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ORGANIZATIONAL MEETING

MEETING

BEFORE THE

COMMITTEE ON HOUSE ADMINISTRATION HOUSE OF REPRESENTATIVES

ONE HUNDRED ELEVENTH CONGRESS

FIRST SESSION

HELD IN WASHINGTON, DC, JANUARY 27, 2009

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KEVIN McCARTHY, California
GREGG HARPER, Mississippi

PROFESSIONAL STAFF

S. ELIZABETH BIRNBAUM, *Staff Director*
VICTOR ARNOLD-BIK, *Minority Staff Director*

ORGANIZATIONAL MEETING

TUESDAY, JANUARY 27, 2009

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE ADMINISTRATION,
Washington, D.C.

The committee met, pursuant to call, at 1:30 p.m., in Room 1310, Longworth House Office Building, Hon. Robert A. Brady (chairman of the committee) presiding.

Present: Representatives Brady, Lofgren, Capuano, Gonzalez, Davis of California, Davis of Alabama, Lungren, and Harper.

Staff Present: Liz Birnbaum, Staff Director; Jamie Fleet, Deputy Staff Director; Charles Howell, Chief Counsel; Matt Pinkus, Professional Staff/Parliamentarian; Kyle Anderson, Press Director; Kristin McCowan, Chief Legislative Clerk; Gregory Abbott, Policy Analyst; Victor Arnold-Bik, Minority Staff Director; Peter Schalestock, Minority Counsel; and Bryan T. Dorsey, Minority Professional Staff.

The CHAIRMAN. I would like to call to order the Committee on House Administration for its organizational meeting for the 111th Congress. A quorum of members is present, so we may proceed.

At this first meeting of the committee in the new Congress, I would like to welcome back everyone on our side, who are all back, and I hope that we can all work together as we did in the last Congress. There are no changes on our side, but we have a new member on the Republican side.

We will miss Mr. Ehlers as our ranking member. No disrespect to the new ranking member. He was an absolute positive gentleman, somebody whom I really, really enjoyed and somebody whom I got to know and whom I got to be extremely fond of. We did not always agree. We are not supposed to always agree. But we were never disagreeable. And he was a classy guy, an absolutely classy guy to work with. And we are not missing him in any bad way. He is still a Member of Congress, and we still will see him. And I will continue my great relationship I have with him.

But we do have a new ranking member in Mr. Lungren, and I would like to welcome him as a new ranking member. We had a conversation. We agree on everything so far. Hopefully we will continue that, and I would ask him also if he would introduce his new member and for any remarks that you would like to make.

Mr. LUNGREN. Thank you very much, Mr. Chairman. And thank you for your indulgence.

The Republican Conference had an honor this afternoon. We met with the President of the United States, and he stayed an extra 25 minutes to answer questions saying that the Senate could wait,

which we all applauded wildly at. And I was seated towards the front, and the only way I could have left was to get up and walk in front of the President as if I was walking out. And I hope you will understand why I did not do that.

So, again, I do apologize for our tardiness, but that was the reason.

I would like to introduce and welcome our new member, Congressman Greg Harper, who was elected this past November to represent Mississippi's Third District, where he has spent in the past considerable time on election law issues.

In 2001, he served as the Republican representative on the Mississippi Secretary of State's Election Task Force, and I believe that his expertise will help us on this committee.

We do have Kevin McCarthy returning, and he will, again, be on our Subcommittee on Elections.

And I thank the Chairman for his welcome, and I thank him for the spirit of bipartisanship that he has shown me over the last couple of years, in particular the last couple of months and especially the last couple of weeks when I have had this ranking member. We have had already, I think, enjoyable discussions, and we have had some additions on our committee staff, and we welcome the outreach from your staff as well.

And we know there will be some issues upon which we may disagree, and there may be some strong partisan differences. But I would say at least 75 percent of the work in this committee is bipartisan. There ought not to be any misunderstanding of that.

It is my hope—and you and I have discussed this—that we can work to make this an even more Member-friendly committee. And by that I mean not that we go outside the rules, but we try and delineate as clearly as possible what the rules are, and we make it clear to our membership, our fellow Members, what those rules are. And it is my hope that we can say yes far more than we can say no, so that Members may be able to work in very effective ways to do the job that they were sent here to do and to communicate with their constituents.

And I know you share that. And so I very much appreciate that.

