

ORGANIZATIONAL MEETING FOR THE 116TH CON-
GRESS; COMMITTEE RULES; ANTI-HARASSMENT
POLICY; PARKING POLICY; AND ELIGIBLE CON-
GRESSIONAL MEMBER ORGANIZATION REGULA-
TIONS

ORGANIZATIONAL MEETING

BEFORE THE

COMMITTEE ON HOUSE

ADMINISTRATION

HOUSE OF REPRESENTATIVES

ONE HUNDRED SIXTEENTH CONGRESS

FIRST SESSION

HELD IN WASHINGTON, DC, FEBRUARY 7, 2019

Printed for the use of the Committee on House Administration



Available on the Internet:

www.fdsys.gov

U.S. GOVERNMENT PUBLISHING OFFICE

35-818

WASHINGTON : 2019

COMMITTEE ON HOUSE ADMINISTRATION

ZOE LOFGREN, California, *Chairperson*

JAMIE RASKIN, Maryland

SUSAN A. DAVIS, California

G. K. BUTTERFIELD, North Carolina

MARCIA L. FUDGE, Ohio

PETE AGUILAR, California

RODNEY DAVIS, Illinois,

Ranking Member

MARK WALKER, North Carolina

BARRY LOUDERMILK, Georgia

COMMITTEE ORGANIZATIONAL MEETING FOR THE 116TH CONGRESS

THURSDAY, FEBRUARY 7, 2019

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

The Committee met, pursuant to call, at 10:04 a.m., in Room 1310, Longworth House Office Building, Hon. Zoe Lofgren [chairperson of the Committee] presiding.

Present: Representatives Lofgren, Raskin, Butterfield, Fudge, Aguilar, Davis of Illinois, and Walker.

Staff Present: Jamie Fleet, Staff Director; Peter Whippy, Communications Director; Sean Jones, Legislative Clerk; Khalil Abboud, Deputy Staff Director; David Tucker, Parliamentarian; Veleter Mazyck, Chief of Staff, Office of Representative Fudge; Lisa Sherman, Chief of Staff, Office of Representative Susan A. Davis; Becky Cornell and Evan Dornier, Office of Representative Aguilar; Kendra Brown and Kyle Parker, Office of Representative Butterfield; Julie Tagen and Lauren Doney, Office of Representative Raskin; Ryan Walker and Carson Steelman, Office of Representative Walker; and David Ross, Office of Representative Rodney Davis.

The CHAIRPERSON. Welcome. This is our first meeting of the Committee on House Administration, and the Committee will come to order. A quorum being present, we will proceed.

This morning, the Committee on House Administration will adopt Committee Rules of Procedure for the 116th Congress, establish a Subcommittee on Elections, adopt the parking policy for this Congress, and address a number of matters that the Committee has a responsibility for regulating.

I am looking forward to a productive Congress for the Committee, and we will have our first hearing next week on reforms to our democracy.

We will be hearing from our Committees soon about their funding needs as well, and we intend to look at all the agencies under our jurisdiction, how the Library of Congress can better serve Congress, imagining new museums as part of the Smithsonian Institution, and asking if the Capitol Police have the right tools to keep Members, staff, and visitors safe, both in D.C. and in our districts.

We intend to look at how Congress works, reviewing our Member and Committee handbooks, as well as tackling changes to the franking rules.

I would like to quickly introduce our members. We have two returning members: Representative Jamie Raskin, who represents

the Eighth District of Maryland, and who, without objection, is named vice chairperson of the Committee; and Representative Susan Davis, who is on her way, who represents the 53rd District of California, and who will chair the Franking Commission at Speaker Pelosi's request.

And we are joined by three new members: Representative G.K. Butterfield, who represents the First District of North Carolina; Representative Marcia L. Fudge, who represents the 11th District of Ohio; and Representative Pete Aguilar, who represents the 31st District of California.

I will now recognize our ranking member, Mr. Rodney Davis of Illinois, for the purposes of making an opening statement and to introduce his fellow Republican members.

Mr. DAVIS of Illinois. Well, thank you, Madam Chairperson. It is an honor to not just be the ranking member, but to be a partner with you at this Committee that has such a history of bipartisanship.

I would like to welcome all of the new members to the House Administration Committee, many friends. And then, I would like to welcome all the new members except for Mr. Aguilar.

Pete, it is good to have you, my friend. I missed you on the Ag Committee.

But as you can tell, bipartisanship actually works in this institution, no matter what you see and hear in the news media, and it is great to see so many of my good friends on the other side of this dais. And this Committee is one that really means bipartisanship, and I know we can work together to make things happen.

I want to take a moment to introduce the Republican members of this Committee. Not a real long line in the minority. Jamie, I know, Zoe, I know how you guys felt. You know, 50 percent of them are here right now.

So I am going to introduce my good friend Mark Walker, who is returning to this Committee. People who want to step up and serve on House Administration understand the importance of making sure that the House operates in a way that actually encourages bipartisanship, and I am very proud to have Mr. Walker back on this Committee. I would like to nominate him as my vice ranking member, because no one else is here.

So there you go, buddy. I don't know if I can do that or not, they haven't told me.

But Mark is serving his third term in the House and is here from the great State of North Carolina.

Barry Loudermilk, another returning member of the Committee, is not here, but also a valued member of our side of the aisle and somebody who understands what it means to actually get things done in the House of Representatives.

You know, my top priority for this Committee is to make the House work. And as a former staffer, just like Chairperson Lofgren, we come with a unique set of experiences in making sure that we get into the nitty-gritty and the details of House operations that many find boring, many find not intriguing to work on when they are here. But I know I share the same goal with the chairperson, to make sure that this House works better.

Through this Committee's oversight role we must continue to strengthen the implementation of proper internal controls over the financial processes in the House, too. That is something I worked on as a staffer for 16 years, and was proud to co-chair the reorganization of our House finances with Chairperson Lofgren in the last Congress.

We also have got to do what we can in this Committee to professionalize the House. I look and I see the staffers sitting behind the members, and I was once you. And I know that you want professionalism also. And I believe that you will see the members of this Committee will also strive to ensure that your talents and what you do on a daily basis actually is promoted, rather than torn down in the media, in this institution.

We also have to improve the safety and the security for millions of visitors that come to this campus. We take for granted as Members of Congress that many of our constituents, they take their savings for a year and they come out here to Washington, D.C., to experience the Nation's capital. And we have got to do everything we can as a bipartisan Committee to ensure that those visits, what we represent here in Washington, D.C., is also representative of what this great country is all about.

And, finally, our Committee is charged with protecting the foundation of our democracy and government. Namely, the sacred right to vote. We will work on this Committee and through the Subcommittee on Elections to continue our duty to safeguard the Federal election process and make certain that this process remains open, free, and fair and functioning to the highest level of integrity. We want to ensure that every American's vote is both counted and protected.

I am honored to serve as the ranking member of this key Committee. I look forward to working closely with my colleagues, especially Chairperson Lofgren. And I look forward to a very productive 116th Congress with each of you, even Mr. Aguilar.

The CHAIRPERSON. Thank you very much. I didn't realize there was a prior legislative relationship between you and Mr. Aguilar.

Does any other member wish to make comments before we proceed to the business before us?

If not, I will call up Resolution 116-01, and, without objection, the resolution will be considered as read and open to amendment at any time.

[The information follows:]

COMMITTEE ON HOUSE ADMINISTRATION
116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-1

Be it resolved, that the rules of the Committee on House Administration for the 116th Congress are hereby adopted, as follows:

Rules of the Committee on House Administration

116th Congress

Rule No. 1 – GENERAL PROVISIONS

(a) The Rules of the House of Representatives 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.

(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 rule X of the Rules of the House of Representatives and, subject to the adoption of expense resolutions as required by clause 6 of rule X of the Rules of the House of Representatives, 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 January 2 of each odd-numbered year, a report on the activities of the committee under rules X and XI of the Rules of the House of Representatives.

