

**RULES OF ORGANIZATION AND PROCEDURE
FOR THE
COMMITTEE ON GOVERNMENT OPERATIONS**

COUNCIL PERIOD XIX

COUNCILMEMBER MURIEL BOWSER, CHAIRPERSON

Table of Contents

ARTICLE I - DEFINITIONS 5
 Sec. 101. Definitions..... 5
ARTICLE II - COMMITTEE OVERSIGHT RESPONSIBILITIES..... 5
 Sec. 201. Matters Under the Purview of the Committee. 5
 Sec. 202. Agencies Under the Purview of the Committee..... 6
ARTICLE III - ORGANIZATION OF THE COMMITTEE..... 7
 Sec. 301. Chairperson. 7
 Sec. 302. Committee Staff..... 7
 (a) Committee Director. 7
 (b) Additional Staff. 7
 (c) Additional Resource Persons. 7
 (d) Staff Assignments, Removals, and Remuneration. 7
ARTICLE IV - COMMITTEE MEETINGS..... 8
 Sec. 401. Quorum..... 8
 Sec. 402. Regular Meetings..... 8
 (a) Time. 8
 (b) Place..... 8
 (c) Recess and Rescheduling. 8
 (d) Cancellation. 8
 (e) Agenda. 9
 Sec. 403 Special and Additional Meetings. 9
 (a) Special Meetings..... 9
 (b) Additional Meetings. 10
 Sec. 404. Procedures for Meetings..... 10
 (a) Order of Business for Meetings..... 10
 (b) Proceeding Out of Order. 10
 (c) Recognition of Non-Committee Members. 10
 Sec. 405. Minutes of Meetings. 11
 Sec. 406. Decorum of Members. 11
 Sec. 407. Oral Amendments..... 11
ARTICLE V - REVIEW OF AND REPORTS ON PROPOSED LEGISLATION 12
 Sec. 501. Approval of Measures. 12
 Sec. 502. Reports on Bills and Proposed Resolutions..... 12
 (a) Draft Reports. 12
 (b) Contents of Reports..... 12
 (c) Date of Report..... 12
 Sec. 503. Supplemental, Minority, and Additional Views..... 12
ARTICLE VI - HEARINGS 13
 Sec. 601. Hearing Procedures. 13
 (a) Calling. 13
 (b) Notice..... 13

(c) Open Hearing.....	13
(d) Quorum.....	13
(e) Questioning of Witnesses.....	13
(f) Hearing Decorum.....	13
(g) Recess.	14
Sec. 602. Witnesses.....	14
(a) Right to Counsel.....	14
(b) Right to Make Opening Statement.....	14
Sec. 603. Testimony Under Oath.	14
Sec. 604. Questions for the Record.....	14
ARTICLE VII - NOTICE PROVISION.....	15
Sec. 701. Notice.....	15
ARTICLE VIII – OPEN MEETINGS.....	15
Sec. 801. Policy.....	15
Sec. 802. Open Meetings.	15
Sec. 803. Exceptions.....	17
ARTICLE IX – RULES.	18
Sec. 901. Rules of the Council.....	18
Sec. 902. Amendment.....	19
Sec. 903. Filing with the Council.	19
Sec. 904. Effective Period.....	19

ARTICLE I - DEFINITIONS

Sec. 101. Definitions.

Except as otherwise provided by these rules, the definitions contained in section 101 of the Rules of Organization and Procedure for the Council of the District of Columbia, Council Period XIX, are incorporated by reference.

For purposes of these rules, the term:

- (1) "Chairperson" means the Chairperson of the Committee on Government Operations and the Environment.
- (2) "Committee" means the Committee on Government Operations and the Environment.
- (3) "Council Rules" means the Rules of Organization and Procedure for the Council of the District of Columbia, Council Period XIX.
- (4) "Member" means a member of the Committee.
- (5) "Quorum" means 3 Members, except as provided in section 601(d).
- (6) "Rules" means the Rules of Organization and Procedure for the Committee on Government Operations and the Environment for Council Period XIX.
- (7) "Testimony" means an oral or written statement submitted to the Committee with knowledge or intent that it will be added to the record.
- (8) "Witness" means a person who shall appear or is appearing before the Committee whether voluntarily or by mandatory process.

ARTICLE II - COMMITTEE OVERSIGHT RESPONSIBILITIES

Sec. 201. Matters Under the Purview of the Committee.

The committee is responsible for all matters related to government operations.

Sec. 202. Agencies Under the Purview of the Committee.

