

Union Calendar No. 591

116TH CONGRESS }
2d Session

HOUSE OF REPRESENTATIVES

{ REPORT
116-707

THE REPORT ON THE ACTIVITIES
OF THE
COMMITTEE ON HOUSE ADMINISTRATION
DURING THE
116TH CONGRESS
TOGETHER WITH MINORITY VIEWS



DECEMBER 31, 2020.—Committed to the Committee of the Whole House
on the State of the Union and ordered to be printed

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LETTER OF TRANSMITTAL

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE ADMINISTRATION,
Washington, DC, December 30, 2020.

Hon. CHERYL L. JOHNSON,
Clerk of the House,
Washington, DC.

DEAR MS. JOHNSON: Pursuant to clause 1(d) of rule XI of the Rules of the House of Representatives, I present herewith the report on the activities of the Committee on House Administration for the 116th Congress.

Sincerely,

ZOE LOFGREN,
Chairperson.

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116TH CONGRESS 2d Session	HOUSE OF REPRESENTATIVES	REPORT 116-707
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REPORT ON THE ACTIVITY OF THE COMMITTEE ON HOUSE ADMINISTRATION FOR THE 116TH CONGRESS

DECEMBER 31, 2020.—Committed to the Committee of the Whole House on the State
of the Union and ordered to be printed

Ms. LOFGREN, from the Committee on House Administration,
submitted the following

R E P O R T

together with

MINORITY VIEWS

REPORT

Clause 1(d) of rule XI of the Rules of the House of Representatives for the 116th Congress requires each standing Committee, not later than January 2 of each odd-numbered year, submit to the House a report on the activities of that Committee, including separate sections summarizing the legislative and oversight activities of that Committee during that Congress.

JURISDICTION

RULES OF THE HOUSE

Clause 1(k) of rule X of the Rules of the House of Representatives for the 116th Congress sets forth the jurisdiction of the Committee on House Administration as follows—

(1) Appropriations from accounts for committee salaries and expenses (except for the Committee on Appropriations); House Information Resources; and allowance and expenses of Members, Delegates, the Resident Commissioner, officers, and administrative offices of the House.

(2) Auditing and settling of all accounts described in subparagraph (1).

(3) Employment of persons by the House, including staff for Members, Delegates, the Resident Commissioner, and committees; and reporters of debates, subject to rule VI.

(4) Except as provided in paragraph (r)(11), the Library of Congress, including management thereof; the House Library; statuary and pictures; acceptance or purchase of works of art for the Capitol; the Botanic Garden; and purchase of books and manuscripts.

(5) The Smithsonian Institution and the incorporation of similar institutions (except as provided in paragraph (r)(11)).

(6) Expenditure of accounts described in subparagraph (1).

(7) Franking Commission.

(8) Printing and correction of the Congressional Record.

(9) Accounts of the House generally.

(10) Assignment of office space for Members, Delegates, the Resident Commissioner, and committees.

(11) Disposition of useless executive papers.

(12) Election of the President, Vice President, Members, Senators, Delegates, or the Resident Commissioner; corrupt practices; contested elections; credentials and qualifications; and Federal elections generally.

(13) Services to the House, including the House Restaurant, parking facilities, and administration of the House Office Buildings and of the House wing of the Capitol.

(14) Travel of Members, Delegates, and the Resident Commissioner.

(15) Raising, reporting, and use of campaign contributions for candidates for office of Representative, of Delegate, and of Resident Commissioner.

(16) Compensation, retirement, and other benefits of the Members, Delegates, the Resident Commissioner, officers, and employees of Congress.

RULES FOR THE COMMITTEE ON HOUSE ADMINISTRATION, U.S.
HOUSE OF REPRESENTATIVES, 116TH CONGRESS

(Adopted February 7, 2019)

Rule No. 1—General Provisions

(a) The Rules of the House of Representatives are the rules of the Committee so far as applicable, except that a motion to recess from day to day is a privileged motion in the Committee.

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

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

(d) The Committee shall submit to the House, not later than January 2 of each odd-numbered year, a report on the activities of the committee under rules X and XI of the Rules of the House of Representatives.

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

Rule No. 2—Regular and Special Meetings

(a)(1) The regular meeting date of the Committee shall be the second Tuesday of every month when the House is in session in accordance with clause 2(b) of rule XI of the Rules of the House of Representatives. If the House is not in session on the second Tuesday of a month, the regular meeting date shall be the third Tuesday of that month.

(2) Additional meetings may be called by the Chairperson of the full Committee as the Chairperson considers necessary, or at the request of a majority of the members of the Committee in accordance with clause 2(c) of rule XI of the Rules of the House of Representatives.

(3) The determination of the business to be considered at each meeting shall be made by the Chairperson subject to clause 2(c) of rule XI of the Rules of the House of Representatives. A regularly scheduled meeting may be dispensed with if, in the judgment of the Chairperson, there is no need for the meeting.

(b) If the Chairperson is not present at any meeting of the Committee, the ranking member of the majority party who is present shall preside at the meeting.

(c) The Chairperson, in the case of meetings to be conducted by the Committee shall make public announcement of the date, place, and subject matter of any meeting to be conducted on any measure or matter. Such meeting shall not commence earlier than the third calendar day (excluding Saturdays, Sundays, or legal holidays except when the House is in session on such a day) on which members have notice thereof. If the Chairperson, with the concurrence of the ranking minority member, determines that there is good cause to begin the meeting sooner, or if the Committee so determines by majority vote, a quorum being present, the Chairperson shall make the announcement at the earliest possible date. The announcement shall promptly be made publicly available in electronic form and published in the Daily Digest.

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

Rule No. 3—Open Meetings

As required by clause 2(g), of rule XI of the Rules of the House of Representatives, each meeting for the transaction of business, including the markup of legislation of the Committee shall be open to the public except when the Committee in open session and with

a quorum present determines by record vote that all or part of the remainder of the meeting on that day shall be closed to the public because disclosure of matters to be considered would endanger national security, would compromise sensitive law enforcement information, or would tend to defame, degrade or incriminate any person, or otherwise would violate any law or rule of the House. Provided, however, that no person other than members of the Committee, and such congressional staff and such other persons as the Committee may authorize, shall be present in any business or markup session which has been closed to the public. To the maximum extent practicable, the Chairperson shall cause to be provided audio and video coverage of each hearing or meeting that allows the public to easily listen to and view the proceedings and maintain the recordings of such coverage in a manner that is easily accessible to the public.

Rule No. 4—Records and Rollcalls

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

(2) The result of each record vote in any meeting of the Committee shall be made available for inspection by the public at reasonable times at the Committee offices, including a description of the amendment, motion, order or other proposition; the name of each member voting for and against; and the members present but not voting.

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

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

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

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

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

(c) All Committee hearings, records, data, charts, and files shall be kept separate and distinct from the congressional office records of the member serving as Chairperson; and such records shall be

the property of the House and all members of the House shall have access thereto.

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

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

Rule No. 5—Proxies

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

Rule No. 6—Power To Sit and Act; Subpoena Power

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

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

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

(b)(1) A subpoena may be authorized and issued by the Chairperson of the full Committee, in accordance with clause 2(m) of rule XI of the House of Representatives, in the conduct of any investigation or activity or series of investigations or activities within the jurisdiction of the Committee, following consultation with the ranking minority member.

(2) In addition, a subpoena may be authorized and issued by the Committee in accordance with clause 2(m) of rule XI of the Rules of the House of Representatives, in the conduct of any investigation or activity or series of investigations or activities, when authorized by a majority of the Members voting, a majority of the Committee being present. Authorized subpoenas shall be signed by the Chairperson or by any Member designated by the Committee.

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

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

Rule No. 7—Quorums

No measure or recommendation shall be reported to the House unless a majority of the Committee is actually present. For the

purposes of taking any action other than reporting any measure, issuance of a subpoena, closing meetings, promulgating Committee orders, or changing the rules of the Committee, one-third of the members of the Committee shall constitute a quorum. For purposes of taking testimony and receiving evidence, two members shall constitute a quorum.

Rule No. 8—Amendments

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

Rule No. 9—Hearing Procedures

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

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

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

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

(e) Committee members may question witnesses only when they have been recognized by the Chairperson for that purpose, and only for a 5-minute period until all members present have had an opportunity to question a witness. The 5-minute period for questioning a witness by any one member can be extended as provided by clause 2(j) of rule XI of the Rules of the House of Representatives. The questioning of a witness in Committee hearings shall be initiated by the Chairperson, followed by the ranking minority member and all other members alternating between the majority and minority. In recognizing members to question witnesses in this fashion, the Chairperson shall take into consideration the ratio of the

majority to minority members present and shall establish the order of recognition for questioning in such a manner as not to disadvantage the members of the majority. The Chairperson may accomplish this by recognizing two majority members for each minority member recognized.

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

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

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

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

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

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

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

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

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

(6) Except as provided in paragraph (5) of this subsection, the Chairperson shall receive, and the Committee shall dispose of, requests to subpoena additional witnesses.

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

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

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

Rule No. 10—Procedures for Reporting Measures or Matters

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

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

Committee shall transmit immediately to the Chairperson notice of the filing of that request.

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

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

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

(d)(1) If, at the time any measure or matter is ordered reported by the Committee, any member of the Committee gives notice of intention to file supplemental, minority, additional, or dissenting views, that member shall be entitled to not less than two additional calendar days after the day of such notice, commencing on the day on which the measure or matter(s) was approved, excluding Saturdays, Sundays, and legal holidays, in which to file such views, in writing and signed by that member, with the clerk of the Committee.

(2) All such views so filed by one or more members of the Committee shall be included within, and shall be a part of, the report filed by the Committee with respect to that measure or matter.

(3) The report of the Committee upon that measure or matter shall be printed in a single volume which—

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

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

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

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

(4) shall, when appropriate, contain the documents required by clause 3(e) of rule XIII of the Rules of the House.

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

(f) If hearings have been held on any such measure or matter so reported, the Committee shall make every reasonable effort to have

such hearings published and available to the members of the House prior to the consideration of such measure or matter in the House.

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

Rule No. 11—Committee Oversight

(a) The Committee shall conduct oversight of matters within the jurisdiction of the Committee in accordance with clauses 2 and 4 of rule X of the Rules of the House of Representatives.

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

Rule No. 12—Review of Continuing Programs; Budget Act Provisions

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

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

(c) The Committee shall, in accordance with clause 4(f)(1) of rule X of the Rules of the House of Representatives, submit to the Committee on the Budget (1) its views and estimates with respect to all matters to be set forth in the concurrent resolution on the budget for the ensuing fiscal year which are within its jurisdiction or functions, and (2) an estimate of the total amounts of new budget authority, and budget outlays resulting there from, to be provided or authorized in all bills and resolutions within its jurisdiction which it intends to be effective during that fiscal year.

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

Rule No. 13—Broadcasting of Committee Hearings and Meetings

Whenever any hearing or meeting conducted by the Committee is open to the public, those proceedings shall be open to coverage by television, radio, and still photography, as provided in clause 4 of rule XI of the Rules of the House of Representatives, subject to the limitations therein. Operation and use of any Committee Inter-

net broadcast system shall be fair and nonpartisan and in accordance with clause 4(b) of rule XI of the Rules of the house of Representatives and all other applicable rules of the Committee and the House.