As you know, one of my passions is security, and I look forward to working with the members on the other side of the aisle on making this, while it is a welcoming place, also an even more secure place because this institution is so important to our Nation, and we have every need to ensure that this is the case.

And finally, I know by our rules, by the recently passed House Rules amendment requiring committees to conduct regular hearings on waste, fraud management, and abuse, that we need to do that as well. And I believe under our organization we can do that, and I will work with the chairman to ensure that we continue to do that.

And I thank you for your indulgence, and I thank you for your spirit of bipartisanship.

Mr. CHAIRMAN. Thank you.

Anybody have anything to say on our side?

For the record, if you don't mind, we were wondering if the President changed your mind on anything.

Mr. LUNGREN. No, no. But we did sincerely tell him that every day he will receive prayers from our individual Members for his success and the success of our Nation.

Mr. CHAIRMAN. Prayers and votes, I guess, are a little bit different.

I need to make a few announcements.

Pursuant to House Rules, I am appointing our distinguished colleague, the gentlewoman from California, Ms. Zoe Lofgren, as the Vice Chair of the Committee on House Administration in the 111th Congress.

Also, as we announced at the last meeting of the committee in the 110th Congress, we took two actions by poll of the committee members. First, we adopted a new rule allowing Members to post video clips on Web sites outside the House Web address. Second, we agreed to recommendations from the Florida 13th Task Force to pay certain attorney's fees for our colleague, Mr. Buchanan. These fees were incurred in the successful defense of an election contest during the last Congress.

And our first item of business, I would like to because of—not that we want to get out of our committee hearing, because everything is pushed back, there are other committees that are having markups that are extremely important. So I would ask, without any objections, that we could take our four issues en bloc. They would be Resolutions 111–1; 111–2; 111–3; and 111–4.

[The information follows:]

COMMITTEE RESOLUTION 111-1

Resolved, that the rules of the Committee on House Administration for the 111th Congress are hereby adopted, as follows:

Rules of the
Committee on House Administration
One Hundred Eleventh Congress

Rule No. 1

GENERAL PROVISIONS

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

(b) The Committee is authorized at any time to conduct such investigations and studies as it may consider necessary or appropriate in the exercise of its responsibilities under House Rule X and, subject to the adoption of expense resolutions as required by House Rule X, clause 6, to incur expenses (including travel expenses) in connection therewith.

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

(d) The Committee shall submit to the House, not later than January 2 of each odd-numbered year, a report on the activities of the committee under House Rules X and XI during the Congress ending at noon on January 3 of such year.

(e) The Committee's rules shall be published in the Congressional Record not later than 30 days after the Committee is elected in each odd-numbered year.

Rule No. 2

REGULAR AND SPECIAL MEETINGS

(a) The regular meeting date of the Committee on House Administration shall be the second Wednesday of every month when the House is in session in accordance with Clause 2(b) of House Rule XI. Additional meetings may be called by the Chair of the Committee as she or he may deem necessary or at the request of a majority of the members of the Committee in accordance with Clause 2(c) of House Rule XI. The determination of the business to be considered at each meeting shall be made by the Chair subject to Clause 2(c) of House Rule XI.

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

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

Rule No. 3

OPEN MEETINGS

As required by Clause 2(g), of House Rule XI, each meeting for the transaction of business, including the markup of legislation of the Committee shall be open to the public except when the Committee in open session and with a quorum present determines by record vote that all or part of the remainder of the meeting on that day shall be closed to the public because disclosure of matters to be considered would endanger national security, would compromise sensitive law enforcement information, or would tend to defame, degrade or incriminate any person, or otherwise would violate any law or rule of the House: Provided, however, that no person other than members of the Committee, and such congressional staff and such other persons as the Committee may authorize, shall be present in any business or markup session which has been closed to the public.

Rule No. 4

RECORDS AND ROLLCALLS

(a)(1) A record vote shall be held if requested by any member of the Committee.

(a)(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.

(a)(3) The Chairman shall make the record of the votes on any question on which a record vote is demanded available on the Committee's website not later than two calendar days 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.

(b)(1) Subject to subparagraph (2), the Chair may postpone further proceedings when a record vote is ordered on the question of approving any measure or matter or adopting an amendment. The Chair may resume proceedings on a postponed request at any time.

(2) In exercising postponement authority under subparagraph (1), the Chair shall take all reasonable steps necessary to notify members on the resumption of proceedings on any postponed record vote.