(e) The Committee's rules shall be made publicly available in electronic form and published in the Congressional Record not later than 60 days after the Committee is elected in each odd-numbered year.

Rule No. 2 – REGULAR AND SPECIAL MEETINGS

(a)(1) The regular meeting date of the Committee shall be the second Tuesday 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 Tuesday of a month, the regular meeting date shall be the third Tuesday of that month.

(2) Additional meetings may be called by the Chairperson of the full Committee as the Chairperson considers 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 Chairperson subject to 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 Chairperson, there is no need for the meeting.

(b) If the Chairperson is 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 Chairperson, in the case of meetings to be conducted by the Committee 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 calendar day (excluding Saturdays, Sundays, or legal holidays except when the House is in session on such a day) on which members have notice thereof. If the Chairperson, 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 Chairperson 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 Chairperson, in the case of meetings to be conducted by the Committee 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 rule XI of the Rules of the House of Representatives, 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 Chairperson 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 Chairperson 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 Chairperson 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 Chairperson may postpone further proceedings when a record vote is ordered on the question of approving any measure or matter or adopting an amendment. The Chairperson may resume proceedings on a postponed request at any time.

(2) In exercising postponement authority under subparagraph (1), the Chairperson 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 hearings, records, data, charts, and files shall be kept separate and distinct from the congressional office records of the member serving as Chairperson; 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 rule VII of the Rules of the House of Representatives. The Chairperson 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 rules X and XI of the Rules of the House of Representatives, the Committee 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 Chairperson, or any member designated by the Chairperson, may administer oaths to any witness.

(b)(1) A subpoena may be authorized and issued by the Chairperson of the full Committee, in accordance with clause 2(m) of rule XI 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, following consultation with the ranking minority member.

(2) In addition, a subpoena may be authorized and issued by the Committee 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, when authorized by a majority of the Members voting, a majority of the Committee being present. Authorized subpoenas shall be signed by the Chairperson or by any Member designated by the Committee.

(3) At least two business days before issuing any subpoena pursuant to paragraph (1) of this subsection, the Chairperson shall consult with the ranking minority member regarding the authorization and issuance of such subpoena, and the Chairperson shall provide a full copy of the proposed subpoena, including any proposed document schedule, at that time.

(4) The requirements of paragraph (3) may be waived in the event of an exigent circumstance that does not reasonably allow for advance written notice.

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 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 Chairperson will allow an appropriate period of time for the provision thereof.

Rule No. 9 – HEARING PROCEDURES

(a) The Chairperson 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 week before the commencement of that hearing. If the Chairperson, 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 Chairperson 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 Chairperson, each witness who is to appear before the Committee 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 Chairperson 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) All other members of the Committee may have the privilege of sitting with any subcommittee during its hearing or deliberations and may participate in such hearings or deliberations, but no member who is not a member of the subcommittee shall count for a quorum or offer any motion or amendment or vote on any matter before the subcommittee.

(e) Committee members may question witnesses only when they have been recognized by the Chairperson 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 clause 2(j) of Rule XI of the Rules of the House of Representatives. The questioning of a witness in Committee hearings shall be initiated by the Chairperson, 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 Chairperson 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 Chairperson 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 as applicable:

(1) The Chairperson 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 of the Rules of the House of Representatives.

(3) Witnesses at hearings may be accompanied by their own counsel for the purpose of advising them concerning their constitutional rights.

(4) The Chairperson 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 paragraph (5) of this subsection, the Chairperson 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 Chairperson 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 Chairperson 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 of Representatives.
- (d)(1) 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 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.
- (2) 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.
- (3) The report of the Committee upon that measure or matter shall be printed in a single volume which –
 - (A) shall include all supplemental, minority, additional or dissenting views, in the form submitted, by the time of the filing of the report, and
 - (B) shall bear upon its cover a recital that any such supplemental, minority, additional, or dissenting views (and any material submitted under subparagraph (c)) 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 by subsection (c); or
 - (ii) 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.
- (4) shall, when appropriate, contain the documents required by clause 3(e) of Rule XIII of the Rules of the House.
- (e) The Chairperson, 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 of

Representatives relating to going to conference with the Senate, whenever the Chairperson 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 Chairperson 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

(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) Not later than March 1 of the first session of a Congress and in accordance with clause 2(d) of rule X of the Rules of the House of Representatives, the Committee shall prepare an oversight plan for that Congress.

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 the Rules of the House of Representatives.

(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, in accordance with clause 4(f)(1) of rule X of the Rules of the House of Representatives, 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) 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 Rule XI of the Rules of the House of Representatives, 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 of the Rules of the house of Representatives and all other applicable rules of the Committee and the House.

Rule No. 14 – COMMITTEE STAFF

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

- (a) The staff shall be appointed by the Chairperson except as provided in paragraph (b), and may be removed by the Chairperson, and shall work under the general supervision and direction of the Chairperson;
- (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 Chairperson 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 Chairperson or her or his designee. Travel may be authorized by the Chairperson 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 Chairperson 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 Chairperson. Before such authorization is given, there shall be submitted to the Chairperson, 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 Chairperson 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 – STAFF DEPOSITION AUTHORITY

The Chairperson may authorize the staff of the Committee to conduct depositions pursuant to section 3(a) of H.Res. 6, 116th Congress, and subject to any regulations issued pursuant thereto.

Rule No. 17 – NUMBER AND JURISDICTION OF SUBCOMMITTEES

(a) There shall be one standing subcommittee, with party ratios of members as indicated. The subcommittee shall have jurisdiction 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 Chairperson. The name and jurisdiction of the subcommittee shall be:

(1) Subcommittee on Elections (3/1) – . Matters relating to voting rights issues and such other matters as may be referred to the subcommittee.

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

(c) The Chairperson may establish and appoint members, consistent with the ratio between majority and minority members serving on the Subcommittee on Elections, to serve on task forces, panels, special, or select subcommittees of the Committee, to perform specific functions for limited periods of time, as the Chairperson deems appropriate.

RULE NO. 18: REFERRAL OF LEGISLATION TO SUBCOMMITTEES

The Chairperson may refer legislation or other matters to a subcommittee as the Chairperson considers appropriate. The Chairperson may discharge the subcommittee of any matter referred to it.

RULE NO. 19: POWERS AND DUTIES OF SUBCOMMITTEES

The subcommittee is authorized to meet, hold hearings, receive evidence and report to the full committee on all matters referred to it. No subcommittee shall meet during any Committee meeting.

Rule No. 20 – OTHER PROCEDURES AND REGULATIONS

The Chairperson 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. 21 – 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.

The CHAIRPERSON. I recognize myself for 5 minutes.

Our first order of business is adoption of the Committee Rules for the 116th Congress as required by clause 2(a) of House rule XI. A copy of the proposed rules is provided to each member.

I have worked closely with Mr. Davis on these proposed rules and have accepted two of his recommendations. Our proposed rules provide the Committee additional tools to pursue our oversight work.

One of these tools is a provision authorizing the chairperson of the Committee, after consultation with the ranking minority member, to authorize and issue a subpoena. Mr. Davis asked that we change the standard for dispensing with consultation, which, honestly, I do not expect will occur, regarding the issuances of a subpoena under this authority, and we have accommodated his request.

We have also accepted Mr. Davis' request that the ratio of majority to minority members on any task forces, panels, special, or select subcommittees that may be appointed to perform specific functions for limited periods of time be the same as the ratio for our Subcommittee on Elections, and I agree, obviously, with that.

Our proposed rules also create a Subcommittee on Elections and make a number of minor changes to conform to the rules package passed by Congress last month.

I would now recognize our ranking member for any statement on the resolution he may have and thank him for working closely with us on this.

Mr. DAVIS of Illinois. Well, thank you, Madam Chair.