Rule No. 14—Committee Staff

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

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

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

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

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

Rule No. 15—Travel of Members and Staff

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

(1) The purpose of the travel;

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

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

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

(b)(1) In the case of travel outside the United States of members and staff of the Committee for the purpose of conducting hearings, investigations, studies, or attending meetings and conferences involving activities or subject matter under the legislative assignment of the committee, prior authorization must be obtained from the Chairperson. Before such authorization is given, there shall be submitted to the Chairperson, in writing, a request for such authorization. Each request, which shall be filed in a manner that allows for a reasonable period of time for review before such travel is scheduled to begin, shall include the following:

(A) the purpose of the travel;

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

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

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

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

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

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

Rule No. 16—Staff Deposition Authority

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

Rule No. 17—Number and Jurisdiction of Subcommittees

(a) There shall be one standing subcommittee, with party ratios of members as indicated. The subcommittee shall have jurisdiction as stated by these rules, may conduct oversight over such subject matter, and may consider such legislation as may be referred to them by the Chairperson. The name and jurisdiction of the subcommittee shall be:

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

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

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

Rule No. 18—Referral of Legislation to Subcommittees

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

Rule No. 19—Powers and Duties of Subcommittees

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

Rule No. 20—Other Procedures and Regulations

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

Rule No. 21—Designation of Clerk of the Committee

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

MEMBERSHIP AND ORGANIZATION OF THE COMMITTEE ON HOUSE
ADMINISTRATION

ONE HUNDRED SIXTEENTH CONGRESS

COMMITTEE ON HOUSE ADMINISTRATION

(Ratio: 6–3)

ZOE LOFGREN, California, *Chairperson*

JAMIE RASKIN, Maryland

SUSAN DAVIS, California

G. K. BUTTERFIELD, North Carolina

MARCIA L. FUDGE, Ohio

PETE AGUILAR, California

RODNEY DAVIS, Illinois, *Ranking Member*

MARK WALKER, North Carolina

BARRY LOUDERMILK, Georgia

SUBCOMMITTEE MEMBERSHIP

SUBCOMMITTEE ON ELECTIONS

(Ratio: 3–1)

MARCIA L. FUDGE, Ohio, *Chair*

G. K. BUTTERFIELD, North Carolina

PETE AGUILAR, California

RODNEY DAVIS, Illinois, *Ranking Member*

COMMITTEE ORGANIZATION

The Committee on House Administration organized on February 7, 2019, the Honorable Zoe Lofgren presiding. During the organizational meeting the Committee adopted the Rules of the Committee for the 116th Congress Committee Resolution 116–01). The Committee also reconstituted the Subcommittee on Elections and established its jurisdiction and membership (Committee Resolution 116–02). The Committee approved five additional Committee Resolutions: Committee Resolution 116–03, to adopt the Parking Policy for the 116th Congress; Committee Resolution 116–04, to promulgate regulations regarding mandatory anti-harassment and anti-discrimination policies for House offices; Committee Resolution 116–05, to promulgate regulations regarding the use of exercise facilities; Committee Resolution 116–06, to promulgate regulations regarding Eligible Congressional Member Organizations; and Committee Resolution 116–07, to promulgate regulations regarding displaying a statement of rights and protections provided to House employees.

COMMITTEE STAFF

MAJORITY STAFF

JAMIE FLEET, Staff Director
 KHALIL ABOUD, Deputy Staff Director
 ENUMALE AGADA, Oversight Counsel (October 2020–Present)
 AARON ALLEN, Professional Staff (February 2019–June 2019)
 HECTOR ARIAS, Staff Assistant (April 2019–June 2020)
 PATRICK BRIGGS, Professional Staff Member (April 2020–Present)
 SYDNEY BURNS, Staff Assistant (January 2019–August 2019)
 GEORGINA CANNAN, Elections Counsel (October 2019–Present)
 KYLIE CARPENTER, Professional Staff—Franking (July 2019–Present)
 HANNAH CARR, Staff Assistant (May 2019–Present)
 MEREDITH CONNOR, Professional Staff (January 2019–July 2019; September 2019–November 2019)
 MATT DEFREITAS, Franking Staff Director
 ARWA DUBAD, Professional Staff—Franking (October 2019–Present)
 EDDIE FLAHERTY, Chief Clerk
 MANNAL HADDAD, Press Secretary (March 2019–May 2020)
 KEMBA A. HENDRIX, Diversity Director (January 2019–March 2020)
 ROBERT HENLINE, Director of Member Services
 ELIZABETH L. HIRA, Elections Counsel (January 2019–October 2019)
 KALUNI JALATA, Elections Counsel (September 2019–Present)
 BRANDON JACOBS, Legislative Clerk (March 2020–Present)
 SEAN JONES, Legislative Clerk (January 2019–February 2020)
 AARON LASURE, Professional Staff (March 2019–Present)
 MARIAM MALIK, Staff Assistant (January 2019–September 2020)
 JOSE MORALES, Staff Assistant (February 2020–Present)
 TERI MORGAN, Deputy Staff Director
 SARAH NASTA, Elections Counsel (March 2019–Present)
 GIANCARLO PELLEGRINI, Elections Counsel (November 2019–Present)
 TANYA SEHGAL, Senior Elections Counsel (January 2019–January 2020)
 STEPHEN E. SPAULDING, Elections Counsel (January 2019–October 2020)
 MATT SCHLESINGER, Oversight Counsel (August 2019–Present)
 SAI SINGH, Staff Assistant (August 2020–Present)
 DANIEL TAYLOR, Deputy Staff Director and Chief Counsel (March 2019–Present)
 DAVID TUCKER, Senior Counsel and Parliamentarian
 PETER WHIPPY, Communications Director
 GINA WRIGHT, Professional Staff—Franking (April 2019–September 2019)
 SEAN WRIGHT, Senior Elections Counsel (October 2020–Present)
 NATALIE YOUNG, Press Secretary (July 2020–Present)

MINORITY STAFF

JEN DAULBY, Republican Staff Director (February 2019–Present)
 JAIDE BARJA, Staff Assistant (October 2020–Present)
 KIMBERLY BETZ, Republican General Counsel (January 2019)
 THOMAS BLANFORD, Staff Assistant (February 2019–May 2019)
 JEBEN CASTRO, Director of Diversity & Inclusion (February 2020–May 2020)
 AUSTIN CHO, Administrative Assistant (January 2019)
 ELISABETH CONKLIN, Professional Staff (April 2019–Present)
 NICK CROCKER, Director of Member Services
 MARY S. ENGLUND, Director, Administration and Operations (January 2019–May 2020)
 ROBERTO ESTRADA LOBO, Professional Staff, (April 2019–Present)
 COLE FELDER, Republican General Counsel (February 2019–August 2020)
 CALEB HAYS, Chief Legal Counsel for Elections (August 2020–Present)
 DANIEL JARRELL, Professional Staff (January 2019–February 2019)
 SUSANNAH JOHNSTON, Professional Staff (September 2019–Present)
 KEIGHLE JOYCE, Counsel Clerk (October 2019–Present)
 JOY LEE, Counsel (March 2019–July 2019)
 TIM MONAHAN, Deputy Staff Director
 AUBREY NEAL, Director of Modernization Initiatives (December 2020–Present)
 COURTNEY PARELLA, Communications Director (January 2019–May 2020)
 BRITTANY RANDALL, Director of Member Services (January 2019–January 2020)
 JESSE ROBERTS, Counsel (February 2019–September 2020)
 JANET SCHWALB, Director of Administration
 TIMOTHY SULLIVAN, Republican Franking Staff Director (January 2019–September 2020)

OVERSIGHT PLAN FOR THE 116TH CONGRESS

Clause 2(d) of rule X of the Rules of the House of Representatives states:

(d)(1) Not later than March 1 of the first session of a Congress, the chair of each standing committee (other than the Committee on Appropriations, the Committee on Ethics, and the Committee on Rules) shall—

(A) prepare, in consultation with the ranking minority member, an oversight plan for that Congress;

(B) provide a copy of that plan to each member of the committee for at least seven calendar days before its submission; and

(C) submit that plan (including any supplemental, minority, additional, or dissenting views submitted by a member of the committee) simultaneously to the Committee on Oversight and Reform and the Committee on House Administration.

Accordingly, the Committee submitted the following oversight plan in accordance with this provision:

COMMITTEE ON HOUSE ADMINISTRATION

OVERSIGHT PLAN FOR THE 116TH CONGRESS

COMMITTEE ON HOUSE ADMINISTRATION

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 appropriate use of the Members' Representational Allowance.
- Review and revise the guide to outfitting and maintaining an office of the United States House of Representatives, a set of regulations governing the acquisition, transfer, and disposal of furnishings, equipment, software, and related services.
- Review the calculation of the Members' Representational Allowance and ensure that all members have adequate resources for representing their constituents.
- Oversee the processing of vouchers and direct payments, including those for payroll. Continue to monitor the implementation of the electronic vouchering system.
- Work with the Officers of the House, the Architect of the Capitol and the legislative branch agencies to provide meaningful outreach to member offices and provide that the views of member offices are incorporated into their ongoing work.

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.

- Work with the Congressional Research Service and other support agencies to make available additional on-going professional development services for new members and staff.

Intern program

- In coordination with the Senate Committee on Rules and Administration, organize, administer, and oversee the intern lecture series.
- Review and consider revising the intern handbook and other publications and communication materials used in support of the intern program.
- Continue and expand the Gregg and Livingston Harper congressional internship program for individuals with intellectual disabilities.

COMMITTEE FUNDING AND OVERSIGHT

- Review monthly reports on committee activities and expenditures.
- Review the Committees' Congressional Handbook regulations governing expenditure of committee funds and update regulations as needed.
- Review primary and any secondary expense resolutions and approve authorization of committee-funding levels in committee and by House Resolution.
- Review committees' franking expenditures.
- Review the use of consultant contracts.

CONGRESSIONAL ACCOUNTABILITY ACT OF 1995

- Monitor implementation of the Congressional Accountability Act of 1995 (P.L. 104-1, 109 Stat. 3) and the reforms provided for in P.L. 115-397 (132 Stat. 5297).
- Monitor the development and deployment of the climate survey.
- Review data on workplace rights information.
- Review regulations adopted by the Office of Congressional Workplace Rights.
- Evaluate resources available to the Office of Congressional Workplace Rights and House employing offices to facilitate implementation of the Act.
- Conduct general oversight of the office of Office of Congressional Workplace Rights.
- Conduct specific oversight of the implementation of the Office of Congressional Workplace Rights IT system.
- Monitor ongoing judicial proceedings to determine the impact on the Congressional Accountability Act.
- Monitor for the ongoing anti-harassment and anti-discrimination workplace rights training, including development of the curriculum and administration of in district trainings.
- Oversee the Office of Employee Advocacy.

FRANKING COMMISSION

- Oversee the Members' use of the congressional frank and other unsolicited mass communications by providing guidance, advice, and counsel through consultation or advisory opinions.

- Review proposals to modernize the franking practices of Members, and regulations governing such mailings and communications.
- Monitor current prohibition on mass mailings 90 days before a primary or general election.
- Oversee efforts to ensure compliance with franked mailings and communications reporting requirements, and the Chief Administrative Officer's (CAO) implementation of new digital form procedures.
- Implement approved procedures to increase transparency and improve the accounting of franked mail costs.
- Revise the regulations on the use of the congressional frank and rules on practice in proceedings before the House Commission on Congressional Mailing Standards.
- Coordinate with the Member Services team to update, refine, and modernize policies related to the official use of communications resources.
- Coordinate with the Clerk of the House and CAO to identify and implement new applications, resources, and procedures for the House to be more transparent, accountable, accessible, and to meet Member and Committee office's obligations related to official communications.