(3) When proceedings resume on a postponed question, notwithstanding any intervening order for the previous question, an underlying proposition shall remain subject to further debate or amendment to the same extent as when the question was postponed.

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

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

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

Rule No. 5

PROXIES

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

Rule No. 6

POWER TO SIT AND ACT; SUBPOENA POWER

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

(1) to sit and act at such times and places within the United States, whether the House is in session, has recessed, or has adjourned, and to hold such hearings; and

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

(b)(1) A subpoena may be authorized and issued by the Committee or subcommittee in the conduct of any investigation or series of investigations or activities, only when authorized by a majority of the members voting, a majority being present. The power to authorize and issue

subpoenas under subparagraph (a)(2) may be delegated to the Chair pursuant to such rules and under such limitations as the Committee may prescribe. Authorized subpoenas shall be signed by the Chair or by any member designated by the Committee, and may be served by any person designated by the Chair or such member.

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

Rule No. 7

QUORUMS

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

Rule No. 8

AMENDMENTS

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

Rule No. 9

HEARING PROCEDURES

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

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

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

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

(e)Committee or subcommittee members may question witnesses only when they have been recognized by the Chair for that purpose, and only for a 5-minute period until all members present have had an opportunity to question a witness. The 5-minute period for questioning a witness by any one member can be extended as provided by House Rules. The questioning of a witness in Committee or subcommittee hearings shall be initiated by the Chair, followed by the ranking minority member and all other members alternating between the majority and minority. In recognizing members to question witnesses in this fashion, the Chair shall take into consideration the ratio of the majority to minority members present and shall establish the order of recognition for questioning in such a manner as not to disadvantage the members of the majority. The Chair may accomplish this by recognizing two majority members for each minority member recognized.

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

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

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

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

(4) The Chair-may punish breaches of order and decorum, and of professional ethics on the part of counsel, by censure and exclusion from the hearings; and the Committee may cite the offender to the House for contempt.

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

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

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

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

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

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

(8) In the discretion of the Committee, witnesses may submit brief and pertinent sworn statements in writing for inclusion in the record. The Committee is the sole judge of the pertinence of testimony and evidence adduced at its hearing.

(9) A witness may obtain a transcript copy of his testimony given at a public session or, if given at an executive session, when authorized by the Committee.

Rule No. 10

PROCEDURES FOR REPORTING MEASURES OR MATTERS

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

(2) In any event, the report of the Committee on a measure which has been approved by the Committee shall be filed within 7 calendar days (exclusive of days on which the House is not in session) after the day on which there has been filed with the clerk of the Committee a written request, signed by a majority of the members of the Committee, for the reporting of that measure. Upon the filing of any such request, the clerk of the Committee shall transmit immediately to the Chair notice of the filing of that request.

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

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

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

(d) Each report of the Committee on each bill or joint resolution of a public character reported by the Committee shall include a statement citing the specific powers granted to the Congress in the Constitution to enact the law proposed by the bill or joint resolution.

(e) If, at the time any measure or matter is ordered reported by the Committee, any member of the Committee gives notice of intention to file supplemental, minority, or additional views, that member shall be entitled to not less than two additional calendar days after the day of such notice, commencing on the day on which the measure or matter(s) was approved, excluding Saturdays, Sundays, and legal holidays, in which to file such views, in writing and signed by that member, with the clerk of the Committee. All such views so filed by one or more members of the Committee shall be included within, and shall be a part of, the report filed by the Committee with respect to that measure or matter. The report of the Committee upon that measure or matter shall be printed in a single volume which --

(1) shall include all supplemental, minority, or additional views, in the form submitted, by the time of the filing of the report, and

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

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

(B) the filing of any supplemental report upon any measure or matter which may be required for the correction of any technical error in a previous report made by the Committee upon that measure or matter.

(3) shall, when appropriate, contain the documents required by Clause 3(e) of Rule XIII of the Rules of the House.

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

(g) 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.

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

Rule No. 11

COMMITTEE OVERSIGHT

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

quorum present, adopt its oversight plan for that Congress in accordance with House Rule X, clause 2(d).