I would first like to, again, thank you and your staff for their efforts to make available draft copies of the Committee Rules prior to this morning's meeting, and also making accommodations to the concerns that we had that you just mentioned. It is in that effort of bipartisanship that this Committee has operated for many years, and I hope to carry this on through this 116th Congress.

One item, though, that is not on the agenda today but has been included in previous organizational meetings of this Committee is the formal adoption of an oversight plan. I know that this is a result of a change in House rules, and you will be submitting an oversight plan by March 1 rather than voting today to formally adopt a plan.

It is still my expectation, consistent with House rules, that the minority will be consulted on the development of this plan. As I mentioned in my opening statement, I believe that the overwhelming majority of the oversight issues, especially in this Committee, can be addressed in a very bipartisan manner.

Madam Chair, it is in this same spirit that I ask that if you deem it necessary to exercise this committee's new subpoena and deposition authority, we do so in a thoughtful and judicious manner.

Finally, I ask that if you order the taking of depositions by counsel, that you will consult and include the minority, consistent with the regulations adopted by the Rules Committee.

The CHAIRPERSON. Thank you, Mr. Davis.

It certainly is our intention. As you note, the House rules no longer require the formality, but we do intend to have oversight

planning. We certainly will welcome the participation of the minority in that plan.

It is my intention to act in a judicious manner at all times as chairperson of the Committee, and certainly to consult with the minority relative to any depositions that may be taken by staff, as well as subpoenas that may be issued, although we don't know how frequent the use of that tool will be.

Mr. DAVIS of Illinois. Well, it is with my thanks, and with our experience of working well together in a very bipartisan manner in previous Congresses that I expect this Committee will continue to be a beacon of bipartisanship in a very partisan institution over the next couple of years.

The CHAIRPERSON. Thank you.

Does any member wish to offer an amendment or speak on the resolution?

Seeing none, the question is now on the motion to adopt Resolution 116-01.

All those in favor will say aye.

Opposed will say no.

The ayes have it, and the motion is agreed to. And, without objection, the motion to reconsider is laid on the table.

Pursuant to clause 2(a) of House Rule XI, the rules adopted by the Committee on House Administration for the 116th Congress will be published in the Congressional Record and made available to Members and the public on the Committee's website.

I will now call up Resolutions 116-02 through Resolution 116-07 to consider en bloc. I understand the minority has agreed to this. I wanted to say a few words about them, however, and the bipartisan work on these that is really the hallmark of our Committee.

Resolution 116-02 establishes the membership of the Subcommittee on Elections, which was reconstituted under our rules. As the former chairperson of the Elections Subcommittee, I know how important it can be to focus very closely on voting rights issues.

Our chairperson of the Subcommittee, Marcia Fudge, is intending to hold a series of field hearings around the country to gather evidence from voters and experts about how recent changes in voting laws, especially the Supreme Court's decision in *Shelby County v. Holder*, have affected access to the ballot. That is important work. It may be augmented by additional hearings here in the Capitol.

Resolution 116-03 provides for the parking policy in the 116th Congress. The policy for this Congress follows that of the last Congress, with several improvements and enhancements. This policy addresses those Members and staff who are habitual parking policy violators by providing that violators will be towed and potentially permanently banned from parking on the House campus, subject to the direction of this Committee.

Furthermore, nonelectric vehicles parked in electric vehicle and hybrid charging stations areas will be subject to penalties.

Resolution 116-04 requires all employing offices covered by the Congressional Accountability Act to adopt anti-discrimination and anti-harassment policies for their workplace. We have developed a

model policy that Members can utilize, so we don't have to reinvent the rule, but every office is expected to do this.

Resolution 116-05 provides regulations prohibiting the use of House exercise facilities by former Members who are registered lobbyists.

Resolution 116-06 updates the regulations found in the Members' Congressional Handbook regarding eligible congressional membership organizations, or ECMOs, to reflect rule changes for this Congress and to give the chairperson and ranking member of this Committee waiver authority when considering requests to establish an ECMO.

And finally, Resolution 116-07 requires all Member offices, including district offices, to display a statement of rights and protections provided to House employees.

Again, I want to thank Ranking Member Davis for working closely with us on these resolutions, and I would now recognize him for any remarks he wishes to make on these resolutions.

Mr. DAVIS of Illinois. To the happiness of the rest of the Committee, I will offer no other remarks, but thanks.

The CHAIRPERSON. All right.

Does any other member wish to speak on these resolutions? Seeing none, I will now call up Resolutions 116-02, 116-03, 116-04, 116-05, 116-06, and 116-07, and ask unanimous consent that they be considered en bloc, that further reading of these resolutions be dispensed with and that they are open for amendment at any time.

[The information follows:]

COMMITTEE ON HOUSE ADMINISTRATION
116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-02

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

Marcia L. Fudge, *Ohio*, Chairperson

G. K. Butterfield, *North Carolina*

Rodney Davis, *Illinois*, Ranking Member

Pete Aguilar, *California*

COMMITTEE ON HOUSE ADMINISTRATION
116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-03

Be it resolved, that the Committee on House Administration hereby adopts the Parking Policy as follows as the Parking Policy for the 116th Congress:

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 to 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 issued 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 transit 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. 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 H-plate with an RMC parking permit on it.

4. Permits cannot be assigned without written notification from an employing office on office letterhead and signed by office parking coordinator, the Chief of Staff, 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, the Chief of Staff 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, Chief of Staff, or Member and provide the user'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 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.

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 any 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

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, reserved spaces, and electric vehicles requiring charging stations.

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 and unauthorized vehicle.

Reserved Parking

1. 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.

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

3. Each person who reserves 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 \$255.00/month. The fair market value of a space at the House of Representatives is \$290.00/month and therefore, as of January 3, 2017, the imputed taxable income is \$35.00/month. These amounts are subject to change. (Contact Office of Payroll and Benefits for current rates at extension 5-1435.)

4. Only 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

1. Member parking plates are only for the use of the Member and spouse, as well as for immediate transportation of the Member by staff. Only Members 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.
2. Staff person 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
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 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 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 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 serve 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 Parking.

Charging Stations

Charging stations 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 on 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 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; handicap parking spaces, special needs parking spaces or charging stations; and
- 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.

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

Shared 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 ON HOUSE ADMINISTRATION
116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-04

Be it resolved, that the Committee on House Administration hereby promulgates, pursuant to subsection (s)(2) of section 3 of H.Res. 6, 116th 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- and discrimination-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 applicable to the House of Representatives.
5. The policy must prohibit harassment and discrimination 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 and discrimination occurring in the office. This must include a reporting process where an individual alleging harassment or discrimination 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 or harassment. 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 should reflect mechanisms to ensure notification of status and closure of allegations under review.
10. The policy must note that the employee has the right to also confidentially consult the Office of Employee Advocacy (OEA) regarding any allegations of harassment or discrimination and list the hotline and contact information for the OEA.
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, receive a copy of the office Anti-Discrimination and Anti-Harassment Policy, and 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.
13. Member offices must ensure every staffer, intern, 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
116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-05

Be it resolved, that the Committee on House Administration hereby promulgates, pursuant to subsection (d)(2) of section 3 of H.Res. 6, 116th Congress, the following regulations regarding the use of any exercise facility which is made available exclusively to Members and former Members, officers and former officers of the House of Representatives, and their spouses:

**Prohibition on Use of Exercise Facilities of the House of Representatives
by Former Members Registered as Lobbyists**

1. Any former Member, former officer, or spouse who is a lobbyist registered under the Lobbying Disclosure Act of 1995 or any successor statute, or is considered a “registered lobbyist” under clause 5(g) of Rule XXV of the U.S. House of Representatives, or who is an agent of a foreign principal, as defined in clause 5(g) of rule XXV of the Rules of the House of Representatives, are prohibited access to any exercise facility which is made available exclusively to Members and former Members, officers and former officers of the House of Representatives, and their spouses.
2. Failure to abide by the requirements of this regulation may result in punishment including, but not limited to, citations, fines, or revocation of identity cards or other means permitting access to buildings and facilities of the House of Representatives.
3. In order to obtain access to any such facility, any former Member, former officer, or spouse, any such individual must complete the following certification:

CERTIFICATION of ELIGIBILITY for MEMBERSHIP
to the
MEMBERS' WELLNESS CENTER
by a
FORMER MEMBER or FORMER OFFICER or SPOUSE of a CURRENT or FORMER MEMBER or
OFFICER
of the
U.S. HOUSE OF REPRESENTATIVES

I hereby certify that I am not a lobbyist registered under the Lobbying Disclosure Act of 1995 or any successor statute, or is considered a "registered lobbyist" under clause 5(g) of Rule XXV of the U.S. House of Representatives, or an agent of a foreign principal, as defined in clause 5(g) of Rule XXV of the U.S. House of Representatives; and, therefore, that I am eligible for membership to the Members' Wellness Center as a former Member, former officer of the House of Representatives, and the spouse of a former Member or former officer.