HOUSE OFFICERS AND HOUSE OPERATIONS

- Coordinate with House Officers and officials to develop long term plans and goals for the administrative, financial and administrative functions of the House.
- Oversee an effort to recruit and retain a more diverse workforce among all the House Officers.
- Work with House Officers to identify and reduce spending and create more cost effective and efficient operations within the House.
- Analyze management improvement proposals and other initiatives submitted by the House Officers, the Inspector General, the Capitol Police Board, the Architect of the Capitol, the Library of Congress, and other legislative branch agencies.
- Coordinate with the Subcommittee on Legislative Branch 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, including reviewing existing IT security policies.
- Provide policy guidance and conduct oversight of security and safety issues and congressional entities charged with such roles.
- Assure coordination among officers and joint entities on the development of a comprehensive district office support program.

Chief Administrative Officer

- Provide policy direction for the Chief Administrative Officer. Continue the review of functions and administrative operations assigned to the Chief Administrative Officer.

- Review existing asset management processes.
- Review House procurement policies and monitor the effectiveness of the Chief Administrative Officer's procurement and contract management functions. Review procedures for processing contracts with the House that exceed the threshold of \$350,000.
- Continue to review ongoing process and technology upgrades to the House financial management system and ensuring appropriate internal controls are in place.
- Monitor reforms to the Office of Finance and Payroll and Benefits as provided for by the Inspector General and outside consultants.
- Review and oversee information technology services provided, maintained or hosted by House Information Resources. Continue oversight of failsafe procedures to guarantee continuity of operations.
- Review new technology initiatives to better serve members, committees, and the public.
- Review semi-annual financial and operational status reports; oversee implementation of changes in operations to improve services and increase efficiencies.
- Review training offerings available to members and staff through the congressional staff academy.
- Review the development and roll-out of the CAO's customer advocate program.
- Review the operations of the House gift shop and its management.
- Continued review of House restaurant operations; furniture policy, inventory and selection; and alternatives to the current mail delivery process to strengthen the services and tools available to members and staff.
- Examine Chief Administrative Officer's role in assuring accessibility to the House wing of the Capitol, the House office buildings and other House facilities consistent with the Americans with Disabilities Act.
- Review staff benefits offered by the House and proposals to modify benefits.
- Review the Wounded Warrior Program and develop recommendations, in consultation with veteran's organizations, about improvements to the program.
- Review the officially sanctioned "Congressional App Challenge."

Clerk of the House

- Review and approve contracts and requests for proposals by the Clerk that exceed the \$350,000 spending threshold.
- Review the Clerk's current IT configuration and redundancy posture.
- Oversee the House document repository.
- Review standards 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 and the Capitol Preservation 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.
- Review the application programming interface incorporated in the Clerk's newly-developed website.
- Oversee preparation of congressionally-authorized publications.

Sergeant-at-Arms

- Review and oversee security operations in the House, including the House Chamber, the galleries, the Capitol, House Office Buildings, Capitol Grounds, and district offices.
- Review and oversee initiatives designed to increase security and security awareness for Members and staff in district offices.
- Review 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.
- 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 staff ID standards.
- Review the impact on staff of garage security implementation.
- Review the use of technology generally in the protection of the House of Representatives.
- Review the effectiveness of district office security program, including the law enforcement coordinator program, enterprise-wide security system contract, and processes for mail sent to the district offices.

House Inspector General

- Review, and approve, proposed audit plan and audit reports, including the annual financial statements audit.
- Ensure that audits and their prioritization is based upon the assessment of risk to the operations of the House.
- 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.

House Diversity Office

- Pursuant to House Resolution 6, oversee and direct implementation of the diversity office.
- Collaborating with the legislative branch appropriations subcommittee, oversee requirement for employment related survey of the congressional workforce.
- Review and assess diversity plan for each legislative branch agency.

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 cybersecurity working group with the goal of developing and implementing it standards across the legislative branch.
- Oversee management of the congress.gov website.
- Oversee work of the legislative branch financial managers' council.
- Provide direction to the Bulk Data Task Force.

Library of Congress

- Conduct a review of the progress that the Library has made in providing public access to government information, especially in electronic form.
- Continue oversight of the development of the Library's Visitor Experience project.
- 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 and organizational structure of the service.
- Review implementation of the Library of Congress Fiscal Operations Improvement Act of 2000 (P.L. 106-481, 114 Stat. 2187), the Veterans' Oral History Project Act (P.L. 106-380, 114 Stat. 1447), the National Recording Preservation Act of 2000 (P.L. 106-474, 114 Stat. 2085), and the History of the House Awareness and Preservation Act (P.L. 106-99, 113 Stat. 1330).
- Consider human-resources legislation proposed by the Library.
- Review the use of technology generally in Library of Congress operations, and specifically the ongoing work to centralize technology operations consistent with the guidance from the general accountability office.
- Continue oversight of the Library's technology hosting environment transition.
- 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.
- Focus oversight on national library services to provide the most effective service to their library partners, explore ways to increase the number of users under 65, review the format and con-

tent for those users and review proposals for a new physical headquarters.

Copyright Office

- Review the progress that the Copyright Office has made in providing copyright application and registration data (both past and current) online.
- Review the use of technology generally in Copyright Office operations, and specifically the office's modernization efforts.
- Conduct a review of the Copyright Office's efforts to communicate its modernization efforts to stakeholders.
- Conduct a review of security measures and processes for e-deposits submitted to both the Copyright Office and Library of Congress.
- Conduct a review of the Copyright Office's spending authority and its ability to budget for multi-year capital projects.
- Conduct a review of the examination process with a focus on the Copyright Office's initiatives aimed at improving examination efficiencies and reducing application pendency.
- Review availability of customer service support options available to applicants.
- Review Copyright Office rulemaking authority and processes.
- Review Copyright Office fee setting authority and the office's process for determining the actual cost of services they provide.

United States Capitol Police (USCP)

- Monitor administrative operations of the agency, including budgetary management, over-time use, civilian component, attrition rates, recruitment efforts and incentive programs for officers and civilian employees.
- Review proposals for additional USCP authorities, facilities and equipment.
- Review analysis of uniformed officer post/duty assignments to determine and authorize force levels to meet the agency's security requirements within the Capitol complex to include the Capitol Visitor Center, the Library of Congress, and U.S. Botanic Garden.
- Conduct oversight on House-garage security implementation.
- Conduct oversight of the effectiveness of USCP pre-screeners.
- Review and consider proposals to improve USCP training program for new recruits, and in-service training.
- Authorize and oversee the installation and maintenance of new security systems and devices proposed by the police board.
- Review and authorize regulations prescribed by the police board for use of law enforcement authority by the Capitol Police.
- Examine Capitol Police role in assuring accessibility to the House wing of the Capitol, House Office Buildings and other facilities consistent with the Americans with Disabilities Act.
- 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.
- Review processes for ensuring adequate physical security for Members of Congress.

Government Publishing Office (GPO)

- Oversee operations of the Government Publishing Office, including the Superintendent of Documents.
- Review and adopt legislative proposals to reform government printing by eliminating redundancies and unnecessary printing, increasing efficiency, and enhancing public access to government publications.
- Continue efforts to reform title 44, United States Code, particularly provisions related to the Federal Depository Library Program.
- Monitor implementation of remedial actions taken by management to address audit issues identified by the GPO Inspector General and outside financial auditors.
- Review the printing needs of the House of Representatives to identify the potential for eliminating duplication.
- Examine current GPO printing and binding regulations to determine advisability of change.
- Oversee Superintendent of Documents' sales and depository library programs.
- Review GPO labor practices and labor agreements.
- Review use of GPO facilities and other assets to identify possible alternatives enhancing value to the Congress and the public.

Architect of the Capitol (AOC)

- Review the operations and organizational structure of the office of the Architect.
- Participate in the selection process of a permanent Architect of the Capitol.
- 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 plans for rehabilitation of House Buildings, including oversight over the Cannon House Office Building renovation.
- Continue oversight of life safety measures, accessibility measures, and improved evacuation mechanisms in House buildings.
- Review the AOC office of sustainability's efforts to reduce energy and waste consumption by the Capitol Complex.
- Oversee operations of the Capitol Visitor Center including the re-design of Exhibition Hall, in conjunction with the Senate Committee on Rules and Administration.
- Review and identify ways to create organizational-wide efficiencies and standards across all divisions of the AOC.
- 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.
- Inventory space requirements for unmet and growing child care needs to employees of the legislative branch and incorporate child care space planning into the master campus plan.
- Review the pest management practices of the AOC.

Office of Congressional Accessibility Services

- Oversee management and operations of Office of Congressional Accessibility Services, such as the implementation of the Ameri-

cans with Disabilities Act (ADA), in conjunction with Senate Committee on Rules and Administration.

Smithsonian Institution

- Review the Smithsonian Inspector General's reports on the status of the Smithsonian, with a focus on cybersecurity.
- Oversee general museum and research facility operations of the Smithsonian Institution.
- Review and evaluate the Smithsonian Institution's use of authorized public funds.
- Review proposed appointments of citizen regents to the Smithsonian Institution's Board of Regents.
- Review proposals for authorization of new Smithsonian facilities, including the National Women's History Museum and the National Museum of the American Latino. Review Smithsonian policies regarding initiation of planning, design, and construction of projects.
- Review operations of the National Zoo.
- Oversee Smithsonian science and research facilities including the work being conducted in Panama.
- Oversee the development of the partnership with the Victoria and Albert Museum in London, England.
- Review operations and conduct oversight of Smithsonian enterprises.
- Review any proposals to charge fees for admission to any Smithsonian exhibits.

TECHNOLOGY USE BY THE HOUSE

- Continue oversight of House Information Resources and other technology functions of the House to improve technology governance, services and the electronic dissemination of information.
- Review and consider recommendations made by the National Academy of Public Administration in regard to enhancing technology assessment capabilities within the legislative branch.
- Review cyber security measures and develop strategic plans to improve policies.
- Review technology standards for hearing rooms as they relate to the committee broadcast program.
- Oversee and continue to implement an enterprise House disaster recovery program for House offices, standing and select Committees, and Member offices.
- Task the House Officers to develop and coordinate a House strategic technology plan.
- Oversee plan for deployment of 5G (the fifth-generation technology standard for broadband cellular networks).
- Oversee continuation and streamlining of House technology assessment in both new media and cloud services.
- In cooperation with Member Services, review available technology necessary to support New Member Orientation.
- Review procedures and standards for technology services provided by outside vendors, individuals, and other entities.
- Work with legislative branch agencies to communicate available technology services to all Member, Committee and Leadership Offices.

OVERSIGHT OF FEDERAL ELECTION LAW AND PROCEDURES

- Recommend disposition of House election contests pending before the committee; monitor any disputed election counts.
- Use authority under Article I, Section 4 of the United States Constitution to provide equivalent opportunities for voters to participate in federal elections.
- Review operations of the Federal Election Commission (FEC) and evaluate possible changes to improve efficiency, improve enforcement of the Federal Election Campaign Act, and improve procedures for the disclosure of contributions and expenditures. Consider authorization issues and make recommendations on the FEC's budget.
- Review federal campaign-finance laws and regulations, including presidential and congressional public financing, and consider potential reforms.
- Examine the role and impact of political organizations on federal elections.
- Review operations of the Election Assistance Commission (EAC) and evaluate possible changes to improve efficiency and improve implementation of the Help America Vote Act (HAVA).
- Examine the impact of amendments made by HAVA and the Military and Overseas Voter Empowerment Act (MOVE Act) to the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) and consider proposals to improve voting methods for those serving and living abroad.
- Build the congressional record in support of a reauthorized national Voting Rights Act.
- Review state and federal activities under the National Voter Registration Act to identify potential for improvement to voter registration and education programs and reducing costs of compliance for state and local government.
- Review all aspects of registration and voting practices in federal elections. Monitor allegations of fraud and misconduct during all phases of federal elections and evaluate measures to improve the integrity of the electoral process.

