing none, it is so ordered.

Pursuant House Rule X, Clause 2 and Clause 4, the Committee on House Administration shall conduct oversight of matters within its jurisdiction. Rule X, Clause 2(d) further states that no later than February 15th of the first session of Congress, this committee shall adopt an oversight plan for that Congress. The proposed oversight plan for the 112th Congress is found in Committee Resolution 112–3, which has been distributed to all members.

This year's oversight agenda will focus on identifying and reducing wasteful spending within House operations by increasing operational efficiency and attempting to streamline various House technology initiatives. Members' services and franking regulations will also be a high priority for the committee as we work to simplify procedures and provide guidance on how Members can effectively communicate with their constituents, particularly as it pertains to the use of social media and emerging technologies.

And I have been encouraged by discussions that have already taken place between our two sides on that, and I think we can resolve some of these issues and make it work more efficiently and also make it easier for the Members to understand what they can or cannot do. Making things Member-friendly is very important, and that is part of our overall oversight agenda.

The committee will also work with the agencies under our direct oversight by establishing best practices to improve their services to the House community, as well as the millions of constituents visiting each year. These agencies include the Office of Chief Administrative Officer, Architect of the Capitol, House Inspector General, Clerk of the House, Sergeant at Arms, the Library of Congress, Smithsonian Institute, the Government Printing Office, and the United States Capitol Police.

Again, I would ask if there are any comments or amendments to this resolution.

Hearing none, I would ask for the vote.

I ask for all members who are in favor of adopting the resolution to signify by saying aye.

Any opposed?

Hearing none, it is so ordered.

Now, the nitty-gritty. The resolution on the parking policy. Pursuant to House Rule X, Clause 1, the Committee on House Administration has jurisdiction over the parking facilities used by Members, staff and authorized personnel of the House of Representatives. The text of the proposed parking policy for the 112th Congress is found in Committee Resolution 112–4.

I do want to thank the minority for their consultation, their suggestions and bipartisan work on the parking policy. Further, I want to thank House Parking Security for working with the committee to develop the policy.

We added just a few words to make clear, for instance, if you are here for the President's State of the Union address and your spouse drives in with another car, we want to make it clear that that is appropriate that both cars could be parked at the same time; And, if a Member has his car parked here while we are on a district work period, that does not constitute storage under our rules. I just want to make sure that Members know exactly what they can or cannot do.

Are there any amendments to the resolution or any comments on the resolution?

Hearing none, I would ask for all members who are in favor of adopting the resolution to signify by saying aye.

Any opposed?

Hearing none, it is so ordered.

That concludes the official business that we have, and if anyone has something for the good of the order, it would be heard now.

If not, I want to thank everybody for their attendance here. I meant what I said about the bipartisan nature of this committee. We have a lot of work to do. And I want to thank everybody for their indications of sincerity and enthusiasm for the work that we have to do.

With that, this committee meeting is adjourned.

[Whereupon, at 3:00 p.m., the committee was adjourned.]