Rule No. 12

REVIEW OF CONTINUING PROGRAMS; BUDGET ACT PROVISIONS

(a) The Committee shall, in its consideration of all bills and joint resolutions of a public character within its jurisdiction, ensure that appropriation for continuing programs and activities of the Federal Government will be made annually to the maximum extent feasible and consistent with the nature, requirement, and objectives of the programs and activities involved. For the purposes of this paragraph a Government agency includes the organizational units of government listed in Clause 4(e) of Rule X of House Rules.

(b) The Committee shall review, from time to time, each continuing program within its jurisdiction for which appropriations are not made annually in order to ascertain whether such program could be modified so that appropriations therefore would be made annually.

(c) The Committee shall, on or before February 25 of each year, submit to the Committee on the Budget (1) its views and estimates with respect to all matters to be set forth in the concurrent resolution on the budget for the ensuing fiscal year which are within its jurisdiction or functions, and (2) an estimate of the total amounts of new budget authority, and budget outlays resulting there from, to be provided or authorized in all bills and resolutions within its jurisdiction which it intends to be effective during that fiscal year.

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

(e) Whenever the Committee is directed in a concurrent resolution on the budget to determine and recommend changes in laws, bills, or resolutions under the reconciliation process it shall promptly make such determination and recommendations, and report a reconciliation bill or resolution (or both) to the House or submit such recommendations to the Committee on the Budget, in accordance with the Congressional Budget Act of 1974.

Rule No. 13

BROADCASTING OF COMMITTEE HEARINGS AND MEETINGS

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

Rule No. 14

COMMITTEE AND SUBCOMMITTEE STAFF

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

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

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

(c) The appointment of all professional staff shall be subject to the approval of the Committee as provided by, and subject to the provisions of, clause 9 of Rule X of the Rules of the House;

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

Rule No. 15

TRAVEL OF MEMBERS AND STAFF

(a) Consistent with the primary expense resolution and such additional expense resolutions as may have been approved, the provisions of this rule shall govern travel of Committee members and staff. Travel for any member or any staff member shall be paid only upon the prior authorization of the Chair or her or his designee. Travel may be authorized by the Chair for any member and any staff member in connection with the attendance at hearings conducted by the Committee and meetings, conferences, and investigations which involve activities or subject matter under the general jurisdiction of the Committee. Before such authorization is given there shall be submitted to the Chair in writing the following:

(1) The purpose of the travel;

(2) The dates during which the travel will occur;

(3) The locations to be visited and the length of time to be spent in each; and

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

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

request, which shall be filed in a manner that allows for a reasonable period of time for review before such travel is scheduled to begin, shall include the following:

(A) the purpose of the travel;

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

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

(D) an agenda of anticipated activities for each country for which travel is authorized together with a description of the purpose to be served and the areas of committee jurisdiction involved; and

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

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

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

Rule No. 16

NUMBER AND JURISDICTION OF SUBCOMMITTEES

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

(1) Subcommittee on Capitol Security – (2/1). Matters pertaining to operations and security of the Congress, and of the Capitol complex including the House wing of the Capitol, the House Office Buildings, the Library of Congress, and other policies and facilities supporting congressional operations; the U.S. Capitol Police.

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

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

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

Rule No. 17

REFERRAL OF LEGISLATION TO SUBCOMMITTEES

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

Rule No. 18

OTHER PROCEDURES AND REGULATIONS

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

Rule No. 19

DESIGNATION OF CLERK OF THE COMMITTEE

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

COMMITTEE RESOLUTION 111-2

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

Subcommittee on Elections
Zoe Lofgren, California, Chairwoman

Charles A. Gonzalez, Texas
Susan A. Davis, California
Artur Davis, Alabama

Kevin McCarthy, California
Gregg Harper, Mississippi

Subcommittee on Capitol Security
Michael E. Capuano, Massachusetts, Chairman

Robert A. Brady, Pennsylvania

Daniel E. Lungren, California

COMMITTEE RESOLUTION 111-3

Resolved, that the Oversight Plan of the Committee on House Administration for the 111th Congress, as required pursuant to clause 2(d)(1) of Rule X, is hereby adopted, as follows:

Committee on House Administration
111th Congress Oversight Plan

Member Services

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

New Member Orientation

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

Intern Program

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

Committee Funding and Oversight

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

Congressional Accountability Act of 1995

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

Franking Commission

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

House Officers and House Operations

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

Chief Administrative Officer

- Review procedures for processing contracts with the House that exceed the threshold of $250,000.
- Continue to review the current financial management system and implementation of the Financial System Replacement project.
- Review the structure of House Information Resources and determine organizational direction of technology services in the House.
- Review and oversee information technology services provided, maintained or hosted by House Information Resources. Continue oversight of failsafe procedures to guarantee continuity of operations.
- Review new technology initiatives to better serve Members, committees, and the House.
- Continue review of functions and administrative operations assigned to the Chief Administrative Officer.
- Review semi-annual financial and operational status reports; recommend changes in operations to improve services and increase efficiencies.
- Review the operations of the House gift shop and methods of proposed management.
- Continue review of House restaurant operations; furniture policy, inventory and selection; and alternatives to the current mail delivery process in order to strengthen the services and tools available to Members and staff.
- Continue review of Greening the Capitol operations by both the Chief Administrative Officer and the Architect of the Capitol and consider whether further legislative support is required for these efforts.
- Review the printing needs of the Chief Administrative Officer's operation to identify the potential for eliminating duplication through greater use of GPO services.
- Examine Chief Administrative Officer's role in assuring accessibility to the House wing of the Capitol, the House Office Buildings and other House facilities consistent with the Americans with Disabilities Act.
- Review staff benefits offered by the House and proposals to expand such benefits.

Clerk of the House

- Review the administration of audio transmission on the House floor. Continue oversight of proposals for modification of the Electronic Voting System.
- Review and approve contracts and requests for proposals by the Clerk that exceed the $250,000 spending threshold.
- Oversee the Document Management System.
- Review progress towards defining a standard for the electronic exchange of legislative information among the Houses of Congress and legislative-branch agencies.
- Coordinate on matters under the jurisdiction of the House Fine Arts Board.
- Continue review of functions and administrative operations assigned to the Clerk.
- Review of semi-annual financial and operational status reports; recommend changes in operations to improve services and increase efficiencies.

- Review the printing needs of the Clerk to evaluate the potential for eliminating duplication through greater use of GPO services.
- Oversee preparation of *Hispanic Americans in Congress, Asian and Pacific Islander Americans in Congress,* and other congressionally-authorized publications.

Sergeant at Arms

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

House Inspector General

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

Oversight of Legislative Branch and Other Entities

Information and Technology Coordination

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

- Oversee work of the Legislative Branch Financial Managers' Council.

Library of Congress

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

U.S. Capitol Police

- Generally oversee operations of the agency.
- Review need for additional USCP facilities and equipment.
- Review analysis of uniformed officer post/duty assignments to determine and authorize force levels to meet the agency's security requirements, especially with the advent of the Capitol Visitor Center and responsibility for Library of Congress and U.S. Botanic Garden.
- Monitor human-resources needs of the agency, including civilian component, attrition rates, recruitment efforts and incentive programs for officers and civilian employees.
- Review USCP training program for new recruits, and in-service training.
- Review and approve all department reorganizations, creation of new positions, appointments, terminations, and certain promotions.
- Authorize and oversee the installation and maintenance of new security systems and devices proposed by the Police Board.
- Review and authorize regulations prescribed by the Police Board for use of law enforcement authority by the Capitol Police.
- Oversee implementation of merger of Library of Congress police force with USCP under Public Law 110-178.
- Examine Capitol Police role in assuring accessibility to the House wing of the Capitol, House Office Buildings and other facilities consistent with the Americans with Disabilities Act.

- Review the use of technology generally in the protection of the House of Representatives.
- Review reports by USCP Inspector General and implementation of audit recommendations. Examine options to improve operation and structure of the USCP Inspector General's office.

Government Printing Office

- Oversee operations of the Government Printing Office, including the Superintendent of Documents.
- Review the need for legislation to reform government printing by eliminating redundancies, increasing efficiency, and enhancing public access to government publications.
- Examine options to improve operation and structure of the GPO Inspector General's office. Monitor implementation of remedial actions taken to address audit issues identified by the GPO Inspector General.
- Review the printing needs of the House of Representatives to identify the potential for eliminating duplication through greater use of GPO services.
- Examine current GPO printing and binding regulations to determine advisability of change.
- Oversee Superintendent of Documents' Sales and Depository Library Programs.
- Review use of GPO facilities and other assets to identify possible alternatives enhancing value to the Congress and the public.
- Review GPO labor practices and labor agreements.
- Oversee preparation of the revised edition of *Hispanic Americans in Congress,* the first edition of *Asian and Pacific Islander Americans in Congress,* and other congressionally-authorized publications, including publications supporting operations of the Capitol Visitor Center.