ADDITIONAL MINORITY VIEWS ON OVERSIGHT OF FEDERAL ELECTION LAW AND PROCEDURES

The majority election oversight plan covers the jurisdiction of the Committee and we share in most of these objectives. However, we differ in the priority of these objectives. As the 116th Congress progresses we hope to work with the majority in ensuring the integrity of our nation's election infrastructure, the rights of states to run their own elections without undue federal regulation, and the prohibition against predatory election tactics such as ballot harvesting.

LEGISLATIVE AND OVERSIGHT ACTIVITIES

OVERVIEW

The Committee is responsible for providing oversight over the operations of the House, House Officers, the Smithsonian Institution, the Library of Congress, and federal elections.

Federal Elections

The Committee conducted extensive oversight of the federal elections process during the 116th Congress. Examining all facets of the voting experience, the Committee and Subcommittee on Elections held numerous hearings and sent oversight letters gathering critical information on the U.S. election process. The Committee held five full committee hearings, examining equitable access to American democracy, the security of our elections, the Election Assistance Commission (EAC), election machine vendors, and voting safely during the COVID-19 pandemic. The Committee sent three oversight letters to the EAC, three oversight letters to the Federal Election Commission (FEC), and two oversight letters to voting system vendors.

In addition, the Subcommittee on Elections held eight hearings and a listening session in 2019 examining the state of voting rights and election administration across America. These hearings enabled the American people to relate their experiences in voting and gathered evidence of the ongoing discrimination and voter-suppression efforts happening throughout the country, especially efforts that immediately followed the United States Supreme Court decision in *Shelby County v. Holder*.¹ The Committee issued a report prepared by staff of the Subcommittee on Elections, which was led by Chairperson Marcia L. Fudge, *Voting Rights and Election Administration in the United States of America*, which was included in the report accompanying H.R. 4—the Voting Rights Advancement Act.²

In 2020, the Subcommittee held hearings on Native American voting rights, the impact of COVID-19 on voting, voting in the U.S. territories, and combatting misinformation in the 2020 election. Additionally, the Committee supported election administration oversight efforts in connection with U.S. Postal Service (USPS) issues leading up to the 2020 election, joining an oversight letter sent to USPS. The Committee also joined the Select Subcommittee on the Coronavirus Crisis, of the Committee on Oversight and Reform, to send oversight letters to election officials in Florida, Georgia, Texas, and Wisconsin, with an additional oversight letter sent to Texas.

Legislative Branch Operations

House Officers are provided for in the U.S. Constitution.³ During the 116th Congress, the Committee worked extensively with the House Officers to develop and implement long term plans, increase efforts to recruit and retain a more diverse workforce, improve efficiency, review proposed management improvements, provide general policy guidance, oversee policy compliance, facilitate coordination among the House Officers, oversee security and safety issues and create a comprehensive district office support program.

The Committee conducted robust oversight over the Clerk of the House, reviewing relevant contracts, information technology capabilities, standards for electronic exchange of legislative information

¹570 U.S. 529 (2013).

²Comm. on Judiciary, Voting Rights Advancement Act of 2019, 109–251, H. Rept. 116–317, 116th Cong. (2019).

³“The House of Representatives shall chuse their Speaker and other officers” (U.S. Const. art. I, sect. 2, cl.5).

within the Legislative Branch, the development and launch of a new website, House printing needs and other business practices. The Committee also oversaw the House Document Repository, the preparation of congressionally authorized publications such as *Women in Congress* and the activities of the House Fine Arts Board and Capitol Preservation Board.

The Committee's oversight activities with respect to the House Sergeant-at-Arms included a general review of House security operations. It also included oversight of the implementation of initiatives designed to increase security at district offices and a review of electronic access to controlled spaces, financial and operational status reports, security in House parking facilities, visitor access policies, compliance with the Americans with Disabilities Act, staff ID standards and technology in general.

The Committee provided significant policy direction and oversight to the CAO, reviewing processes pertaining to asset management, procurement, contract management, financial management, payroll and benefits, information technology, Member and staff training, customer service (including the customer advocate program), the House gift shop, restaurants, mail and furniture, accessibility, staff benefits, officially-sanctioned contests such as the Congressional App Challenge and programs like the Wounded Warrior Program. The Committee also established in the CAO the SPF Sean Cooley and SPC Christopher Horton Congressional Gold Star Family Fellowship Program, modeled after the successful Wounded Warrior Program.

The Committee worked closely with House Information Resources (HIR), a CAO business unit dedicated to information technology and cybersecurity. The Committee conducted oversight of HIR and other technology functions of the House to improve technology governance, services and electronic information dissemination. The Committee reviewed cybersecurity measures, hearing room technology standards, and procedures and standards with respect to external vendors and oversaw a streamlining of technology assessment procedures. The Committee continues to oversee the House Disaster Recovery Program and continues to work with HIR on a strategic plan with respect to technology. Additional detail on HIR oversight can be found within this report.

The Committee also exercises oversight authority over the House Office of Inspector General, which provides nonpartisan recommendations for improving the performance, accountability, and integrity of House operations. The Committee worked with the Office of Inspector General to review and approve its audit plan and reports, including the annual financial statements audit, considering the various risks to House operations. The Committee also directed the Inspector General to conduct management advisories and continued to review the Office of Inspector General's administrative operations.

The Committee worked to stand up and conduct oversight of the new House Office of Diversity and Inclusion. Together with the Legislative Branch Appropriations Subcommittee, the Committee oversaw an employment survey and reviewed diversity plans for legislative branch agencies.

The Committee oversaw the establishment of the House Office of the Whistleblower Ombudsman, created in the House Rules pack-

age passed at the outset of the 116th Congress, to develop best practices for whistleblower intake for House offices and provide trainings to House offices on how to safely and confidentially receive information from whistleblowers.

The Committee's oversight work extends to other Legislative Branch entities, including the Library of Congress (Library) United States Capitol Police (USCP), Government Publishing Office (GPO), Architect of the Capitol (AOC), Office of Congressional Accessibility Services, and the Smithsonian Institution. The Committee provided oversight of plans for collaboration among these entities, particularly in the context of technology and cybersecurity. The Committee also provided oversight of the Legislative Branch Financial Managers' Council and provided general direction to the Bulk Data Task Force.

The Committee provided extensive oversight of the Library of Congress, including the Visitor Experience project and other initiatives designed to increase youth engagement, digitization of government information, and information technology modernization and centralization. The Committee also reviewed implementation of several initiatives required by law, such as the Veterans' Oral History Project Act and the Library of Congress Fiscal Operations Improvement Act. Moreover, the Committee provided detailed oversight on several Library units, including the Law Library, Congressional Research Service and National Library Service for the Blind and Print Disabled. Particular emphasis was placed on the United States Copyright Office (USCO), which is in the process of a technology modernization initiative designed to make the USCO systems more secure, efficient, and stakeholder friendly. This initiative takes into account stakeholder input and addresses recordation, registration and other vital copyright functions.

The Committee provided detailed oversight of the USCP. The Committee's activities included monitoring agency operations, reviewing USCP proposals for new trainings and additional authorities, analyzing force levels, and conducting oversight of the garage-security program, pre-screeners and new security systems and devices. The Committee also reviewed and authorized regulations set forth by the Capitol Police Board, examined the USCP role in ensuring compliance with the Americans with Disabilities Act, reviewed USCP Inspector General reports and recommendations, and continually reviewed processes for ensuring adequate physical security for Members, their families, and staff. It should be noted that further accountability measures were included in the omnibus funding and coronavirus legislation, H.R. 133, the Consolidated Appropriations Act for Fiscal Year 2021, that was agreed to by both the House and Senate on December 21, 2020 and signed by the President on December 27, 2020.

The Committee also conducted oversight activities with respect to GPO. The Committee conducted oversight of general GPO operations, including the Superintendent of Documents. It also worked with GPO leadership to enact legislation to reform operations to increase efficiency, continued to review potential changes to The Federal Depository Library Program, monitored the remediation of management issues identified by the GPO Inspector General, and reviewed House printing needs, GPO printing and binding regula-

tions, labor practices and labor agreements, and use of GPO facilities and other assets.

The Committee worked closely with the AOC in an oversight capacity. Much of the Committee's focus centered on the Cannon House Office Building Rehabilitation project. Phase Two of the project will be complete and delivered by the transition to the 117th Congress. The Committee also reviewed the operations and organizational structure of the AOC, participated in the selection of Brett Blanton as the new Architect, and oversaw maintenance of the House side of the Capitol and House Office Buildings, life safety and accessibility measures, sustainability efforts, and operations of the Capitol Visitor Center, including the redesign of Exhibition Hall. The Committee's oversight activities also included reviews of AOC Inspector General recommendations, opportunities to create organizational wide efficiencies and standards, the pest management practices, and inventory space requirements.

The Committee conducted oversight of the Office of Congressional Accessibility Services. This oversight included general monitoring of the implementation of the Americans with Disabilities Act and ensuring that the Capitol complex, along with Legislative Branch websites, are accessible.

With respect to Member Services, the Committee provided oversight of the Members' Representational Allowance (MRA) by providing guidance to Member offices and revised the Members' Congressional Handbook which governs, among other things, the MRA. The Committee also worked with Member and Committee offices to ensure compliance with relevant regulations; reviewed and revised relevant handbooks; reviewed regulations pertaining to acquisition, transfer, and disposal of House furnishings, equipment, and software; and collaborated with House Officers and other Legislative Branch entities to ensure that the views of Member offices are heard and understood. The Committee also worked with the CAO as it continued to implement the electronic vouchering system as a means of streamlining the payment of vendors. With respect to committees specifically, the Committee reviewed expense resolutions, approved committee funding levels, and reviewed the use of consultant contracts.

In addition, the Committee facilitated the longest New Member Orientation program in the history of the House of Representatives. Notwithstanding the challenges posed by the COVID-19 pandemic, the Committee worked with the Congressional Research Service to provide issues briefings and professional development services for new Members and their staff which, for the first time, included a paid transition aide.

In another first, the Committee oversaw the creation of a paid internship program. The Committee also reviewed and revised publications and communications used to support the intern program and continued to support the Gregg and Livingston Harper congressional internship program.

The Congressional Accountability Act of 1995 (CAA) requires Congress and legislative branch entities to follow many of the same employment and workplace safety laws applied to private business and the rest of the federal government. During the 116th Congress, the Committee conducted oversight of the Office of Congressional Workplace Rights (OCWR) and other House entities with responsi-

bility for enforcement of the Congressional Accountability Act. The Committee reviewed the content development and deployment of the climate survey as provided for by P.L. 115–397 (132 Stat. 5297) and oversaw the completion of a new IT intake system for complaints allowing employees to file online. The Committee also oversaw changes to the updated the Workplace Rights and Responsibilities training program to more specifically tailor the courses to different members of the House community, including Members, supervisory staff and more junior staff, both in the districts and in Washington, D.C. The Committee continues to monitor judicial proceedings to determine the impact on the CAA and continues to oversee the Office of Employee Advocacy.

