

**RULES OF ORGANIZATION AND PROCEDURE
FOR THE
COMMITTEE OF THE WHOLE
OF THE
COUNCIL OF THE DISTRICT OF COLUMBIA
FOR COUNCIL PERIOD 19**

Effective January 18, 2011

Committee of the Whole Rules

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ARTICLE I—DEFINITIONS

101. Definitions—Council Definitions Incorporated by Reference

For the purposes of these rules, the definitions in section 101 of the Rules of Organization and Procedure for the Council of the District of Columbia, Council Period 19 are incorporated by reference.

102. Definitions—Special

For the purpose of these rules the term:

- (1) "Committee" means the Committee of the Whole;
- (2) "committee" means any other committee of the Council; and
- (3) "Committee Clerk" means the Director of the Committee of the Whole; and
- (4) "Council Rules" means the Rules of Organization and Procedure for the Council of the District of Columbia, Council Period 19.

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ARTICLE II—ORGANIZATION

201. Chairman

The Chairman of the Council shall be the presiding officer of the Committee.

202. Chairman Pro Tempore

The Chairman Pro Tempore of the Council shall act in the place of the Chairman when the Chairman is absent.

203. Staff

(a) The Committee Clerk shall be the chief administrative officer of the Committee. The Committee Clerk shall keep records of meetings and Committee business, and shall perform other Committee functions assigned by the Chairman or the Committee.

(b) Committee staff shall perform duties assigned by the Clerk, the Chairman or the Committee.

(c) Assignments to, removal from, and the remuneration of the Committee's staff shall be recommended by the Chairman. The Chairman shall appoint the Committee staff with the approval of the Committee.

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ARTICLE III—PROCEDURES FOR MEETINGS

301. Regular Meetings

(a) Except during periods of Council recess, the Committee shall meet regularly, at 10:00 a.m. on the third Tuesday of each month, to discuss matters within the purview of the Committee. When the day for a scheduled Committee meeting falls on a day designated by law as a legal holiday, the meeting shall be held at the same time on the next succeeding day not a legal holiday. The Chairman may designate another day or hour for a meeting at the next legislative meeting prior to a meeting of the Committee or by written notice to each Member at least 24 hours before the regularly scheduled hour.

(b) All regular meetings of the Committee shall be held in the Council Chamber, Room 500 of the John A. Wilson Building, 1350 Pennsylvania Avenue, N.W., unless another place is designated by a majority of the Committee either in a meeting or in writing circulated to all Members no less than 24 hours prior to the scheduled meeting.

(c) If a majority of the Committee is present at a Committee meeting, the Chairman may recess that meeting to another time, day, or place, or may reschedule any future Committee meeting to another time, day, or place.

(d) The Chairman, upon notification to each Member, may cancel a future regularly scheduled Committee meeting. The Committee Clerk shall notify each member of a cancellation of a regularly scheduled meeting by providing at least 24 hours notice to Members and the Secretary to the Council, unless the Members and the Secretary are given written notice of the cancellation at least two hours prior to the scheduled meeting.

302. Additional and Special Meetings

(a) The Chairman may call additional meetings of the Committee.

(b) Any two members may request that the Chairman call a special meeting of the Committee. The request must be in writing and filed in the Office of the Committee Clerk. Immediately upon the filing of the request, the Committee Clerk shall notify the Chairman and other Members of the filing request. If within 24 hours after the request is filed the Chairman does not call the requested special meeting, to be held within 72 hours after the request is filed, a majority of the Members may file with the Committee Clerk their written notice that a special meeting of the Committee will be held, specifying the date, hour, place, and agenda of the special meeting. The Committee shall meet on that date and hour. Immediately upon the filing of the notice, the Committee Clerk shall notify all members of the Committee as provided in subsection (c).

(c) Whenever an additional or special Committee meeting is called, the Committee Clerk

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shall notify each member in writing not less than 24 hours prior to the additional or special meeting, unless 7 members agree to a shorter notice. The notice shall state the date, hour, place, and agenda of the meeting. The Committee Clerk shall contact the Office of the Secretary to ensure that the meeting does not conflict with previously scheduled meetings of another committee. Additional or special meetings to consider emergency matters may be called upon shorter notice if a majority of the Members agree in writing to the shorter notice. No matters shall be considered at any additional or special meeting except those stated in the request and notification.

(d) The Chairperson may cancel an additional meeting. The Committee Clerk shall notify each member of a cancellation of an additional meeting by providing at least 12 hours notice to Members and the Secretary to the Council, unless the Members and the Secretary are given written notice of the cancellation at least two hours prior to the scheduled meeting.