I hereby agree to notify the House Superintendent, in writing, if my eligibility status should change at any time.

Name: _____
(Please print or type)

Title: _____
(Please print or type: Former Member, Former Officer, or Spouse of a Current or Former Member or Officer)

Signature: _____ Date: _____

Please submit your completed form to:

Members' Wellness Center
U.S. House of Representatives
SB-319 Rayburn House Office Building
Washington, D.C. 20515-0001

For purposes of this subsection, the term "Member" includes a Delegate or Resident Commissioner to the Congress.

**COMMITTEE ON HOUSE ADMINISTRATION
116th CONGRESS**

A RESOLUTION

COMMITTEE RESOLUTION 116-06

Be it resolved, that the Committee on House Administration hereby promulgates the following regulation regarding Eligible Congressional Member Organizations:

Eligible Congressional Member Organizations

Introduction: Members' Representational Allowance Funding and Its Use by Eligible Congressional Member Organizations.

Eligible Congressional Member Organizations

The following regulations of the Committee on House Administration, collectively known as the Eligible Congressional Member Organizations Handbook ("ECMO Handbook"), govern all expenditures from an ECMO account.

The Handbook regulations assist the Chair of the ECMOs in determining whether expenses are reimbursable. Therefore, the Handbook contains broad descriptions of reimbursable expenses, but is not an exhaustive list of such expenses.

Questions about reimbursement of an expense should be directed to the Committee on House Administration at x52061 prior to incurring the expense.

Administrative, financial and non-legislative support services (e.g., equipment purchases, technology standards and services, office supplies, room reservation and set-up) are acquired through the Office of the House Chief Administrative Officer ("CAO"). For further information about the CAO's services, please refer to HouseNet, the House intranet (<https://houseset.house.gov>) or the CAO's services office, First Call, at x58000.

The Handbook is a collection of regulations issued by the Committee on House Administration. In drafting these regulations, the Committee consults with other committees of the House, House leadership, Member office staff, and the Officers of the House.

General

Registration

For the 116th Congress, CMOs that meet certain criteria established by the House Rules may register with the Committee on House Administration as Eligible

Congressional Member Organizations (ECMO).

ECMOs must provide the following information:

1. Name
2. Statement of Purpose
3. Chair and Vice Chair of the ECMO
4. Employees designated to work on issues related to the ECMO (minimum of three employees are required).

CMOs should register through a letter to the Chairperson of the Committee on House Administration. CMOs granted ECMO status will be informed by the Chairperson of the Committee on House Administration.

Membership

The Chair and Vice Chair of the ECMO must be a Member of the House. Members of both the House and Senate may participate in ECMOs. The participation of Senators in an ECMO does not impact the scope of authorized ECMO activities in any regard.

Funding and Resources

Unlike Member and Committee offices, ECMOs are not entitled to specific numbers of staff positions. An ECMO may acquire staff positions and the resources to fund the positions only by written agreement between a participating ECMO Member and the ECMO Chair. All agreements must be filed with the Committee on House Administration. Neither ECMOs nor individual Members may accept goods, funds, or services from private organizations or individuals to support the ECMO.

Expenses

When an expense is incurred, the Chair of the ECMO must determine the primary purpose for the expenditure. Is the primary purpose for the expenditure official and representational of the ECMO? Or is it primarily related to personal, campaign-related political party, campaign, Member office or committee activities? Only expenses the primary purpose of which are official and representational of the ECMO and which are incurred in accordance with the Handbook are reimbursable.

1. The ECMO's funds derived from the MRA's pursuant to an agreement may only be used for official and representational expenses of the ECMO.
2. The Chair of the ECMO may expend personal funds in support of official and representational duties.

3. The MRA and/or the ECMO account may not be used to pay for any expenses related to activities or events that are primarily social in nature.
4. The ECMO funds may not pay for personal expenses.
5. The ECMO funds may not pay for campaign expenses.
6. The ECMO funds may not pay for campaign-related political party expenses.
7. The ECMO funds may not pay for committee expenses.
8. Committee resources may not pay for an ECMO's official and representational expenses.
9. Except where authorized by the Committee on Ethics, campaign funds may not pay for an ECMO official and representational expenses.
10. A Member may not maintain, or have maintained for his use, an unofficial office account for the purpose of defraying or reimbursing ordinary and necessary expenses incurred in support of an ECMO's official and representational duties.
11. An ECMO may not accept from any private source in-kind support having monetary value for an official activity.
12. The Chair of the ECMO is personally responsible for the payments of any official and representational expenses incurred that exceed the provided ECMO funds or that are incurred but are not reimbursable under these regulations.
13. Unless specifically authorized by an applicable provision of federal law, House Rules, or Committee Regulations, no Member, relative of the Member, or anyone with whom the Member has a professional or legal relationship may directly benefit from the expenditure of ECMO funds.
14. The ECMO funds are available for services provided and expenses incurred from January 3 of one year through January 2 of the following year. All expenses incurred will be charged to the allowance available on the date the services were provided or the expenses were incurred. Upon the death, resignation, or expulsion of a Member who is an ECMO Chair, the ECMO Vice-Chair shall assume the duties of the ECMO Chair until such time as a new ECMO Chair is elected.
15. Requests to obligate prior year funds after January 2 of the succeeding year will be considered by the Committee when a Chair of an ECMO provides documentation demonstrating a bona fide intent to obligate the prior year's funds during the applicable year.
16. The ECMO funds are not transferable between years.
17. ECMOs may not use official resources to misrepresent their current official positions or titles within the House.
18. Pursuant to 18 U.S.C. § 1913, ECMO funds may not be used for certain

activities in the absence of authorization by Congress. Contact the Committee on House Administration at x52061 for more information.

Budgeting and Disclosure

The Committee recommends that each ECMO establish an annual budget for the MRA they receive. To assist in this process, the Office of Finance sends each ECMO monthly statements showing year-to-date expenditures and obligated amounts. The quarterly expenditures reflected in these statements are compiled and published as the Quarterly Statement of Disbursements, which is a public document.

Each ECMO must submit to the Committee on House Administration, by the 18th of each month, a report signed by the Committee Chair on the activities of the committee during the preceding month. The monthly report must include the following:

- a. Statement of expenses for the month and year to date. An ECMO must reconcile their figures with the Monthly Financial Statement prior to submitting the monthly reports.
- b. List of ECMO employees, job titles and gross monthly salaries (a copy of the monthly Payroll Certification Form is acceptable).
- c. Certification by the Chair of the reporting ECMO that the report is available to Members of the ECMO for examination.

Monthly reports for each ECMO will be available for public inspection at the Committee on House Administration.

Disbursements

Disbursements from the ECMO are made on a reimbursement or direct payment basis and require specific documentation and the ECMO's Chair's certification as to accuracy and compliance with applicable federal laws, House Rules, and Committee regulations.