The House Commission on Congressional Mailing Standards, commonly known as the Franking Commission, is responsible for issuing regulations governing the proper use of official communications resources, providing advice and counsel to Members and committees through advisory opinions, and hearing formal complaints against Members who have allegedly violated relevant law and regulations. During this Congress, and in coordination with the Select Committee on the Modernization of Congress, the Commission revised the regulations on the use of the official communications resources to more reasonably reflect the realities of contemporary digital communications. These changes will also simultaneously provide more transparency to the public and more flexibility for Members. In addition, the Committee continued its general oversight on use of the frank, monitored compliance with the blackout on official communications 90 days before a primary or general election, coordinated with the Office of the Clerk to increase transparency and accountability through technology, and investigated and disposed of complaints regarding misuse of the franking privilege.

COMMITTEE FUNDING

The Committee reports a biennial primary expense resolution by which standing and select committees of the House (except the Committee on Appropriations) are authorized operating funds for each Congress. During the first three months of each new Congress, clause 7 of rule X of the Rules of the House of Representatives authorizes interim funding authority for committees to operate until the House adopts a primary expense resolution. This funding authority is based on upon funding levels from the second session of the previous Congress.

The funding process begins at the beginning of each new Congress when each House subcommittee introduces a separate House resolution requesting a specific funding level for committee operations. These resolutions are referred to the Committee on House Administration.

On March 12, 2019, the Committee held a hearing titled “Committee Funding for the 116th Congress.” By prior agreement between Chairperson Lofgren and Ranking Member Davis, it was determined that committees that submitted a bipartisan budget request would not be required to appear before the Committee. The Chairman and Ranking Member of the Committee on Oversight and Reform appeared before the Committee and provided testi-

mony regarding that Committee's budget request for the 116th Congress.

On March 21, 2019, H. Res. 245, Providing for the expenses of certain committees of the House of Representatives in the One Hundred Sixteenth Congress was introduced and referred to the Committee. The Committee met on March 25, 2019, to mark up the resolution and ordered the resolution reported by voice vote. The House agreed to H. Res. 245 on March 27, 2019.

The amounts provided each committee are as follows:

	1st Session	2nd Session	Total
Committee on Agriculture	\$5,756,664	\$5,756,664	\$11,513,328
Committee on Armed Services	8,175,111	8,175,111	16,350,222
Committee on the Budget	5,190,212	5,190,212	10,380,424
Select Committee on the Climate Crisis	1,890,750	1,890,750	3,781,500
Committee on Education and Labor	7,289,357	7,289,357	14,578,714
Committee on Energy and Commerce	10,573,692	10,573,692	21,147,384
Committee on Ethics	3,507,696	3,507,696	7,015,392
Committee on Financial Services	8,538,931	8,538,931	17,077,862
Committee on Foreign Affairs	8,120,362	8,120,362	16,240,724 ⁴
Committee on Homeland Security	7,654,001	7,654,001	15,308,002
Committee on House Administration	5,172,211	5,472,211	10,664,422
Permanent Select Committee on Intelligence	6,231,500	6,231,500	12,463,000
Committee on the Judiciary	7,930,297	7,930,297	15,860,594
Sel. Comm. on the Modernization of Congress	450,000	37,500	487,500
Committee on Natural Resources	6,947,963	6,947,963	13,895,926
Committee on Oversight and Reform	9,495,034	9,495,034	18,990,068
Committee on Rules	3,327,189	3,327,189	6,654,378
Committee on Science, Space and Technology	5,539,827	5,539,827	11,079,654
Committee on Small Business	3,098,148	3,098,148	6,196,296
Comm. on Transportation and Infrastructure	8,915,165	8,915,165	17,830,330
Committee on Veterans' Affairs	4,138,192	4,138,192	8,276,384
Committee on Ways and Means	9,133,432	9,133,432	18,266,864
Reserve Fund	1,500,000	6,500,000	

On July 26, 2019, the Committee agreed to Committee Resolution 116–12 (via Committee Poll No. 5) to allocate \$450,000 from the First Session Reserve Fund to the Select Committee on the Modernization of Congress. In addition, the Committee, on January 16, 2020, agreed to Committee Resolution 116–14 (via Committee Poll No. 8) to allocate an additional \$912,500 from the Second Session Reserve Fund to the Select Committee on the Modernization of Congress.

On March 23, 2020, the Committee agreed to Committee Resolution 116–18 (via Committee Poll No. 12) to allocate funds from the Second Session Reserve Fund. These amounts were as follows:

Committee on Armed Services, \$385,000
Committee on Education and Labor, \$400,000
Committee on Energy and Commerce, \$600,000
Committee on Foreign Affairs, \$190,000
Committee on Transportation and Infrastructure, \$450,000
Committee on Veterans' Affairs, \$375,000
Committee on Ways and Means, \$400,000

⁴The amount provided to the Committee on Foreign Affairs includes \$410,000 (\$205,000 for the first session and \$205,000 for the second session) to provide funding for the Tom Lantos Human Rights Commission.

MEMBERS' REPRESENTATIONAL ALLOWANCE

The Members' Representational Allowance (MRA) is the annual authorization made to each Member of the House to obligate U.S. Treasury funds not to exceed a certain amount. These funds may be used by the Member to pay ordinary and necessary business expenses incurred by the Member and his or her congressional office employees in support of the Member's official and representational duties. The Committee oversees the use of appropriations from the accounts of the U.S. House of Representatives for the MRA as well as official travel by Members and staff. In addition, the Committee oversees the compensation, retirement, and administration of benefits of Member office employees. The annual MRA is available for one legislative year (i.e., January 3 of one year through January 2 of the following year).

In March 2019, Chairperson Lofgren wrote to the Subcommittee on the Legislative Branch of the Appropriations Committee and asked the Subcommittee to "consider a substantial increase for the MRA." Noting that "investing in the MRA account helps Congress attract and retain qualified staff, and communicate effectively with our constituents," the Committee has sought to authorize a notable increase in the allowance after years of decline, which had reduced the ability of the House to conduct its constitutional duties. Accordingly, the MRA for 2020 was increased an average of 4.5 percent. This represents the greatest increase in eight years for the authorization for the MRA. The Committee supports fiscally responsible increases to the MRA so Members have sufficient resources to perform their duties.

HOUSE COMMISSION ON CONGRESSIONAL MAILING STANDARDS

The Commission on Congressional Mailing Standards, also known as the Franking Commission, was established by Public Law 93-191 (87 Stat. 737). It is composed of six Members appointed by the Speaker of the House: three from the majority, and three from the minority. The Speaker designates the Chairperson of the Franking Commission who must be: (1) one of the Members appointed to the Commission, and (2) must also be a Member of the Committee on House Administration.

In the 116th Congress, the Commission was chaired by Rep. Susan A. Davis of California, with Rep. Bryan Steil of Wisconsin serving as Ranking Member. The Chairperson and Ranking Member were joined by Commission Members Rep. Brad Sherman of California, Rep. Debra A. Haaland of New Mexico, Rep. Robert E. Latta of Ohio, and Rep. Mark Walker of North Carolina.

The primary functions of the Franking Commission, are as follows:

1. To prescribe regulations governing the proper use of the franking privilege and other official communications resources by those entitled to use the privilege in connection with the mailing or contemplated mailing of franked mail under 39 U.S.C. sections 3210, 3211, 3212, 3213(2), 3218, 3219 or in connection with the operation of section 3215; in connection with any other Federal law (other than any law which imposes any criminal penalty), or in connection with any Rule of the U.S. House of Representatives relating to franked mail (2 U.S.C. § 501(d)).

2. Upon the request of any person entitled to use the franking privilege and other official communication resources, to provide guidance, assistance, advice, and counsel, through advisory opinions or consultations, in connection with the distribution or contemplated distribution of franked mail or official communications regarding the application and/or compliance with applicable Federal statutes and House rules and regulations. The staff assigned to the Commission are delegated authority by the Commission to perform advisory and counseling functions, subject to review by the Commission (2 U.S.C. 501(d), House rule XXIV, and the Regulations of the Committee on House Administration).

3. To investigate, decide, and dispose of complaints regarding the misuse of the franking privilege (2 U.S.C. § 501(e)).

The Franking Commission's mission throughout the 116th Congress was to modernize and harmonize the content rules governing the use of official communication resources and platforms. The Commission Members engaged with Congressional Leadership, the Committee on House Administration, the Select Committee on the Modernization of Congress, and other Members of Congress and their staff on how to best achieve this goal. The first step was to replace the House manual governing official communications content with a new, simpler set of rules which prevent the misuse of taxpayer funds, while creating greater Member accountability, expediting the approval process, and giving Members the ability to better adapt to changing technology.

In her role as Chairperson of the Franking Commission, Rep. Davis testified before the Select Committee on the Modernization of Congress (SCMC) on two occasions throughout the 116th Congress. On March 12, 2019, she described the intent of the Franking Commission's mission for the next two years based on the principles of making the franking rules more fitting for modern communications alongside the goal of increasing transparency and accountability. In addition, she asked for support in pushing Congress to adopt more real-world constituent outreach technology and practices.

On October 31, 2019, Chairperson Davis again, appeared before the SCMC to update it on the progress the Commission had made in achieving its stated goals. At this hearing, Chairperson Davis also advocated for SCMC's support in consolidating the jurisdiction of all official communications content rules under the Commission, to allow for broader communication subscription options for constituents to receive communications from their Representatives, to consider methods for permitting transferal of social media followers from campaign accounts to official accounts, to improve the House's unsolicited mass email hygiene and practices, and to update reporting measures for the use of the frank.

On December 17, 2019, the Franking Commission agreed unanimously to approve Commission Poll 116-1, which became effective on January 7, 2020. This included the adoption of a brand new manual, the House of Representatives Communications Standards Manual (Manual) which replaced and superseded the Regulations on the Use of the Congressional Frank by Members of the House of Representatives and Rules of Practice in Proceedings Before the House Commission on Congressional Mailing Standards. To increase transparency and accountability, it also established a public

disclosure webpage found on the Clerk of the House’s website for all Advisory Opinions issued by the Franking Commission, starting from January 3, 2018. Prior to the creation of this webpage, the public only had access to Advisory Opinions through in-person requests at the Legislative Resource Center. In addition, the Commission took steps to rename the Commission on Congressional Mailing Standards to the House Communications Standards Commission, and to set an agenda to update the Rules of Practice and Procedures of the Commission.

On February 12, 2020, the Committee on House Administration adopted Committee Resolution 116–16 which amended language in the Members’ Congressional Handbook and Committees’ Congressional Handbook to grant the Commission jurisdiction on content regulations related to official communications resources beyond that of the franking privilege. This included official website and social media content, telephone town halls, mass SMS messaging, email newsletters, flyers and other publications, and advertisements across digital, television, and radio platforms.

The Commission took steps to address the COVID–19 pandemic to waive the pre-election blackout restrictions for non-franked mail communications discussing resources, safety instructions, and government actions related to addressing this threat to life safety. On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law by President Trump. It included a provision amending 39 U.S.C. § 3210(a)(6)(D), granting the Commission the ability to waive the pre-election blackout restriction for unsolicited postal mail sent in response to or to addressing threats to life safety. Upon the signing of the CARES Act, the Franking Commission agreed to Commission Poll 116–2 which included conforming updates to the Manual, and to apply the waiver in response to addressing the COVID–19 pandemic for franked mail along with all other forms of unsolicited mass communication previously waived.