303. Order of Business for Regular Committee Meetings

The Committee shall take up business for regular meetings of the Committee in the following order:

- (1) Call to Order;
- (2) Ascertainment of the presence of a quorum by the Chairperson;
- (3) Approval of the minutes of the previous Committee meetings;
- (4) Secretary's report on the introduction of new bills and proposed resolutions filed with that office, introduction by members of new bills and proposed resolutions by reading the short title, and Secretary's report on the filing of measures reported from other committees and from the Committee, unless the formal reading of the reports is waived by unanimous consent pursuant to section 404 of the Council Rules;
- (5) Announcement of public hearings on measures assigned to the Committee under sections 231(a) and 405 of the Council Rules;
- (6) Clearing of requests for public hearings from other committees;
- (7) Consideration of proposed reports on and mark-up of pending measures assigned to the Committee under section 231 of the Council Rules;
- (8) Consideration of reported measures from other committees as provided in section 231(c) of the Council Rules;
- (9) Review of agenda for Council legislative meeting;

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- (10) Official communications from the Mayor and other governmental agencies;
- (11) Other business; and
- (12) Adjournment.

304. Order of Business for Additional and Special Meetings

The committee shall take up business in the following order at an additional or special meeting:

- (1) Call to order at the time and place set forth in the notice of the meeting;
- (2) Ascertainment of the presence of a quorum; and
- (3) If a quorum is present, consideration of business in the order set forth in the meeting notice.

305. Consent Agenda

At the Chairman's discretion, the Chairman may prepare a consent agenda for measures at a regular or additional meeting that the Chairman believes will be adopted by unanimous vote. Any member may strike a measure from the consent agenda prior to the vote on the consent agenda. Measures removed from the consent agenda shall be considered as provided in sections 303 and 304. Approval of the consent agenda will include the unanimous approval of all measures on the consent agenda. If a member asks for his or her vote to be recorded on a particular measure, the measure shall not be included on the consent agenda.

306. Proceeding Out of Order

The Chairman may, without objection or upon the vote of a majority of the Members present and voting, take up any item of business out of order.

307. Recognition of Non-Committee Members

The Chairman may recognize members of the public or employees of the District government where the participation of those persons would, in the judgment of the Chairman, enhance the understanding of the matter under consideration by the Committee.

308. Records of Committee Meetings

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A recording of each Committee meeting or hearing shall be produced and maintained by the Office of the Secretary. A written transcript or a transcription of each committee meeting or hearing shall be made available upon request at the cost of the requester.

309. Circulation of Measures to be considered by Committee

The agenda and other documents relating to the agenda items to be considered by the Committee shall be circulated to members of the Committee not less than 24 hours prior to a meeting of the Committee, unless the Chairman determines that exceptional circumstances necessitate circulation of these documents less than 24 hours prior to the Committee meeting.

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ARTICLE IV—LEGISLATION

401. Approval of Measures

No measure or recommendation on matters assigned to the Committee under section 231(a) and 405 of the Council Rules may be reported from the Committee unless a majority of the Members was actually present at the time of approval by the Committee.

402. Additional Views

If, at the time of the Committee's approval of any measure assigned under sections 231(a) and 405 of the Council Rules, any Member gives notice of intent to file supplemental, minority, or additional views, that Member shall have not less than 5 days (excluding Saturdays, Sundays, and legal holidays) in which to file the views in writing and signed by the Member. Additional views shall be filed with the Secretary and shall be included in the official record of the Committee on that measure.

403. Filing of Measures from Other Committees

(a) Before consideration by the Committee, reports on measures from other committees must be filed with the Secretary. Before transmitting a report to the Committee, the Secretary shall ensure that the measure and report comply with the Council Rules, that they are legible for reproduction and record preservation, that numbered pages and attachments are complete, and that the report has been signed by the chairperson of the committee reporting the measure.

(b) The filing deadline for Committee consideration of measures reported from other committees under section 231(c) of the Council Rules shall be 7 days preceding a regular meeting of the Committee.

(c) If section 231(c) of the Council Rules is waived by the Council, the Committee of the Whole determinations required by section 231(c), regarding legal sufficiency, record completeness, and fiscal impact statement compliance, shall instead be conducted by the Council prior to the Council's adoption of a measure.

(d) The notice of a request for a waiver of subsection (b) of this section shall be circulated to the Chairman, all Committee members, Council officers, and the Committee Clerk, and the committee report to be considered shall have been filed in the Office of the Secretary no later than noon on the second business day before the meeting at which a measure is to be considered.