Reimbursements and payments from the ECMO funds may be made only to the ECMO Chair, the ECMO's employees, or a vendor providing services to support the operation of the ECMO's offices.

Incidental Use

Incidental personal use of equipment and supplies owned or leased by, or the cost of which is reimbursed by the House of Representatives is permitted only when such use is negligible in nature, frequency, time consumed, and expense.

For example, limited use of government resources to access the Internet, to send or receive personal email, or to make personal phone calls is permissible, so long as the use meets the above criteria, and otherwise conforms with the Regulations of the Committee on House Administration and the Code of Official Conduct (House Rule XXIII).

Each ECMO office may adopt a more restrictive incidental use policy.

Overspending

Each ECMO Chair is personally responsible for the payment of any official and representational expenses incurred that exceed available ECMO funds. If an ECMO incurs an obligation to the U.S. House of Representatives and the amount of the obligation incurred exceeds the ECMO's funds, the Chair of the ECMO shall pay the obligation from personal funds. If the ECMO Chair fails to pay the obligation voluntarily, the CAO will deduct the amount owed from any pay, mileage, or expense money due to the ECMO Chair in the case of a sitting Member or through an administrative offset or legal action in the case of a former Member. The Office of Finance will notify the ECMO Chair if that ECMO is projected to overspend the available ECMO funds.

Contact the Office of Finance at x57474 or the Committee on House Administration at x52061 for assistance with accounting and budgeting.

Staff

General

No ECMO has hiring authority without the contribution of a staff position, or "hiring slots," by a participating ECMO Member. Once contributed to the ECMO by an ECMO Member, the ECMO Chair will enjoy authority to hire, establish the terms and conditions of employment, and terminate the employment of ECMO staff made possible by the contribution of the hiring slot by the ECMO Member.

These terms and conditions must be consistent with applicable federal laws and House Rules. Personnel actions affecting employment positions in the House of Representatives must be free from discrimination based on race, color, national origin, religion, sex (including marital or parental status), service in the military, disability, or age.

1. Personnel actions affecting employment positions in the House of Representatives must be free from discrimination based on race, color, national origin, religion, sex (including marital or parental status), service in the military, disability, age, sexual orientation, and gender identity.
2. A Member or ECMO may not retain an employee on payroll who does not perform official duties commensurate with the compensation received for the offices of the employing authority. (House Rule XXIII, clause 8(a)).
3. "Employee" means an individual appointed to a position of employment in the House of Representatives by an authorized employing authority including individuals receiving pay disbursed by the CAO and individuals in a Leave Without Pay or furlough status.
4. "Staff" refers collectively to employees who serve in the office of an ECMO or who otherwise provides substantial assistance to the ECMO.

5. Annual rates of pay may not exceed the amount specified in the Speaker's Pay Order.
6. Total compensation in any month including any lump sum and regular pay, student loan program payments, (including cash reimbursement for accrued annual leave) may not exceed 1/12th of the maximum rate of pay specified in the Speaker's Pay Order.
7. Retroactive pay adjustments are not authorized.
8. Government contributions to retirement, life insurance, Thrift Savings Plan, transit benefits, Student Loan Repayment Program and health benefits programs are not charged to the MRA or ECMO funds.
9. Each month, the ECMO will receive a Payroll Certification Form from the Office of Payroll and Benefits that lists the annual pay and gross pay earned for each employee. If an employee is a relative of a current Member of Congress, the nature of the relationship to the Member must be noted on the Payroll Certification Form. The ECMO Chair must certify the information and return the form to the Office of Payroll and Benefits no later than the 15th day of the month. Contact the Office of Payroll and Benefits at x51435 for payroll forms.

Employee Ceiling

AN ECMO may employ staff only pursuant to an agreement between an ECMO Member contributing a hiring slot and the ECMO Chair. No ECMO may simultaneously employ more than 18 individuals.

Contractors

ECMO's may contract with firms or individuals only for general, non-legislative and non-financial, office services (e.g., equipment maintenance, systems integration, data entry, staff training, photography, custodial services, and web services) for a specified time period not to exceed the calendar year. Such contracts are reimbursable. Such contractors are not employees of the House and are ineligible for government-provided personnel benefits.

Contractors do not require a staff slot.

ECMO Chairs are advised to consult the Committee on House Administration when entering into such contracts.

Civilian Annuitant

If an ECMO employs a federal civil service annuitant, the amount of the annual annuity, when added to the annual rate of pay at which the employee is to be paid by the ECMO, may not exceed the highest rate of basic pay as authorized by the Speaker's Pay Order. The combined total of the civil service annuity and the

amount of the salary will be charged to the ECMO.

Waivers

ECMO offices will not be granted waivers of applicable annuity reductions or pay reductions.

Detailees

The term “detaillee” means a non-Congressional federal employee assigned to a committee for a period of up to one year.

Pursuant to 2 U.S.C. § 4301(f), detailees may not be assigned to an ECMO office.

Interns

Only paid interns may be the subject of an agreement between a Member office and an ECMO.

Appointment

The official appointment of each employee requires the ECMO Chair’s signature on the Payroll Authorization Form (PAF). Hiring actions will not be processed without the required written agreement between the participating ECMO Member and the ECMO Chair. ECMO Chairs should use the *ECMO Consolidated Personnel Action Form / Employment Agreement* to submit the initial hiring action.

When hiring new staff to the U.S. House of Representatives, all personnel appointment PAFs, along with the completed appointment package, must be submitted to the Office of Payroll and Benefits no less than two business days prior to the effective date of hire. Completed appointment packages include the Appointment PAF, employment eligibility documents (U.S. Citizen and Non-U.S. Citizen requirements), Form I-9, Direct Deposit, W4, TSP-1 enrollment form, and Oath of Office.

Subsequent payroll transactions (changing from one House office to another, pay adjustments, title changes, furlough status, terminations, etc.) must also be made on the appropriate PAF or payroll form with the ECMO Chair’s signature. PAFs and payroll forms are due to the Office of Payroll and Benefits by the 15th day of the month in which the adjustment is effective to be included in the monthly regular payroll cycle, which is paid on the last business day of the month. PAFs and forms not submitted by the 15th of the month must be received by the Office of Payroll and Benefits no later than the last business day of the month in which the payroll transaction is effective. These transactions submitted will be processed in the off-cycle payroll.

Dual Compensation

The aggregate gross annual salary of an employee receiving payment from the House who is also receiving payment from the U.S. Senate, Architect of the Capitol, or any other department or agency of the U.S. Government, may not exceed the gross annual rate established by 5 U.S.C. § 5533. For the current applicable dual compensation rate, contact the Office of Payroll and Benefits at x51435.

Fair Labor Standards Act (FLSA)

As employing offices, ECMOs are subject to the FLSA as applied to the House of Representatives through the Congressional Accountability Act of 1995. Therefore, ECMO Chairs are responsible for assuring compliance with the minimum-wage/maximum-hour provisions of the FLSA. In cases where non-exempt ECMO staff may be shared with other employing offices, an ECMO Chair must coordinate the other office to ensure compliance with the FLSA. For further information please contact the Committee or the Office of House Employment Counsel.

Family and Medical Leave Act (FMLA)

As employing offices, ECMOs are subject to the FMLA as applied to the House of Representatives through the Congressional Accountability Act of 1995. Applicable regulations provide that in some circumstances, ECMO staff may be considered as jointly employed by the ECMO and the ECMO Member who contributed the hiring slot corresponding to the ECMO staff person. In such cases, the joint employers may agree to become “primary” and “secondary” for purposes of fulfilling FMLA obligations to the employees. To understand FMLA obligations fully, please contact the Committee or the Office of House Employment Counsel.

Financial Disclosure

Members and employees receiving basic pay at a rate equal to or greater than 120 percent of the minimum pay for GS-15 for at least 60 days during any calendar year must file a Financial Disclosure Statement upon appointment, termination, and annually on May 15th.