On July 9, 2020, Chairperson Davis introduced H.R. 7512, the Communications Outreach Media and Mail Standards (COMMS) Act. The bill would amend U.S. Code to rename the “House Commission on Congressional Mailing Standards” the “House Communications Standards Commission,” expand the authority of the Commission to regulate, provide guidance to authorized users, and hear complaints related to the use of official communications, to revise required disclaimers, and to revise restrictions on postal mail content and communication distribution periods. The COMMS Act passed the House on July 30, 2020 by unanimous consent. The COMMS Act was included in H.R. 133, the Consolidated Appropriations Act for Fiscal Year 2021, which was signed by the President on December 27, 2020.

All written staff Advisory Opinions issued on or after January 3, 1996, are available for public review and photocopying. In addition, mass mailings issued prior to that date are available for inspection. The Legislative Resource Center has made these materials available to the public. As previously mentioned, the Commission took steps to make Advisory Opinion widely available online. As of December 22, 2020, the Legislative Resource Center had received 29 in-person requests to review Advisory Opinions throughout the 116th Congress. According to analytics on the public disclosure web

page, there have been 3,195 views since its launch on January 7, 2020.

As of December 22, 2020, the Commission staff reviewed 19,136 requests throughout the 116th Congress. This is an increase of over 31 percent from the 115th Congress, and while the pre-election blackout exemption for COVID-19 related communications could be accounted for an increase in the second session of the 116th Congress, the Commission staff reviewed the highest number of requests for Advisory Opinions ever recorded throughout the first session of the 116th Congress. No official complaints related to the use of official communications were reported to the Commission.

JOINT COMMITTEES

The Joint Committee on the Library

Established in 1802, the Joint Committee on the Library (JCL) is the oldest continuing joint committee in the history of the Congress and is made up of certain Members of the Committee on House Administration (Committee), the chair of the Legislative Branch Appropriations Subcommittee, and certain members of the Senate Committee on Rules and Administration.⁵ Chairpersonship of the JCL switches between chambers each Congress with the Senate chairing the Joint Committee for the 116th Congress. Members of the JCL are appointed by resolution agreed to by the respective chambers.⁶ For the 116th Congress, the House Members of the JCL are Vice Chairperson Zoe Lofgren of California, Rep. G.K. Butterfield of North Carolina, Rep. Tim Ryan of Ohio, Rep. Rodney Davis of Illinois, and Rep. Barry Loudermilk of Georgia.

The House and Senate met on April 30, 2019, to formally organize the JCL and adopt the rules of the joint committee.

Per statute, the JCL is responsible for acceptance and oversight of works of fine art in the Capitol collection as well as supervision of the National Statuary Hall Collection (Statuary Hall).^{7 8} For the 116th Congress, the JCL approved the following state requests, each at varying stages of the statue replacement process:

- April 2019: Approved Nebraska's final bronze statue and granite pedestal for display in Statuary Hall.
- May 2019: Approved Utah's maquette.
- November 2019: Approved Florida's request to replace a statue in Statuary Hall.
- December 2019: Approved Nebraska's maquette.
- February 2020: Approved Missouri's request to replace a statue in Statuary Hall.
- April 2020: Approved Arkansas's request to replace both statues in Statuary Hall.
- June 2020: Approved Florida's maquette.
- June 2020: Approved Kansas' full-scale clay model and pedestal design.
- September 2020: Approved Virginia's request to replace a statue in Statuary Hall.

⁵ 2 U.S.C. § 132b, P.L. 110-5.

⁶ H. Res. 226, 116th Congress.

⁷ 2 U.S.C. § 2132.

⁸ 2 U.S.C. § 2133.

- October 2020: Approved Florida’s full-scale clay model and pedestal design.
- October 2020: Approved Missouri’s maquette.
- December 2020: Approved Nebraska’s full-scale clay model and pedestal design.

On July 23, 2020, the House passed H.R. 7573, directing the JCL to remove the bust of Justice Roger Taney from the Old Supreme Court Chamber, to be replaced with a bust of Justice Thurgood Marshall, and to remove the statues of Charles Brantley Aycock, John Caldwell Calhoun, and James Paul Clarke from Statuary Hall as well the bust of John Cabell Breckinridge from the Senate wing of the Capitol. The Senate has yet to consider the legislation.

The Joint Committee on Printing and the Government Publishing Office

In addition to the its standalone authority over the Government Publishing Office (GPO), the Committee also conducts oversight of GPO through the Joint Committee on Printing (JCP), a statutorily created joint committee, the House component of which consists of the Chairperson of the Committee and four other Committee members.⁹ Like the JCL, Members of the JCP are elected by a resolution agreed to by the respective chambers. In the 116th Congress, the House appointed Chairperson Lofgren, Representative Jamie Raskin, Representative Susan Davis, Representative Rodney Davis, and Representative Barry Loudermilk. Chairperson Lofgren chaired the JCP for the 116th Congress.¹⁰

The House and Senate met on April 30, 2019, to formally organize the JCP and adopt the rules of the joint committee.

The JCP, per statute and various joint committee resolutions, has broad authority over GPO operations and government printing. Statute provides JCP with the authority to “use any measures it considers necessary to remedy neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications” while JCP Resolution #2 stipulates JCP’s authority extends to “all matters involving GPO personnel.”¹¹ Statute also charges JCP with approval authority of collectively bargained wages between GPO and its trade union.¹² After nearly five years without a contract, the International Brotherhood of Electrical Workers and the Fraternal Order of Police reached agreements with management and the House’s stewardship of JCP restored long absent labor peace to the agency.

Before making certain expenditures, GPO must first obtain JCP approval. In the 116th Congress, JCP authorized nearly \$300 million in investments to improve agency operations, particularly in XPub, a state-of-the-art technology for XML-based publishing; the NextGen Passport program, an initiative designed to enhance passport security with more advanced construction and design; and health and safety enhancements to protect GPO’s workforce.

The House-chaired JCP also oversaw the appointment of GPO’s first permanent Director in over two years after Hugh Halpern was

⁹ 44 U.S.C. § 101 “The Joint Committee on Printing shall consist of the chairman and four members of the Committee on Rules and Administration of the Senate and the chairman and four members of the Committee on House Oversight of the House of Representatives.”

¹⁰ *Supra*, note 1.

¹¹ 44 U.S.C. § 103, Joint Committee on Printing Resolution #2 adopted May 11, 1982.

¹² 44 U.S.C. § 305.

confirmed by the Senate on December 4, 2019. On March 3, 2020, the Committee held a hearing titled *Oversight of the Government Publishing Office*. Committee Members heard testimony from Director Halpern, Inspector General Michael Leary, and Superintendent of Documents Laurie Hall. Notably, it was Director Halpern's first appearance as a witness at a Congressional oversight hearing.

In response to the ongoing COVID-19 pandemic, and for the safety of Members and staff, the JCP, working with the Clerk of the House and GPO, JCP established a regime to allow for the electronic endorsement of extensions of remarks for publication in the Congressional Record for the first time in the House's history.

OFFICERS OF THE HOUSE OF REPRESENTATIVES

Clerk of the House

The Clerk's primary responsibilities involve the legislative activities of the House. This includes managing the bills originating in the House and overseeing the voting system. The Office of the Clerk also performs a variety of administrative functions under the oversight of the Committee. The Office of the Clerk is comprised of eight divisions, in addition to the Clerk's Immediate Office. These divisions include: Office of Legislative Operations, Office of Art and Archives, Office of Official Reporters, Office of House Employment Counsel, Legislative Resource Center, Legislative Computer Systems, Office of Communications, and Capitol Service Groups.

The Committee conducted monthly oversight meetings with the Clerk and her senior staff on all aspects of the Clerk's operations, including oversight of vacant offices, election certifications, financial disclosures, the Posey Comparative Print Project, implementation of the updated Clerk website and overall IT posture. Additionally, the Committee worked closely with the Office of the Clerk to produce an updated edition of *Women in Congress*,¹³ which was undertaken by the Office of Art and Archives together with the House Historian and Government Publishing Office.

Notably, during the global COVID-19 pandemic, the Committee worked with the Office of the Clerk to implement vital changes to legislative operations. These temporary changes allowed the House to continue its work on behalf of the American people, notwithstanding the danger of gathering in places like committee rooms and the House Floor. For example, in April 2020, the Speaker of the House directed the creation of an electronic hopper to allow for virtual submission of bills, resolutions, co-sponsors and extensions of remarks. Since then, as of December 22, 2020, 2,816 measures have been filed electronically, while just 159 were manually filed using the traditional process. The Office of the Clerk was instrumental in executing on this direction from the Speaker.

On May 15, 2020, the House passed House Resolution 965, which authorized remote voting by directed proxy during the COVID-19 public health emergency. This Resolution requires Members not

¹³ *Women in Congress, 1917-2020*, prepared under the direction of the Committee on House Administration of the United States House of Representatives, by the Office of the Historian and Office of the Clerk, United States House of Representatives, U.S. Government Publishing Office, Washington, DC, 2020.

physically in Washington, D.C. to submit a signed letter to the Clerk designating a specific Member to serve as proxy. Designated proxies were only permitted to vote as explicitly directed by the Member not located in Washington, D.C. The Clerk maintained a list of designated proxies and helped facilitate the voting process on the House Floor. As of December 22, 2020, the House has conducted 142 roll call votes that included proxy votes. Those votes included 6,253 individual votes cast by Members of both parties by proxy. Several measures passed with proxy votes have been signed by the President and enacted into law. These votes were accomplished without incident.

The Rules of the House for the 116th Congress established, for the first time, a House Consensus Calendar. The House Consensus Calendar allows for consideration, on the House Floor, of certain unreported House bills and resolutions that enjoy broad support. More specifically, a House-originated measure must: (1) not have been reported by its committee of jurisdiction; (2) have gained the support of at least 290 cosponsors; (3) have been subject to a motion to place the measure on the Consensus Calendar; and (4) have maintained at least 290 cosponsors for 25 legislative days following the filing of the motion. A total of 12 motions for consideration on the Consensus Calendar were made during the 116th Congress.

The Clerk also continued to co-chair the Bulk Data Task Force and worked with Committee staff to increase transparency by digitizing legislative material. As part of these duties, the Clerk led and participated in the Committee sponsored Legislative Data and Transparency Conference held on October 17, 2020, in the Capitol Visitor Center. The conference brought individuals from Legislative branch agencies together with data users and transparency advocates to discuss strengthening access to the legislative process.

The Committee, working with the Clerk and the CAO, initiated a pilot program regarding field hearings where, for the first time, the Clerk would provide official reporters and the House Recording Studio would directly handle broadcast responsibilities. Prior to this initiative, reporters were hired locally, and broadcast efforts were often incomplete. This initiative, widely applauded by House committees, has resulted in field hearings that are consistent in terms of professionalism and quality with hearings held in Washington, D.C.

Sergeant-at-Arms

The House Sergeant-at-Arms (HSAA) dates back to the first Congress in 1789 and is the principal law enforcement official for the House. HSAA is responsible for the security of the House of Representatives, the buildings located on the House side of the Capitol and its campus, as well as Members of Congress, congressional employees, and visitors. HSAA directs emergency responses and continuity of government operations for the House. Under clause 3 of rule II of the Rules of the House of Representatives, the HSAA is responsible for maintaining order and decorum in the House Chamber. HSAA coordinates special events for the House of Representatives in conjunction with other House and Senate Offices, the U.S. Capitol Police (USCP) and external entities. The HSAA, the Senate Sergeant-at-Arms, and the Architect of the Capitol (AOC) make up the Capitol Police Board (CPB) which oversees the USCP.