The following agencies are within the purview of the Committee on Government Operations and the Environment:

Contract Appeals Board
Department of Human Resources
District of Columbia Board of Elections and Ethics
District of Columbia Retirement Board
Office of the Chief Technology Officer
Office of the City Administrator
Office of Contracting and Procurement
Office of Disability Rights
Office of Employee Appeals
Office of Partnerships and Grants Services
Office of the Inspector General
Executive Office of the Mayor
Office of Policy and Legislative Affairs
Office of Risk Management
Public Employees Relations Board
Secretary of the District of Columbia
Washington Metropolitan Area Transit Authority

ARTICLE III - ORGANIZATION OF THE COMMITTEE

Sec. 301. Chairperson.

The Chairperson shall be the presiding officer of the Committee. The Chairperson may designate a Member to act as temporary Chairperson when she is absent or recuses herself from certain items before the Committee.

Sec. 302. Committee Staff.

(a) Committee Director.

The Chairperson shall appoint a Committee Director with the approval of the Committee, pursuant to section 406 of the District of Columbia Government Comprehensive Merit Personnel Act of 1978 (D.C. Official Code § 1-604.06). The Committee Director shall be the secretary and chief administrative officer of the Committee, shall keep any minutes and all records of meetings and Committee business, and shall perform other administrative, legislative, and policy functions assigned by these rules or the Chairperson.

(b) Additional Staff.

The Chairperson shall appoint additional staff with the approval of the Committee, pursuant to section 406 of the District of Columbia Government Comprehensive Merit Personnel Act of 1978 (D.C. Official Code § 1-604.06). The additional staff shall perform administrative, legislative, and policy duties that shall be assigned by the Chairperson, or the Committee Director.

(c) Additional Resource Persons.

Additional persons may be retained by the Committee staff with the approval of the Chairperson.

(d) Staff Assignments, Removals, and Remuneration.

Committee staff assignments, removals, and remuneration shall be determined by the Chairperson.

ARTICLE IV - COMMITTEE MEETINGS

Sec. 401. Quorum.

A majority of the Members constitutes a quorum for the lawful convening of a Committee meeting and for the transaction of business, except that a lesser number may hold hearings as provided in Section 601. After a quorum has been ascertained, the meeting shall proceed, unless a Member raises the absence of a quorum, whereupon the Chairperson shall direct the calling of the roll and shall announce the result. These proceedings shall be without debate, and until a quorum is present, no debate or motion shall be in order except to recess for 20 minutes to find absent members. After the recess, the roll shall be called again. If a quorum is present, the meeting shall proceed; if a quorum is not present, the meeting shall be adjourned.

Sec. 402. Regular Meetings.

(a) Time.

Regular meetings of the Committee shall be held at 10:00 a.m. on the second Tuesday of each month except during periods of recess of the Council and legal holidays. The Chairperson shall circulate a notice of the date, hour, and place of all Committee meetings to all members of the Council at least 48 hours prior to the scheduled meeting, along with a copy of the agenda of the meeting, unless at least 3 Members agree to a shorter notice. The Chairperson shall circulate a draft of any measures to be considered at the scheduled meeting to all members of the Council at least 24 prior to the scheduled meeting, unless at least 3 Members agree to a shorter notice.

(b) Place.

Regular meetings of the Committee shall be held in Room 120 in the John A. Wilson Building, 1350 Pennsylvania Avenue, NW, Washington, D.C., 20004, unless another place is designated by the Chairperson.

(c) Recess and Rescheduling.

If a majority of the Committee is present at a regular meeting, the Chairperson may recess any regular meeting then in progress to another time, day, and place. The Chairperson may reschedule any future regular meeting, provided that each Member is notified in writing or by electronic mail at least 24 hours in advance of the scheduled meeting.

(d) Cancellation.

The Chairperson may cancel a future regularly scheduled meeting, provided that each member of the Council is notified in writing or by electronic mail at least 12 hours prior to the

scheduled meeting.

(e) Agenda.

The Committee staff shall prepare the agenda at the direction of the Chairperson. The agenda for all meetings, except special meetings called by a majority of the Members, shall be set by the Chairperson.

Sec. 403 Special and Additional Meetings.

(a) Special Meetings.

(1) Special meetings may be called by filing a written request with the Committee Director for a special meeting signed by no fewer than 3 Members. The Committee Director shall notify the Chairperson and the other Members of the filing of the request.

(2) The Chairperson shall call the special meeting within 72 hours of the written request and shall specify the date, hour, place, and agenda of the meeting.