Ordinary and necessary expenses incurred by ECMO and their employees, in support of the filing of reports consistent with the provisions of the Ethics in Government Act, are reimbursable.

In accordance with CHA Committee Resolution # 110-7, “Each House employee who is simultaneously employed by three or more House employing authorities for more than 60 days during a calendar year must file a Financial Disclosure Statement under 5 U.S.C. app § 101 et seq. by May 15 of each year.” This statement is required regardless of total compensation for the year. Contact the Committee on Ethics at x57103 for guidance concerning the current applicable rate of pay and other information regarding Financial Disclosure requirements.

Lump Sum Payment – An ECMO Chair may authorize a lump sum payment to an employee for any purpose consistent with the following:

1. Payments must be consistent with House Rule XXIII, clause 8(a), which requires that employees perform official duties commensurate with the compensation received. Employees may not be compensated from public funds to perform non-official, personal, campaign-related political party, or

campaign activities on behalf of the ECMO, a Member, the employee, or anyone else;

2. A lump sum payment may not be more than the monthly pay of the employee receiving the lump sum payment;
3. Lump sum payments may be for services performed during more than one month;
4. ECMO's may provide lump sum payments for accrued annual leave only if such leave was accrued in accordance with written personnel policies established prior to the accrual of such leave;
5. Total compensation in any month including any lump sum payment, student loan payments, and regular pay (including cash reimbursement for accrued annual leave) may not exceed 1/12th of the maximum rate of pay specified in the Speaker's Pay Order;
6. Lump sum payments will be disclosed separately in the Quarterly Statement of Disbursements;
7. Lump sum payments are considered as part of "rate of pay" under the Speaker's Pay Order;
8. Lump sum payments are considered "supplemental wages" for taxation purposes; and
9. Lump sum payments are not considered as part of "basic pay" for purposes of calculating Thrift Savings Plan, life insurance, or federal pensions.

Contact the Committee on Ethics at x57103 for information on the treatment of lump-sum payments with regard to financial disclosure, post-employment restrictions, and outside earned income limitations.

Pay Adjustments

An ECMO Chair may adjust, in any month, an employee's pay to reflect exceptional, meritorious, or less than satisfactory service.

Such adjustments must be received by the Office of Payroll and Benefits on or before the 15th day of the month in which the adjustment is to be effective.

Retroactive pay adjustments are not authorized.

Payroll Schedule

Pursuant to 5 U.S.C. § 5505, the monthly payroll is based on a 30-day pay period. Payment is made on the last business day of the month.

Rates of Compensation

The ECMO Chair is responsible for adhering to the applicable minimum wage provisions of the Fair Labor Standards Act (\$7.25 per hour as of July 24, 2009).

Interns are not employees for purposes of compliance with the minimum wage and overtime provisions of the Fair Labor Standards Act.

The maximum rate of pay is established for Member offices by the Speaker's Pay Order.

Terminations

Terminations must be made on a Payroll Authorization Form and submitted to the Office of Payroll and Benefits as soon as the date of termination is known. If the termination notice is received by Payroll and Benefits after the 15th day of the month during which the termination becomes effective, the payroll for that month may have already been processed.

Leave

The ECMO Chair determines the terms and conditions of employment, including provisions for leave (e.g., annual, administrative, and sick).

Contact the Office of House Employment Counsel at x57075 for model leave policies.

Office Expenses

Appliances

Ordinary and necessary expenses for small appliances (microwaves, coffee makers, etc.) for use in the ECMO offices are reimbursable. Equipment, including appliances, with a purchase price over \$500 must be added to the ECMO's inventory by contacting CAO First Call at x58000.

Decorating Expenses

Decorations of nominal value (e.g., frames, bookends, flags, seals, rugs, etc.) for ECMO offices are reimbursable.

Contact the Committee on House Administration at x58281 for a list of government agencies that provide wall decorations free of charge.

Deposits

Security and other deposits are not reimbursable and must be paid from the ECMO Chair's personal funds. Each ECMO Chair should notify vendors that any return of deposits should be made to the ECMO Chair.

Drug Testing

Ordinary and necessary expenses related to drug testing, in accordance with the ECMO's written drug-testing policy, are reimbursable.

Offices should consult with the Office of House Employment Counsel at x57075 when establishing drug-testing policies.

Dues

Pursuant to 5 U.S.C. § 5946, dues, membership fees, assessments, and annual fees are not reimbursable.

Educational Expenses

Ordinary and necessary expenses for ECMO employees to attend vendor-sponsored conferences, seminars, briefings, professional training, and informational programs related to the official duties are reimbursable.

1. ECMO Members or employees may not be reimbursed for expenses to attend educational programs in order to obtain a primary, secondary, graduate, postgraduate, or professional degree.
2. Expenses associated with acquiring or maintaining professional certification or licensing are not reimbursable, except for basic first-aid, CPR, or notary certifications.
3. Informational programs are events in which interaction with participants relates to official business, including but not limited to discussions about the federal role of government in various issue areas, or are discussions of policy matters, etc. Information programs should not be primarily social in nature, including but not limited to awards events not related to official business, galas or balls that are primarily social, or other events in which official interaction is more incidental than is the primary purpose.

4. Travel and lodging expenses are not reimbursable with the exception of local parking and taxi fares within the Washington DC Metropolitan Area.

Employment-Related Expenses

Ordinary and necessary expenses related to filling employment vacancies are reimbursable.

The following expenses are not reimbursable:

1. Transportation to and from employment interviews; or
2. Relocation expenses upon acceptance or termination of employment; or
3. Relocation expenses incidental to a change in duty station.

Food and Beverage Expenses

Except where noted, the ECMO Chair and employees may be reimbursed for food and beverage expenses incidental to an official and representational meeting that includes one or more person(s) who are not a Member or employee of the House.

The ECMO may have its Members and employees reimbursed for food and beverage expenses no more than two times per year for legislative planning session meetings involving Members and staff.

ECMO Members and employees may not be reimbursed for food and beverage expenses related to social activities or social events (e.g., hospitality, receptions, entertainment, holiday or personal celebrations, and swearing-in or inauguration day celebrations).

ECMO Members and employees may not be reimbursed for the cost of alcoholic beverages.

Framing

Framing services for items to be displayed in the ECMO's DC offices are reimbursable. In Washington, DC, when an ECMO uses the in-House framing service provided by the CAO, costs will be automatically charged to the ECMO funds.

Furniture

Furniture (e.g., furniture, rugs, carpet, draperies, repairs, etc.) is supplied and maintained by the CAO for Washington, DC, ECMO offices through First Call at x58000 without charge to the ECMO. Furniture is not reimbursable for ECMO offices.

Gifts and Donations

No gifts or donations are reimbursable by the ECMO.

Greetings

Expenses related to the purchase or distribution of greetings, including holiday celebrations, condolences, and congratulations for personal distinctions (wedding anniversaries, birthdays, etc.), are not reimbursable.

Late Fees

Ordinary and necessary fees related to late payments incurred beyond the control of the ECMO Chair are reimbursable.

Mass Transit Benefit

ECMO staff working in Washington, DC are eligible for transit benefits. For information regarding this benefit, please contact Office of Payroll and Benefits at x51435.

Official Meetings

Ordinary and necessary expenses related to conducting official meetings are reimbursable. These expenses include, but are not limited to, chairs, tables, audio/video equipment, etc.

Parking

Please see the Committee on House Administration website for the [House Parking Policy](#).

Publications

Ordinary and necessary expenses related to purchasing or subscribing to publications, including but not limited to research materials, reference books, informational brochures, electronic services, or periodicals are reimbursable.

All invoices for subscriptions received by the Office of Finance through the close of business January 2 will be debited from the current ECMO year. Subscriptions beginning on January 1 or 2 may be debited from either allowance year, as directed by the ECMO Chair.

Subscriptions to newspapers and periodicals may exceed the ECMO Chair's term. Subscriptions that exceed an ECMO Chair's term in office will be assigned to the ECMO Chair's successor.