(e) If not circulated by the Committee, the Member requesting a waiver of subsection (b) of this section at a regular meeting, or consideration of a measure at an additional or special meeting, shall circulate a copy of the filed committee report on the measure to be considered to

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the Chairman, all Committee members and Council officers no later than noon on the second business day before the meeting at which a measure is to be considered, and provide the Committee with 20 copies of the filed committee report for circulation on the dais.

404. Comments

(a) When comments on a measure are filed with the Secretary, the committee or Committee filing the comments shall provide a copy of the comments to the committee or Committee having primary responsibility for the measure.

(b) The failure of a committee or of the Committee, to which a measure was referred for comment only, to file comments shall not delay Committee consideration of the measure.

405. Acknowledgment of Reported Measures in Committee Meeting

The Secretary shall prepare a monthly report of the filings of measures reported from other committees and from the Committee. Where appropriate, the Secretary's report of committee and Committee filings shall indicate the date that these measures will be considered by the Committee and the Council. The Secretary shall transmit this report to the Committee of the Whole staff on the Thursday preceding a regular meeting of the Committee. At the Committee meeting following the filing deadline specified in section 403(b), the Secretary to the Council shall acknowledge all committee and Committee reports filed during the previous filing period.

406. Measures Not Subject to Debate

Measures reported from other committees may not be debated by the Committee. The Committee's consideration of measures reported from other committees is limited to presentation, explanation, and discussion. The Committee may accept or conditionally accept any reported measure for inclusion on the agenda for the next regular or additional legislative meeting.

407. Acceptance of Measure

Following presentations of, and comments on, measures reported from other committees and by the Committee, measures found by the Committee to satisfy section 231(c) of the Council Rules shall be placed on the agenda for first reading at the next legislative meeting of the Council, unless the Committee votes to table the measure. Without objection, such measures, along with any written proposed amendments to such measures that have been circulated to the Committee at the Committee meeting by any member may be placed on the consent agenda for first reading at the next regular or additional legislative meeting of the Council.

408. Conditional Acceptance of Measures

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The Committee, by an affirmative vote of 2/3rds of the Members present and voting, may condition Council consideration of a measure upon receipt by the Members prior to the next regular or additional legislative meeting of a proposed amendment or substituted report designed to correct or respond to technical, legal, or other deficiencies, as may be identified by the Committee.

409. Preparation of the Legislative Meeting Agenda

Following consideration of reported measures by the Committee, the Chairman shall schedule for first reading those measures accepted or conditionally accepted for inclusion on the legislative agenda for the next regular or additional legislative meeting of the Council.

410. Hearings

(a) Except during periods of Council recess, the Committee shall hold regular hearings or roundtables, if called by the Chairman, on the second Tuesday of each month, or on other days designated by the Chairman. One Member of the Committee shall constitute a quorum for taking testimony and receiving evidence at a Committee hearing or roundtable. The Committee shall provide notice, in accordance with section 422 of the Council Rules, of the holding of Committee hearings. Each Committee Member shall have no more than 10 minutes for the questioning of a witness, until such time as each member has had an opportunity to question the witness.

(b) The Chairman may call additional hearings or roundtables of the Committee.

(c) The Chairman may cancel, upon notification to each Member, any Committee hearing.

(d) The Chairman may call roundtables of the Committee in accordance with section 501(c) of the Council Rules.

411. Measures Reported from Subcommittees.

(a) Upon adoption of a bill or resolution by a subcommittee of the Committee, the reported measure shall be filed by the subcommittee staff with the Secretary and the Committee Clerk.

(b) The filing deadline for Committee consideration of a measure reported from a subcommittee of the Committee shall be no later than two weeks preceding a regular meeting of the Committee.

(c) The notice of a request for a waiver of subsection (b) of this section shall be circulated to the Chairman, all Committee members and Council officers no later than noon on

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the second business day before the meeting at which a measure is to be considered.

(d) Each reported measure that is filed in a timely manner by a subcommittee of the Committee may be placed by the Chairman on the agenda of the next regular Committee meeting for the purposes of: presentation by the subcommittee chairperson; ascertaining compliance with section 231(c) of the Council Rules; and considering recommendations by the Chairman on whether the measure should be adopted by the Committee, with or without amendments, and placed on the agenda of the next regular or additional legislative meeting.

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ARTICLE V—MISCELLANEOUS PROVISIONS

501. Amendment

(a) These rules may be amended by a vote of a majority of the Committee.

(b) An amendment must be proposed in writing, signed by the proposer, circulated to all Members, and posted in prominent place in the John A. Wilson Building at least 15 days prior to consideration of the amendment.

(c) Ten Members may vote to waive or shorten the 15-day notice period.

502. Effective Period

These rules shall be effective until suspended by Rules of Organization and Procedure for the Committee of the Whole adopted in a succeeding Council Period.