(3) If the Chairperson does not call the requested meeting, a majority of the Members may file a written notice with the Committee Director that a special meeting will be held, specifying the date, hour, place, and agenda for the meeting. Immediately upon the filing of the notice, the Committee staff shall notify all Members as provided for in subsection (c).

(4) Whenever a special meeting is called, the Committee staff shall notify each Councilmember in writing or by electronic mail, at least 24 hours before the special meeting. The notice shall state the date, hour, and place of the meeting. A copy of the agenda of the meeting and draft of any measures to be considered shall be circulated at that time.

(5) No matters shall be considered at any special meeting except those stated in the written or electronically-mailed request and notification.

(6) Any written material relating to the agenda items shall be made available to the Members by the close of business of the working day prior to the meeting.

(7) Special meetings to consider emergency matters may be called upon shorter notice, if the shorter notice is agreed to by 3 Members.

(8) The Chairperson may cancel a special meeting, provided that each member of the Committee is notified in writing or by electronic mail at least 12 hours prior to the scheduled meeting.

(b) Additional Meetings.

(1) The Chairperson may call additional meetings.

(2) Whenever an additional meeting is called, the Committee staff shall notify each Councilmember in writing or by electronic mail, at least 48 hours prior to the additional meeting, unless at least 3 Members agree to a shorter notice. The notice shall state the date, hour, and place of the meeting, and include a copy of the agenda of the meeting. At least 24 hours prior to the meeting, the Chairperson shall circulate a draft of any measures to be considered, unless at least 3 Members agree to a shorter notice.

(3) The Chairperson may cancel an additional meeting, provided that each member of the Committee is notified in writing or by electronic mail at least 12 hours prior to the scheduled meeting.

Sec. 404. Procedures for Meetings.

(a) Order of Business for Meetings.

Subject to subsection (c), the Committee shall conduct business for meetings of the Committee in the following order:

(1) Call to order;

(2) Determination by the Chairperson of the presence of a quorum;

(3) Reading and approval of minutes, if applicable;

(4) Consideration of proposed reports on and markup of pending measures assigned to the Committee under section 405 of the Council Rules;

(5) Other business, if applicable; and

(6) Adjournment.

(b) Proceeding Out of Order.

The Chairperson or presiding Member 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.

(c) Recognition of Non-Committee Members.

The Chairperson or presiding Member may recognize an individual when the participation of the individual would, in the judgment of the Chairperson or presiding Member,

enhance the understanding of the matter under consideration by the Committee.

Sec. 405. Minutes of Meetings.

The Committee staff, if assigned by the Chairperson, shall take minutes of Committee meetings. The minutes may consist of a description of all Committee action and a description of each amendment, motion, order, or other proposition on which a roll-call vote was taken; the name of each Member voting for and against the amendment, motion, order or proposition; and the names of those Members present but not voting. After adoption by the Committee, minutes shall be made available for public inspection. Minutes kept pursuant may be in the form of video transcription of meetings and hearings, or as required by the Council Rules.

Sec. 406. Decorum of Members.

(a) Members shall not engage in private discourse or commit any other act tending to distract the attention of the Committee from the business before it.

(b) In debate, a Member must proceed in a civil and respectful manner, confine remarks to the question at hand, and avoid personalities.

Sec. 407. Oral Amendments.

If an amendment is orally moved during a Committee meeting, it shall, upon request by a Member, be reduced to writing and read by the Committee staff and made available for public inspection as soon as possible.

ARTICLE V - REVIEW OF AND REPORTS ON PROPOSED LEGISLATION

Sec. 501. Approval of Measures.

The Committee may not report out a measure or recommendation on a matter assigned to the Committee unless a quorum is present at the time of approval by the Committee.

Sec. 502. Reports on Bills and Proposed Resolutions.

(a) Draft Reports.

Each bill or resolution shall be accompanied by a draft report when it is considered by the Committee.

(b) Contents of Reports.

Each adopted report on a bill or proposed resolution assigned to the Committee shall be signed by the Chairperson, accompanied by the final bill or resolution, and include all requirements in section 443(b) of the Council Rules.

(c) Date of Report.

The date of the Committee markup shall be the date of the report.

Sec. 503. Supplemental, Minority, and Additional Views.

If, at the time of approval of any measure by the Committee, any Member of the Committee gives notice of intent to file supplemental, minority, or additional views, that Member shall have not less than 5 days in which to file his or her views in writing. Such views shall be filed with the Committee staff director and shall be added as an addendum to the report and filed with the Office of the Secretary.

ARTICLE VI - HEARINGS

Sec. 601. Hearing Procedures.