Staff Meetings

ECMO Members and ECMO staff may attend staff meetings (e.g., staff retreats, internal staff development, legislative planning sessions, etc.) at a Member-authorized location in the Washington, DC, metropolitan area for official purposes, and may seek reimbursement for expenses relating to attendance at such meetings, provided that such expenses are otherwise consistent with all other Handbook regulations. ECMO Staff may not be reimbursed for lodging expenses where staff meetings are held.

The ECMO funds may not be used for social events or activities.

Supplies

Office supplies to support the conduct of the ECMO's official duties are reimbursable.

The Office Supply Store ("OSS") is located in Room B-217 Longworth at x53321. OSS issues each ECMO an Account Card for official purchases, which may only be used by the ECMO Chair and/or staff. The cost of all items purchased with the Account Card is charged to the ECMO available funds.

Telecommuting

Ordinary and necessary expenses incurred to facilitate telecommuting by ECMO staff, including provision of portable computers and other telecommunications devices, are reimbursable to the ECMO when in compliance with the Committee on House Administration telecommuting policy.

Telecommunications

Ordinary and necessary expenses related to the official use, including periodic or flat service fees, of telecommunications lines (voice and data) in the residence of an ECMO Chair or employee are not reimbursable.

Audio and Video Expenses

Ordinary and necessary expenses related to audio and video recording and materials, including but not limited to the following, are reimbursable:

1. Filming related to the appearance of an ECMO Chair or ECMO's employee at an official event; or
2. Videotapes and transcripts of commercial broadcasts related to the ECMO for in-office use; or
3. Videotapes that are produced by the ECMO or videotapes that are provided to an ECMO and authorized by the providing entity to be reproduced for official distribution; or
4. Video teleconferencing services incurred in support of the ECMO's official duties.

Except where authorized, the costs related to purchasing television broadcast time are not reimbursable. ECMOs are subject to copyright laws when utilizing outside materials.

In Washington, DC, the House Recording Studio is available for audio and video services. Contact the House Recording Studio at x53941 for information on services, charges, and availability.

There are certain election-related restrictions on mass communications. Please consult the Committee on House Administration prior to use of any video or audio services.

Printing and Production

Printed materials produced by the ECMO are reimbursable when they are in compliance with the Franking Regulations. Reimbursable printing and production expenses include, but are not limited to:

1. Administrative papers (casework tracking forms, personnel record forms, etc.)
2. Legislative papers (bills, drafts, summaries, amendments, etc.)
3. Business cards for the ECMO Chair and their employees
4. Stationery

Printed materials are prohibited from use as an unsolicited mass communication by the ECMO. Items not distributed as a mass communication are not required to meet Franking content standards, but the content must be official.

Stationery

Pursuant to 44 U.S.C. § 734, ordinary and necessary expenses associated with the printing and production of official stationery are reimbursable. Official stationery may be procured from the Government Publishing Office.

Contact the Congressional Printing Management Division at 202-512-0224 and the Office of Publication Services at x65200 for stationery requests.

Additional stationery requests (writing paper, bond, etc.) are reimbursable.

Official stationery must contain the following information:

1. ECMO's name;
2. ECMO Chair's name; and
3. Congress of the United States, House of Representatives, or comparable language.

Official stationery may include professional license(s).

Official stationery may not contain the following information:

1. Seals other than the Great Seal, Congressional Seal, or State Seal
2. Member's political party identification
3. Slogans
4. Private entity information or endorsement
5. Campaign contact information (e.g., address, phone number, email address)
6. Greetings
7. Picture or likeness of the Member
8. Family crest

Use of Stationery

Official stationery may be used only for a letter or other document the content of which must be official in nature. Content must comply with the Franking Regulations. However, an ECMO may not use the Frank. Contact the Franking Commission at x60647 for information on content of official correspondence.

Contact the Committee on Ethics at x57103 for information on the use of official stationery.

Business Cards

Ordinary and necessary expenses for business cards for ECMO Chair and employees are reimbursable. Business cards must contain the name of the employing authority and accurately describe the position to which the employee has been appointed.

Business cards may be obtained through Office Supply Service at x53321.

Equipment

Ordinary and necessary expenses for equipment for use in the ECMO offices are reimbursable subject to Committee regulations. For all questions relating to equipment and equipment-related issues, refer to the Guide to Outfitting and Maintaining an Office of the U.S. House of Representatives, available at (<http://cha.house.gov>). For further information relating to any of the CAO's services, please refer to HouseNet or call First Call at x58000.

Communications

1. Electronic

Members may devote a section of their official website to ECMO issues.

2. Stationary

Official funds of the ECMO may be used to print or pay for stationery for the ECMO.

3. Inside Mail

A Member may use inside mail to communicate information related to an ECMO.

4. Prohibition on Frank

ECMOs may not use the Frank, nor may a Member lend his or her Frank to an ECMO.

A Member may use their official resources outside of the Frank for communications related to the purpose of the ECMO. Any such communications must still comply with Franking Regulations.

Press Conferences

Ordinary and necessary expenses related to conducting an official press conference are reimbursable.

Inside Mail

1. Inside Mail is a delivery service for the transmittal of interoffice communications provided by House Postal Operations, pursuant to the regulations established by the Committee on House Administration. Inside mail service is available among offices in the Capitol, the House and Senate Office Buildings, the Library of Congress, the White House, the State Department, and the Social Security Administration.
2. Inside mail is provided to support the conduct of the official business of Members, committees, Officers of the House, and Congressional Staff Organizations.

3. Inside mail service may not be used to circulate letters which are personal or campaign-related, or which constitute commercial advertising except when postage is paid for with personal expenses.
4. All mail to be delivered via inside mail should be clearly marked Inside Mail and should be deposited in an Inside Mailbox.
5. Authorized items for circulation of inside mail include:
 - a. A Dear Colleague or similar correspondence relating to the official and representational business of the Member. This correspondence must be on official letterhead and signed by the Member.
 - b. A position paper, report, legislative analysis, or any material published or produced by another individual or organization that a Member wishes to circulate. This correspondence must be accompanied by a signed cover letter on official letterhead. A copy of the cover letter must be attached to each item to be distributed.
 - c. Mail in a reusable blue U.S. House of Representatives Inside Mail envelope.
 - d. Mail produced by Congressional Staff Organizations registered with the Committee on House Administration.

Dear Colleague letters and similar correspondence must be transmitted to House Postal Operations, in the appropriate quantity, with a cover letter signed by the Member, indicating to whom the mailing should be distributed. For information regarding these procedures, contact House Postal Operations at x63764.

Electronic Communications

Ordinary and necessary expenses related to electronic communications (Internet, fax machines, etc.) are reimbursable.

- No unsolicited mass communications are allowed.
- All official electronic communications must comply with House information technology and security policies as approved by the Committee on House Administration.
- All official electronic communications sent to an email list of 100 or more individuals must include a usable opt-out in the body of the email that enables an individual to opt-out from the Member's email list. Opt-out requests must be honored. These mailings must comply with IT Policy 007.0 - Email List Management Policy as approved by the Committee.

Subscribed Emails

A subscribed email is an email sent to individuals who have taken a willful action to subscribe to the ECMO's email list. ECMOs must notify individuals who subscribe

to email updates that the individual is authorizing the ECMO to send regular email updates from the ECMO to the individual's email account. All email updates to subscribers must contain an option that enables the individual to unsubscribe from the email list. ECMOs may send subscribed email updates without obtaining an advisory opinion, but the contents must still adhere to Franking regulations.

Non-subscribed Emails

If each email address used in a mass communication was not obtained with an individual subscribing for subscribed email updates, then the ECMO may not send the communication until those email addresses obtained without consent are removed.

Websites

The ECMO Chair may request a URL for an ECMO, provided that the request complies with the ECMO domain name regulations issued by the Committee on House Administration. Web pages using such a URL need not have the same design or layout as the Web site of the sponsoring Member. The ECMO may also be hosted on the sponsoring Member's website.