Architect of the Capitol

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

Office of Congressional Accessibility Services

- Oversee management and operations of Office of Congressional Accessibility Services, in conjunction with Senate Committee on Rules and Administration.

Smithsonian Institution

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

Technology Use by the House

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

Oversight of Federal Election Law and Procedures

- Recommend disposition of House election contests pending before the Committee; monitor any disputed election counts.
- Review operations of the Federal Election Commission (FEC) and evaluate possible changes to improve efficiency, improve enforcement of the Federal Election Campaign Act, improve procedures for the disclosure of contributions and expenditures, and consider authorization issues and make recommendations on the FEC's budget.
- Review federal campaign-finance laws and regulations, including Presidential public financing, and consider potential reforms.
- Study the role and impact of political organizations on federal elections.

- Review operations of the Election Assistance Commission (EAC), evaluate and consider authorization issues related to EAC governance, examine the implementation of the Help America Vote Act (HAVA), and make recommendations on the EAC's budget.
- Examine the impact of HAVA on Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), and consider proposals to improve voting methods for those serving and living abroad.
- Review state and federal activities under the National Voter Registration Act to identify potential for improvement to voter registration and education programs.
- Review all aspects of registration and voting practices in federal elections. Monitor allegations of fraud and misconduct during all phases of federal elections and evaluate measures to improve the integrity of the electoral process.

COMMITTEE RESOLUTION 111-4

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

Committee on House Administration
Parking Policy
111th Congress
(Effective Date: January 3, 2009)

Parking Policy Overview

1. Parking in the United States House of Representatives garages, lots, and designated parking areas is 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 current parking permits. Current permits must be displayed on the front fork of motorcycles and on the seat support of bicycles. The parking permit must be clearly visible upon entry and remain visible while parked on House premises. In addition to a permit, all staff must display a valid Congressional ID upon entering garages and lots.
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 attended.

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. Permits shall be for the use of the permit holders as authorized by their employing authority only and are non-transferable among employing authorities. *See* Violations.
2. Members and staff receiving a mass transit benefit are not eligible for parking permits. (This does not apply to bicycles. Members and staff who utilize mass transit benefits can obtain a bicycle permit for the permit-only bicycle racks).
3. Spouses of Members may park in any garage or lot, on a space available basis and will be issued temporary permits if they are not using the Member plate. In addition, spouses will be required to present a Spouse ID.
4. The Director of House Garages and Parking Security will reassign permits upon receipt of written notification on office letterhead and signed by employing authority of the new authorized users and vehicles. Upon termination of employment or retirement, staff must have their permits removed.

5. Employing offices whose terminated staff do not return their parking permits (decals) will be subject to a 30-day waiting period before re-assigning "irretrievable" permits. The 30-day waiting period begins when House Garages and Parking Security is notified by the employing office of an "irretrievable" permit. Note: Departing employees may receive a temporary parking permit for their last day(s) of employment in order for a permit to be removed in a timely manner.
6. Non-staff temporary permits may be issued at the request of an employing authority. The location will be determined by House Parking Security. Requests should be on the office letterhead, signed by the employing authority and provide the user's name and vehicle information (make, model, color, and license plate information). The maximum duration of temporary permits is 14 days. An individual may not be issued temporary permits which exceed 14 days in the aggregate in a six month period, unless otherwise authorized by the Committee on House Administration. Registered lobbyists may not receive temporary permits. Transit benefit recipients will only be granted temporary permits when approved by the Committee on House Administration.
7. Authorized permit holders who temporarily need to use an alternate vehicle should contact the Office of House Garages and Parking Security for a temporary permit for that vehicle.

Multiple Vehicles

1. Members and staff may register more than one vehicle to a single parking permit.
2. Staff with multiple vehicles should register their additional vehicle(s) with their employing office, which will notify the Office of House Garages and Parking Security. Parking permit decals will be applied to each registered vehicle by the Office of House Garages and Parking Security (G2-28 Rayburn).
3. Staff with multiple vehicles may have only one (1) vehicle parked in House permit-only areas at any one time. (*See* Violations)
4. Staff registering more than one (1) vehicle must show vehicle registration for all vehicles as proof of ownership.