(a) Calling.

(1) The Committee shall hold a hearing on any permanent bill before approving the bill. A hearing is not required if a hearing on the same or a similar bill was held in the previous Council Period.

(2) The Committee may hold a hearing or roundtable before passage of a proposed resolution if called by the Chairperson.

(3) The Committee may hold a hearing or a roundtable on any matter relating to the affairs of the District that is properly within the Committee's jurisdiction as provided in the Council Rules.

(b) Notice.

Written notice of Committee hearings shall be given in the manner provided for in section 701.

(c) Open Hearing.

Except as provided in Section 803 of Committee Rules, each hearing or roundtable shall be open to the public.

(d) Quorum.

One Member constitutes a quorum for the taking of testimony at a hearing.

(e) Questioning of Witnesses.

(1) Each Member and participating non-Committee member shall have not more than 10 minutes at a time for the questioning of a witness before the Committee, unless the Chairman permits a greater period of time. Questioning shall proceed in the order that Members arrived, followed by non-Committee members.

(2) A witness may be questioned, with the consent of the Chairperson or presiding Member, by Committee or authorized Council staff or by counsel advising the Committee.

(f) Hearing Decorum.

(1) No witness may address a Member except through the Chairperson or presiding Member, except when responding to a direct question of a Member.

(2) A witness shall confine his or her remarks to the question under discussion, proceed in a civil and respectful manner, and avoid making negative personal comments.

(3) The Chairperson or presiding Member shall maintain order during the meeting and if, in his or her opinion, the removal of any member of the public is necessary to maintain order, the Chairperson or presiding Member may order the removal of any disorderly person after warning the person.

(g) Recess.

A hearing may be recessed at any time by the Chairperson or presiding Member.

Sec. 602. Witnesses.

(a) Right to Counsel.

Any witness who appears before the Committee has the right to be represented by counsel.

(b) Right to Make Opening Statement.

(1) Any witness who testifies at a hearing of the Committee may submit an opening statement that shall be placed in the record of the hearing. The Chairperson or presiding Member may permit a witness to read the statement at the hearing.

(2) The Chairperson or presiding Member may afford more or less time to a witness in the interest of efficiency, fairness, or sound administration of the hearing.

Sec. 603. Testimony Under Oath.

The Chairperson or presiding Member may require a witness to provide his or her testimony under oath or affirmation.

Sec. 604. Questions for the Record.

The Chairperson may request documents from a witness to further develop the record after a hearing or roundtable.

ARTICLE VII - NOTICE PROVISION

Sec. 701. Notice.

If there is no specific requirement for the giving of notice of any Committee action, meeting, or hearing, notice may be given by one of the following methods:

(a) Posting in prominent places in the John A. Wilson Building, 1350 Pennsylvania Avenue, N.W., including the Committee office, or other public buildings or public posting places;

(b) Publication in the *District of Columbia Register*;

(c) Mailing notice to an established mailing list of organizations and individuals maintained by the Secretary of the Council;

(d) Use of other news media;

(e) Electronic mail; or

(f) Posting on the home Council website;

(g) Any other manner the Committee considers appropriate.

ARTICLE VIII – OPEN MEETINGS

Sec. 801. Policy.

(a) The public policy of the Committee on Government Operations is that all persons are entitled to full and complete information regarding the affairs of the Committee and the actions of Committee members. Formation of public policy and the conduct of Committee business shall not occur in secret.

(b) Members of the public have a right to be present at all meetings of the Committee that advise or determine how the Committee's business will be carried out, and to witness all phases of policy formulation and decision-making, including information-gathering, discussion, deliberation, and resolution.

Sec. 802. Open Meetings.

(a) Except as provided in Section 803 of the Committee Rules, a meeting shall be open to the public.

- (b) A Committee meeting in closed session may not discuss or consider any matter other than those matters listed under Section 803 of the Committee Rules.
- (c) No resolution, rule, act, regulation, or other official action shall be effective unless taken, made, or enacted at a meeting in compliance with this section.
- (d) A meeting may not be closed for the purpose of defeating the letter or the intent of this section.
- (e) The Committee shall not keep the number of attendees below a quorum in order to avoid the requirements of this section.

Sec. 803. Exceptions.