The Committee held two hearings where the HSAA testified: “House Officer Priorities for 2019 and Beyond,” on April 9, 2019, and “Oversight of the United States Capitol Police,” on July 16, 2019.

Beginning early in 2019 the Committee instituted standing monthly oversight meetings with the executive teams of the HSAA to provide oversight over HSAA activities and operations.

In addition to oversight hearings, the Committee worked closely with HSAA to further key initiatives. These initiatives include:

Joint Audible Warning System

The current audible emergency annunciator system was installed as a temporary measure following the September 11, 2001, terrorist attacks. The current system components are beyond their end-of-life dates, battery components are no longer produced, and vendor support is limited. The current system is unable to work in conjunction with the Joint Emergency Mass Notification System (JEMS) or the Public Address System (PAS). HSAA has worked with the Senate Sergeant-at-Arms, USCP, and AOC to procure a new Joint Audible Warning System (JAWS) to replace the current system in all five HOBs and the Capitol Visitor Center. JAWS will incorporate multiple encrypted systems to provide life safety alerts to Members, staff, employees, and visitors and work with JEMS and PAS. The Committee looks forward to the successful implementation of the new JAWS and its contribution to increasing the safety and security of the House.

District Security Service Center

The District Security Service Center (DSSC) serves as a single point of contact regarding district security matters. The DSSC “has documented over 17,000 interactions with district office staff . . . [and] coordinated the installation or upgrade of 540 security systems[.]”¹⁴

The threats to Members and their families have steadily increased. The DSSC has improved interactions with Members and Members’ District Offices nationwide and has put in place a program to assess and evaluate information received from Members and their District Offices in order to better align law enforcement resources to address threats, emergencies and logistical issues. In addition, DSSC has worked with the USCP to provide risk assessments to Members regarding off-campus events held in the Washington, D.C., area as well as Members’ District Offices. HSAA now pays District Offices security monitoring fees and as of November 2020 added a second nationwide security contractor to assist with District Office security enhancement requirements. DSSC provided Members and Members’ District Office staff with threat awareness training and provided enhanced outreach to District Offices which experienced natural disasters, active shooter incidents, environmental disasters, security incidents, protests, and COVID–19 pandemic matters during the 116th Congress. In addition, HSAA and CAO have begun an initiative to visit District Offices in order to better tailor the services provided to these offices and staff, with

¹⁴ Testimony of Paul D. Irving, Sergeant-at-Arms, U.S. House of Representatives, Fiscal Year 2021 Budget Submission Before the Subcommittee on Legislative Branch, Committee on Appropriations, March 3, 2020.

an annual goal of 150 visits. The Committee has encouraged these efforts to more effectively integrate Members' District Offices into the work of the House and the House community.

In April 2019, the Committee directed the HSAA and CAO to work together to make customer service and training more comprehensive for District Office staff. This led to the Joint District Office Training Program which was launched in June 2019. HSAA worked with the Congressional Staff Academy to establish on-line Law Enforcement Coordinator (LEC) training classes to aid District Office staffers assigned as LECs and published an updated LEC Handbook in the spring of 2020.

Garage Security Enhancement Project

Nearly seven years ago, the HSAA commenced the Garage Security Enhancement Project as part of a security initiative to incorporate all House Office Buildings (HOBs) into a secure perimeter, in line with Senate Office Buildings as well as the Capitol, and bring the entire Capitol Complex closer to 100 percent security screening. During the 116th Congress, HSAA completed Phase II and III of the Project and began the final Phase IV in October 2020. HSAA estimates a completion date of January 2022.

The HSAA completed its goal of pushing initial screening of all individuals at pedestrian and garage entries at HOBs. This has reduced the need for redundant screening locations in HOBs and permitted the USCP to reassign officers to other important security assignments. Security screening improvements have also proved beneficial in improving the effectiveness of the Office of Attending Physician's (OAP) recommended enhanced screening safety protocols in response to the COVID-19 pandemic.

COVID-19 Pandemic Response

On February 28, 2020, the HSAA and the OAP issued an e-Dear Colleague Notice titled "Coronavirus (COVID-19) Guidance for House Offices." The HSAA with OAP and House Leadership issued subsequent guidance on March 27, 2020, via an e-Dear Colleague Notice titled "Procedures for March 27, 2020" outlining House COVID-19 protocols while in session. This marked the first time voting on the House floor would be conducted to keep Members and staff safe while following OAP and Centers for Disease Control and Prevention (CDC) COVID-19 guidelines. The HSAA and OAP further refined the House floor guidance and COVID-19 protocols through December 2020 to ensure the continued safety of Members and staff.

HSAA, in coordination with CAO and AOC began issuing personal protective equipment (PPE) to the House community beginning on April 22, 2020. Through November 30, 2020, over 13,000 boxes of masks, nearly 36,000 bottles of hand sanitizer, over 5,500 canisters of cleaning wipes, and nearly 13,000 boxes of gloves have been distributed. In addition, HSAA has, as of December 10, 2020, had 958 discrete contacts with the House community of COVID-19 outreach, including checking office status, PPE inquiries, or related efforts. The DSSC has documented 5,471 interactions with District Offices since the start of 2020, including 3,290 related to COVID-19.

Chief Administrative Officer

The Office of the Chief Administrative Officer (CAO) is a non-partisan House office that provides support services and business solutions to Members and staff. The CAO is tasked with supporting the finance, procurement, logistics and information technology needs of the House. The Committee is charged with overseeing the CAO, which in the 116th Congress was led by Chief Administrative Officer Phil Kiko. In consultation with the Committee, the CAO entered the 116th Congress focusing on improving customer service, increasing innovation and modernizing House business practices. On December 22, 2020, Kiko announced that he would not serve another term as CAO. Chairperson Lofgren issued a public statement thanking him for his many years of service to make the House of Representatives work for Members of Congress and the people they serve.

House Information Resources

The Committee continued to work closely with House Information Resources (HIR) to improve technology services and security for the House. With oversight from the Committee, HIR continued efforts to modernize its services. A key feature of this modernization is the migration to the Office 365 suite. Office 365 provides House staff with the ability to access software through mobile devices, securely store files, and collaborate on documents with colleagues from anywhere. As will be discussed below, this capability was vital when the House moved to a maximum telework posture due to the COVID-19 pandemic.

In March 2020, the Committee provided oversight and guidance as the HIR Business Continuity/Disaster Recovery team operationalized its plans to support offices during the COVID-19 pandemic. More than 1,500 laptops were rapidly procured and imaged, and new tools were deployed to support expanded telework. HIR leveraged the deployment of cloud services, Office 365 and collaboration tools such as Teams, Webex, and Zoom to ensure that legislative activities and constituent services could continue unimpeded. For example, Teams Live Events were made available to the House community. This provided the capability of hosting both large town hall events and smaller meetings.

Working with other CAO business units, HIR established a Telework Readiness Center in the Rayburn Cafeteria to provide software upgrades, security updates, and new equipment for Member offices. HIR also collaborated with the Customer Experience Center and House Recording Studio to provide House staff with training and tutorials on collaboration tools and other key aspects of remote work. Moreover, in response to House Resolution 965, HIR facilitated remote committee hearings, meetings and markups. As of December 17, 2020, as discussed later in this report, House committees held 169 entirely remote hearings, 130 hybrid hearings, 4 entirely remote markups, and 36 hybrid markups. This included the reconfiguration of the Capitol Visitor Center Congressional Auditorium to broadcast a hybrid Committee hearing held by the House Judiciary Committee.

Like any governmental entity, the House must be cognizant of the evolving nature of cybersecurity threats. In consultation with the Committee, HIR continued to review the House security poli-

cies and procedures and made improvements where needed. For example, HIR promulgated House Information Security Policy (HISPOL) 8, governing configuration and use of mobile devices; HISPOL 11, governing information security in the context of telecommuting; and HISPOL 19, governing all information systems that utilize active directory. HIR also, among other activities, conducted cloud risk reviews, hosted a cybersecurity fair and deployed new identity management service software. At the same time, it ensured that it was able to block unauthorized scans and screen questionable emails.

The Committee provided oversight of myriad other efforts to enhance the technology user experience for Members and staff. For example, HIR vetted and deployed cloud solutions to the House, improved the House public WiFi, enhanced the House network for district offices, migrated Member websites to the cloud, and added digital signatures to Member website forms.

Finally, HIR is also working to migrate the House's data centers off campus to geographically dispersed, Tier 3 data centers. Despite delays due to COVID-19, HIR teams worked hard to ensure the project remained on schedule with an initial operating date of April 2021.

Finance

The CAO built on efforts initiated during the previous Congress to improve and streamline the Office of Finance. Namely, the Office of Finance began using in-house knowledge management technology for CAO employees to establish and share precedents, creating an institutional record of organizational knowledge. In addition, the Office of Finance partnered with the Congressional Staff Academy to create trainings for both CAO staff and House Financial Administrators on various financial services and processes. The Office of Finance also improved its customer outreach activities by relaunching its newsletter, hosting open houses for staff, and implementing "MyServiceRequests" to facilitate financial counseling services. Finally, the Office of Finance established a Quality Assurance team, led by a Director of Quality Assurance, which focuses on improving Member-facing activities and coordinating with other CAO business units.

Food Services

The Committee has continued its oversight of the administration of food service contracts. In response to feedback from the House community, the CAO facilitated the arrival of several new branded food options, including Au Bon Pain, Jamba, Steak n' Shake, and &pizza. These dining options provide additional choice and options to members of the public who visit the Capitol, as well as legislative branch staff. In addition, the Members' Dining Room was opened to the general public at times when the House was out of session. Furthermore, in response to the pandemic, the CAO worked closely with the Office of Attending Physician to ensure all House eateries operated safely during the COVID-19 pandemic, while still providing food to the essential workers on campus. These efforts included increased cleaning, installing safety shields, limiting self-serve selections, and placing social distancing decals and signage at appropriate locations.

Congressional Staff Academy

The Committee also continued its oversight of the Congressional Staff Academy. The Staff Academy partnered with HIR to create a cloud-based learning management system that provides for easy access to online courses and in-person course registration. The Staff Academy also completed a renovation of its classrooms, providing for increased capacity. The classroom renovations also simplified the process for hosting and participating in webinars, allowing district office staff to utilize the services of the Staff Academy more easily.

Paid Intern Program

In April 2019, the House Paid Internship program was enacted with interim regulations established by the Committee. All Members of Congress were allocated \$20,000 to pay interns in their Washington, D.C., office through this program. These funds are separate from the Members' Representational Allowance and are disbursed by the CAO. In May 2020, the Committee issued new regulations that provided each Member of Congress \$25,000 to pay interns and allowed paid interns to work in district offices.

Workplace Rights and Responsibilities Training

In conjunction with the Committee and the Office of House Employment Counsel, the CAO updated the Workplace Rights and Responsibilities training program to include separate courses designed for non-supervisory staff, supervisory staff, and Members. Furthermore, the CAO implemented a new registration system to improve the experience for users looking to find, register, and track completion of their training.