Unreserved Parking

1. Members of the House 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.
3. Staff vehicles, including motorcycles and bicycles, may not be stored in unreserved spaces in House garages, lots, or designated on-street parking areas. "Stored" is defined as being continuously parked in an unreserved space for more than fourteen (14) consecutive calendar days. A vehicle not displaying both a current parking permit and valid license plates will be considered a "stored" vehicle.

Reserved Parking

1. Members of the House may choose their reserved parking spaces from any unassigned space in the various garages.
2. Staff must choose their reserved space from the designated parking areas indicated on their permit.
3. Each person who reserves or shares a reserved indoor space incurs additional taxable income as a working condition fringe benefit. Under the tax code and IRS regulations, Members and their employees have imputed taxable income to the extent that the fair market value of Government-provided parking exceeds $215.00/month. The fair market value of a space at the House of Representatives is $290.00/month and therefore, as of January 3, 2007, the imputed taxable income is $75.00/month. These amounts are subject to change. (Contact Office of Payroll and Benefits for current rates at x51435.)
4. Individuals with reserved parking will be permitted to park their vehicles in their designated spaces for an indefinite period of time with valid license plates.

Member Parking Plates

Member parking plates are for the use of Member and spouse, as well as for immediate transportation of the Member by staff. Former Members will be permitted to park using either temporary permits or Member parking plates from previous Congresses, but must also present a former Member ID. The privilege of parking for former Members will not extend to former Members who are also registered lobbyists.

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.

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

Evening and Night Parking

Off-hour parking for swing shift employees, i.e., 2:00 pm to 7:30 am, will be allowed in House garages and lots based on space availability. Evening parking permits must be authorized through a House employing authority. Offices interested in evening parking should contact the Office of House Garages and Parking Security (extension 5-6749).

Americans with Disabilities Act

Staff authorized a parking permit by their employing authority who require accessible parking based on ADA considerations will be accommodated on an as-needed basis in spaces clearly marked for handicapped use. Such permits will come from the pool of permits assigned to the office. Staff will be required to display the State-assigned handicap designation.

Group and Event Parking

Parking for morning and evening functions on the House side of the Capitol Hill complex will be permitted before 8:30 am and after 5:30 pm on designated lots for groups requesting such parking accommodations through a House Member. The request should be made, in writing, on the office letterhead and signed by the Member, identifying the group, the date and time, the location of the function, and the approximate number of vehicles to be parked. Requests should be mailed or faxed to the Director of House Garages and Parking Security (G2-28 Rayburn, fax 6-1950). Groups will be accommodated on a designated outside House lot located as conveniently as possible to the function, based upon the space available.

Violations

Violations include, but are not limited to:

- Failure to display proper identification (license plates and parking permit or Member plate) while in a garage, lot, or designated on-street parking area
- Failure to park in the assigned space, garage, lot, or parking area
- Failure to park within marked spaces
- Improper use of a Member plate
- Unauthorized parking in reserved spaces
- Storing of a vehicle in any House garage, lot, or designated parking area

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.

Staff found to have multiple vehicles in House permit-only areas will have their parking privileges suspended for thirty (30) days and forfeit their multiple vehicle privileges for the remainder of the Congress.

Any 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 U.S. Capitol Police, will be immediately towed.

The CHAIRMAN. I do need to make another announcement. I would like to now appoint the gentleman from Texas, Representative Gonzalez, to be Vice Chair of the Subcommittee on Elections in the 111th Congress.

Hearing no objections to taking the four pieces of business en bloc as one, are there any amendments for these four?

Will the ranking member have anything to add to anything that we are doing with these four?

Mr. LUNGREN. I thank the chairman for agreeing to some of the suggestions that we made and believe that we have no further amendments.

The CHAIRMAN. I would then like to ask for all of those in favor to signify by saying aye.

Any opposed? None.

So ordered.

Our four amendments, our housekeeping amendments, for the new 111th Congress of the Committee on House Administration have been approved.

Anybody have anything to say in the majority? Anybody have anything to say in the minority?

We welcome you, sir.

We hope that you enjoy yourself.

As my dear friend Mr. Lungren said, we are a Members' committee, and outside of getting any Member in trouble in any way, shape, or form, whether it be non-election or anything worse than that, we would like to try to help them, and I will continue to do that.

Thank you all. This meeting is adjourned.

[Whereupon, at 1:38 p.m., the committee was adjourned.]