A meeting, or portion of a meeting, may be closed for the following reasons:

(a) A statute or court order requires that a particular matter or proceeding not be made public;

(b) To establish or to instruct the Committee's staff or negotiating agents concerning the position to be taken in negotiating the price and other material terms of a contract or proposed contract for the acquisition or sale of real property by purchase, option, exchange, or lease, or the amount of compensation and other material terms of an employment contract; provided, a recording, transcript or minutes ("record") of the closed session is made public pursuant to section 6(d) of this section if the contract is executed, information from the closed session released through a record may be redacted to prevent proprietary commercial information from being released to the public;

(c) To establish or instruct the Committee's staff or negotiating agents concerning the position to be taken in negotiating incentives relating to the location or expansion of industries or other businesses in the District of Columbia, including agreement on a tentative list of economic development incentives that may be offered by the committee in negotiations, provided that a recording, transcript of minutes of the closed session is made public after the matter is concluded and a business deal has been reached;

(d) To consult with an attorney in order to preserve the attorney-client privilege between an attorney and a Committee, and to approve settlement agreements; provided, that upon request, the committee may decide to waive the privilege, in whole or in part. This decision shall be made within 30 working days of that request. Nothing herein shall be construed to permit the Committee to close a meeting that would otherwise be open merely because the attorney for the Committee is a participant;

(e) To discuss and take action regarding specific methods and procedures to protect the public from existing or potential terrorist activity that threatens the public security and to receive briefings by staff members, legal counsel, law enforcement or emergency service officials concerning these methods and procedures; provided, that disclosure would endanger the public and a record of the closed session is made public if and when the public would not be endangered by that disclosure;

(f) Discussion of the appointment, employment, assignment, promotion, performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees, employees, or officials, unless the person requests an open meeting;

(g) Discussion of any proprietary or confidential information;

(h) Training and development of members of the Committee and staff; provided, that prior to the training session, specific details regarding the nature of the training, topics to be covered, and exercises to be conducted are made available to the public; and

(i) To plan, discuss, or hear reports concerning ongoing or planned investigations of alleged criminal or civil misconduct or violations of federal or District law, where disclosure to the public would harm the investigations.

ARTICLE IX – RULES.

Sec. 901. Rules of the Council.

(a) The following Rules of the Council are and shall be considered rules of the Committee and except where the context dictates to the contrary the term “Council” means “Committee,” the term “Member” or “Member of the Council” means “Member of the Committee,” the term “Chairperson” means “Chairperson of the Committee,” and the term “Secretary” means “Committee Staff Director or other Committee staff:” 101 (Definitions); 202 (Code of Official Conduct); 203 (Conflict of Interest); 304 (Quorum); 305 (Meetings Open to the Public); 306 (Executive Meetings); 307 (Hearing the Mayor); 321 (Decorum of Members); 322 (Decorum of Members of the Public); 331 (Obtaining the Floor); 332 (Limitations on Debate); 333 (Personal Privilege); 334 (Points of Order); 335 (Appeal); 336 (Extensions of Remarks); 337 (Recognition of Non-Members); 341 (Motions Recognized During Debate); 342 (Withdrawal or Modification of Motions); 343 (Amendments to be Written); 351 (Form of Vote); 352 (Voice Votes); 353 (Demand for Roll Call Vote); 355 (Records of Votes); 356 (Proxy Voting Prohibited); 357 (Reconsideration); 448 (Records of Legislative Meetings); 450 (Effect of End of Council Period); 601 (Resolution Authorizing the Use of Subpoenas in an Investigation); 604 (Testimony Under Oath); 605 (Issuing the Oath); 606 (Depositions); 611 (Issuance of Subpoenas); 612 (Report to Secretary Regarding Use of Subpoena); 613 (Service of Subpoenas); 614 (Enforcement of Subpoenas); 621 (Right to Assert Privileges); 622 (Notification of Rights); 623

(Right to Transcript); 624 (Rights of Persons Who are Subjects of Investigations); 1001 (Parliamentary Authority); 1002 (Gender Rule of Construction); and 1003 (Suspension of Rules).

(b) Whenever there is inconsistency between the Committee Rules and the Council Rules, the Council Rules shall govern.

Sec. 902. Amendment.

These rules may be amended by a majority of the Committee at any Committee meeting. Notice of the proposed amendment shall be in writing, signed by the proposer, and circulated to each member at least five days prior to the meeting at which the proposed amendment is to be considered, unless the notice is waived by each member to whom notice is not given.

Sec. 903. Filing with the Council.

Upon the adoption of these rules or any future amendments, the Committee staff shall file a copy of the final rules or amendments with the Secretary to the Council.

Sec. 904. Effective Period.

These rules will be effective until superseded by Rules of Organization and Procedure for the Committee on Government Operations adopted in a succeeding Council Period, unless modified by a majority of the Committee members during Council Period 19.