Internet sites paid for with official funds (Websites) are a series of centrally maintained Web pages, accessible to the public via the Internet and stored on a specific host. The home page is the first accessible page for that site.

1. Ordinary and necessary expenses associated with the creation and continued operation of Websites, in support of the ECMO's official duties, are reimbursable.
2. Except as noted in item 6, below, an ECMO Web sites must be located in the HOUSE.GOV host-domain and must be hosted in conformance with the regulations issued by the Committee on House Administration.
3. ECMO Websites may be maintained by either House Information Resources (HIR), the ECMO office, or a private vendor authorized to provide Web services to the House in compliance with the regulations issued by the Committee on House Administration.
4. ECMOs' Websites may link to Member and Committee Websites, but Member or Committee Websites may not be located on Websites paid for by the ECMO funds.
5. Members may include information within their Website about ECMO issues and activities. All ECMO references within a Website must relate to the Member's official and representational duties.

6. In addition to their official HOUSE.GOV website, an ECMO may establish profiles, pages, channels or any similar presence on third-party sites that allow individuals or organizations to offer information about themselves to the public (Social Media Accounts). ECMO-controlled content on Social Media Accounts is subject to the same requirements as content on ECMO websites.
7. Websites should be compliant with the accessibility standards set out in § 508 of the Rehabilitation Act of 1973 and the World Wide Web Consortium's Web Content Accessibility Guidelines.
8. Websites may link to non-government sites, so long as the link content relates to the ECMO's official duties and the content would not otherwise violate any other House rules, regulations, or federal laws. Internet resources may not contain content that misrepresents an ECMO or Member's current role in Congress.
9. For ECMOs internet social media accounts, the ECMO Chair should ensure their social media URLs and account names reflect their position. Departing ECMO Chairs may not maintain their official social media pages/sites after they leave the Chair of an ECMO; however, they may retain their personal accounts provided the name (and other identifying information) of such accounts clearly do not convey the impression that the former ECMO Chair is still a head of the ECMO, or that the account is an official account of the House.

Website Content

The content of an ECMO Website:

1. The official content of any material posted by the ECMO on any website must be in compliance with Federal law and House Rules and Regulations applicable to official communications and germane to the conduct of the Member's official and representational duties. Accessing a web site (whether by using a link or by other means) is to be treated as a "solicited communication" from an ECMO office.
2. May not include personal (outside of incidental references), political party (except for political party affiliations), or campaign information.
3. May not include grassroots lobbying or solicit support for an ECMO's position.
4. May not generate, circulate, solicit, or encourage signing petitions.
5. May not include any advertisement for any private individual, firm, or corporation, or imply in any manner that the government endorses or favors any specific commercial product, commodity, or service.

Name (URL)

The URL name for an official Website located in the HOUSE.GOV domain must be recognizably derivative or representative of the name of the ECMO office sponsoring the Website and comply with the regulations issued by the Committee on House Administration.

The URL name for an official Website located in the HOUSE.GOV domain may not:

1. Be a slogan.
2. Imply in any manner that the House endorses or favors any specific commercial product, commodity, or service.
3. Be deceptive and must accurately represent the ECMO's name.

A Member may use personal funds to purchase a personalized URL as a locating address, so long as it points back and resolves to the official website address.

Transportation**General**

Transportation by ECMO staff for nominal taxi and parking fees within the Washington DC Metropolitan Area is reimbursable up to \$2,000 annually.

Living expenses and commuting expenses are not reimbursable, except in extraordinary circumstances (e.g., extreme weather conditions, staff working beyond availability of mass transit or rideshare arrangements, etc.) when an ECMO receives written authorization from the Committee. "Living expenses" include meals, housing, and other personal expenses incurred at the ECMO's employee's residence or duty station. "Commuting expenses" are transportation expenses incurred by an ECMO employee while commuting between their residence and duty station.

Officially Leased Vehicles

No ECMO funds may be used for expenses related to the lease of a vehicle in support of the conduct of official duties of the ECMO.

Seeking Reimbursement: Vouchers

For information related to submitting vouchers for reimbursement, please refer to the Voucher Documentation Standards available on HouseNet.

Reimbursement and Direct Payment

Disbursements from the ECMO funds are paid on a reimbursement basis or by direct payment (to vendors) and require:

1. The ECMO Chair's signature, certifying that the expense was incurred in support of the ECMO's official duties.
2. Supporting documentation (receipt, lease, bill etc.).

Expired Appropriations

The Salaries and Expenses appropriation for the House of Representatives, which includes ECMO funds, is withdrawn two years after the year for which the funds were originally appropriated. This occurs on September 30 of the year.

In the unlikely event an office requests reimbursement for an official and representational expense incurred during a year for which the appropriation has been withdrawn, the Office of Finance will determine if an amount sufficient to pay the expense would have been available if the appropriation had not been withdrawn. If no funds would have been available, then the expense is the personal liability of the Member.

If the expense would have been payable had it been timely submitted, notwithstanding the expired appropriation, then the expense may be paid from a currently available allowance, if available.

Tax Exempt Letters

To avoid paying unnecessary taxes, please contact the Office of the General Counsel at x59700 for tax exempt letters applicable to each state.

Work Product and Assets of the ECMO

Work product and data produced, acquired or developed during the normal course of the ECMO activities remain the property of the ECMO. The ECMO or the ECMO Chair may develop internal rules or regulations for the management, dissemination and transfer of this work product and data. Opt-in subscriber lists may not be transferred to other House entities, including the personal office of the ECMO Chair. Upon dissolution, the work product and data of the ECMO transfers to the final Chair.

The ECMO Chair may authorize purchases of office equipment and software from the ECMO account. The CAO will manage the equipment inventory of the ECMO Chair according to the same regulations that apply to a Member Washington, DC office as outlined in the [Guide To Outfitting and Maintaining an Office of the U.S. House of Representatives](#), with the following exceptions: (1) ECMOs may only acquire equipment on a onetime payment plan. (2) Committees may not transfer equipment to an ECMO Chair's inventory. (3) During a transition, the succeeding ECMO Chair will inherit all the items assigned to the previous Chair's ECMO

inventory. (4) Upon dissolution of the ECMO, the equipment assets of the ECMO transfer to the House.

Modifications

Additional Changes

The Chairperson of the Committee is authorized to make technical and conforming modifications to the ECMO Handbook, and to make other modifications with the concurrence of the Ranking Minority Member of the Committee and notification to all members of the Committee. In the event changes are made pursuant to this clause, the Chairperson shall notify all ECMO offices by suitable means.

Resolved further, that the Chairperson of the Committee on House Administration, with the concurrence of the Ranking Minority Member, to waive certain provisions of these regulations as they may deem necessary and shall notify the other Members of the Committee when such a waiver is made.

COMMITTEE ON HOUSE ADMINISTRATION
116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-07

Be it resolved, that the Committee on House Administration hereby promulgates, pursuant to subsection (t)(2) of section 3 of H.Res. 6, 116th 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 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 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 complaints or ask questions.
4. Employing offices covered by the Congressional Accountability Act of 1995 shall have no more than 30 calendar days following the passage of this resolution to adopt these requirements.
5. 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.

The CHAIRPERSON. The question is now on the en bloc resolutions.

All those in favor will say aye.

Opposed will say no.

The ayes have it, and the en bloc resolutions are agreed to. And without objection, the motion to reconsider is laid upon the table.

This concludes the business before the Committee this morning. Without objection, staff is authorized to make any necessary technical and conforming changes.

I would like to thank all the members for their participation. I look forward to working with you in the months ahead to accomplish the vital work of this Committee.

And I want to thank our staff as well who have worked so hard to make this a smooth meeting.

The Committee on House Administration is now adjourned.

[Whereupon, at 10:21 a.m., the Committee was adjourned.]