COVID-19 Pandemic Response Activities

In addition to increased information technology requirements, the COVID-19 pandemic required significant changes to normal House operations. In consultation with the Committee, the CAO Asset Management team facilitated the acquisition of personal protective equipment (PPE) and the provision thereof to district offices.

The Office of Employee Assistance (OEA) continued to be a valuable resource for Members and staff. OEA's caseload more than doubled during the pandemic, and specialized programming was created for chiefs of staff, district directors, staff directors, caseworkers and other members of the House community. In addition, the House Wellness Center facilitated webinars on teleworking and created a COVID-19 toolkit. Moreover, the CAO worked with House vendors in an effort to prevent their employees—contract workers in places like House eateries—from being furloughed as a result of the pandemic. In addition, under guidance from the Committee, in-person operations like the House Child Care Center, when permitted to reopen under relevant public health guidelines, modified protocols and processes to minimize risk of exposure and spread of COVID-19.

Other Initiatives

The Committee directed the creation of a new and innovative program to provide televisions to House offices, leveraging bulk

purchasing while saving an estimated \$1.3 million over the next six years. Previously, Members were responsible for purchasing office televisions, which resulted in a medley of different television brands, sizes, and quality. When Members moved offices, these televisions would also have to be moved, increasing costs and adding to the end-of-Congress workload of House employees. The new program, which will standardize House office televisions, will provide Members with televisions that will remain the property of the CAO. These televisions will be eligible to be upgraded every six years.

Additionally, the Committee worked with the CAO to establish a new Equipment Modernization Initiative for New Members of Congress. Building upon the Select Committee on the Modernization of Congress' bulk purchasing for technology recommendation, the CAO will provide computer-related equipment to new Members of Congress. Prior to this initiative, Members were responsible for outfitting their offices with computer-related equipment—the new initiative will realize savings due to the House's ability to buy equipment in bulk.

The Committee, in a letter dated June 24, 2019, requested the CAO to enter into negotiations with the General Services Administration (GSA) to enter into a revised Memorandum of Agreement (MOA) covering District Office leases. The existing MOA in place was entered into in 1997 and revised with an addendum in 2000 and, in the Committee's view, was outdated and not providing adequate protection and benefit to the House. The CAO successfully renegotiated the MOA to the satisfaction of both the House and GSA and a revised MOA was executed toward the end of 2020.

FINE ARTS BOARD

The House Fine Arts Board (Board), established by 2 U.S.C. § 2121, consists of the House members of the JCL and is chaired by the Chairperson of the Committee. The Board is primarily charged with supervision of fine arts on display in House-controlled areas of the Capitol complex and in the House collection generally. The Board also administers the portraiture process for Committee chairs for display in the House's committee rooms.

In February 2020, the Board, on behalf of the House, accepted a statue of Pierre L'Enfant from the government of the District of Columbia, for display in a House-controlled space.

In June 2020, the Board oversaw the removal of Confederate portraiture from the Speaker's Lobby in the Capitol.

THE ARCHITECT OF THE CAPITOL

The Architect of the Capitol (AOC) is responsible for the maintenance, operation, development, and the preservation of the entire Capitol Complex, which includes 17.4 million square feet of building space and 460 acres of land. The Committee oversees the AOC with respect to the House side of the Capitol campus, with the exception of certain decisions that affect the House Office Buildings.

During the 115th Congress, Inspector General Christopher Failla underscored a clear commitment to institutional integrity and the judicious use of taxpayer dollars. The Committee, also committed to those same values and transparency, has ensured that resources for audits and investigations of the AOC's large-scale construction

projects and other vital services necessary for obligations to Congress are available to the OIG. The AOC OIG Annual Work Product Report dated December 8, 2020, shows more than a 550 percent increase in the number of investigations from 2018, as well as six major audits per year for 2019 and 2020, compared to a total of nine during the 115th Congress.

On September 10, 2019, the Committee held an oversight hearing titled, “Oversight of the Renovation of the Cannon House Office Building.” This was the first hearing on the Cannon House Office Building Renewal Project (“Cannon Project” or “Project”) since the commencement of active construction. The previous hearing had been held on May 6, 2009. The hearing provided clear oversight direction and led to the disclosure by the AOC of a substantial cost overrun of 10–15 percent, representing \$75 million to \$100 million in additional costs. Testifying at the hearing were Thomas J. Carroll, Acting Architect of the Capitol, Christopher P. Failla, Architect of the Capitol Inspector General, Terrell G. Dorn, Government Accountability Office Managing Director of Infrastructure Operations, and Brian A. Abt, Clark Construction, Division CEO, Mid-Atlantic Region.

During the September oversight hearing, the OIG announced the independent contractor, Cotton & Company, LLC, would begin Cannon construction and contract audits to assess the effectiveness of phases 0 and 1 contract modifications and potential change orders. The audit began on August 13, 2019, and the OIG issued a final report on May 29, 2020.

In addition, Cotton & Company, LLC performed a second audit of the Cannon Renewal Project’s invoices for phases 1 and 2 to ensure the cost and payments were made in accordance with contract requirements, AOC policies and procedures, and industry standards. The OIG issued a final audit report on August 25, 2020.

Following the hearing, the Committee committed to increasing its oversight of the Cannon Project and increasing coordination and communication. Weekly meetings were held with senior staff from the AOC, CAO, USPC, and HSAA to gain a better understanding of the interdependencies of these internal stakeholders and to improve transparency.

On December 9, 2019, President Trump nominated Brett Blanton as the 12th Architect of the Capitol and he was sworn in on January 16, 2020. In addition, the AOC hired David Wilder as Superintendent to the House Office Buildings in October 2020. Thomas Carroll, Assistant to the Architect resigned December 11, 2020, after more than a decade of service to the AOC. The Committee appreciates Mr. Carroll’s public service and many contributions to the Congress. The AOC, responsible for the delivery of the Cannon House Office Building Renewal (CHOBr), is in the process of completing Phase II and preparing to start Phase III.

In responding to the COVID–19 pandemic, the AOC, in coordination with the House Office of Attending Physician (OAP) and the Committee, implemented a strict mask policy with monitors and incorporated a cleaning protocol to help reduce the transmission of COVID–19. As the 116th Congress draws to a close, a national spike in infections and deaths has reached an all-time high. Despite these challenges, phase II of the Cannon Project was delivered on time with some punch list items that will continue until

the start of the 117th Congress. Phase III will begin in January 2021.

The Committee continued to conduct oversight of the Capitol Visitor Center (CVC) with a significant portion focused on the redesign work associated with the Exhibition Hall. The physical renovation began in the spring of 2019. Oversight of this project is conducted by the Committee along with the Senate Committee on Rules and Administration. The CVC anticipates reopening Exhibition Hall sometime in 2022. In March, the CVC was closed to the public due to COVID-19 and as of the date of this report, it has not re-opened to the general public. The CVC, AOC, and Committee continue to monitor the status of the COVID-19 pandemic and have collaborated on a phased reopening plan. To better serve the public until the implementation of the phased reopening plan is safe, the CVC continues to provide virtual resources for the public, including educational resources and video tours. The video tours are geared both toward general audiences and middle school students.

The Committee also continues to work with the AOC to identify potential statutory reforms that would allow it to work more efficiently and effectively. To that end, the Committee and AOC worked to amend the statute governing the Deputy Architect position. This reform, which was included in the year-end omnibus appropriations and coronavirus relief package sent to the White House for the President's signature, provides the Architect with additional flexibility in delegating duties to the Deputy Architect and other AOC officials.

Finally, in light of the COVID-19 pandemic and the many logistical elements required to support New Member Orientation, the Committee worked with the AOC, House Superintendent, USCP, HSSA, and the OAP to develop and execute a plan to ensure a smooth transition for the new and departing Members. The plan incorporated virtual activities as much as possible and for in-person activities. In addition, a COVID-19 testing program was accessible to all Members-elect and designated aides who travelled to Washington, D.C., for the program, as well as to others who worked on orientation. In addition, cleaning protocols were in place and CDC guidance was followed including the wearing of masks and appropriate social distancing measures.

INSPECTOR GENERAL

The Committee worked with the House Office of the Inspector General (OIG) to implement its annual workplan for the continued improvement of House operations. The plan focused on technology, efficiency, and financial stability of the House.

Despite the COVID-19 pandemic presenting challenges to carrying out its audit function, the House OIG was able to conduct ten audits this Congress, with six audits being conducted during the pandemic.

The OIG issued another unmodified financial statement audit for Fiscal Year 2019, marking the twenty second consecutive year for the House to receive a clean report. An unmodified audit means that no material weaknesses were found in internal control over financial reporting and that the House was in accordance with all material respects with U.S. generally accepted accounting principles.

UNITED STATES CAPITOL POLICE

The United States Capitol Police (USCP) force protects Members, staff, the public, and the Capitol campus to allow Congress to fulfill its constitutional and legislative responsibilities in a safe, secure, and open environment.

Commencing in March 2019, the Committee instituted monthly oversight meetings with USCP and the USCP Office of Inspector General (USCP OIG) throughout the 116th Congress. In addition, recognizing the importance of rank-and-file officer input, the Committee held bi-weekly meetings with the Fraternal Order of Police Labor Union (FOP/Labor). The Committee also held regular meetings with law enforcement entities and non-profit advocacy organizations to discuss the USCP's operations, effectiveness, and transparency, as well as its interaction with Members, employees, and visitors.

The Committee held an oversight hearing on July 19, 2019, titled "Oversight of the United States Capitol Police." At this hearing, Chairperson Lofgren stated:

The Committee's oversight includes ensuring the United States Capitol Police continue to critically review its policing practices to ensure those practices evolve and are refined based on best practices and new information. We want to make sure the [USCP] is focused on its core mission, protecting Congress, and has enough resources to do so.

And:

[The USCP] must seek to ensure the diversity of its employees by establishing sound recruiting practices and sound employee diversity training. A diverse workforce is a strong workforce and investing in training and development will telegraph to the rank-and-file officers of the Department that Congress is committed to investing in you and your career and that there are more opportunities for you to compete for roles of increasing and different responsibilities.

Strategic Plan for 2021–2025

The Committee worked with stakeholders to develop key oversight areas to incorporate into the USCP's new five-year strategic plan. The USCP used a third-party vendor to compile views and concerns of customers and to identify items deemed critical to the success of the USCP. The Committee's recommendations were incorporated into the new five-year plan which will serve as a roadmap with clearly defined benchmarks in order to assess and evaluate the USCP's progress in meeting its stated goals. The USCP's Human Capitol Strategic Plan, 2021–2025 complements and directly supports its strategic plan.

Cyber and Technology Issues

On February 27, 2020, the Committee received the USCP–OIG report "Review of the United States Capitol Police Cyber-Investigation Capabilities." The USCP–OIG assessed the USCP had "adequate procedures for cyber capabilities but did not adequately docu-

ment those procedures in guidance,” noting that the USCP did not have a formal Memorandum of Understanding (MOU) with the U.S. Secret Service and that it also had an outdated Memorandum of Agreement (MOA) with the Federal Bureau of Investigation. The Committee worked with USCP and HSAA recognize these challenges and to incorporate new administrative processes to formalize MOUs and MOAs on a regular basis into the Strategic Plan 2021–2025 and Human Resource Strategic Plan 2021–2025.

In August 2020 the District of Columbia Metropolitan Police Department informed the USCP it would be replacing its current COLBALT Data base system which must be used by all federal law enforcement agencies conducting law enforcement arrests in the District of Columbia. The USCP’s old license agreement prevented the USCP from appropriately interfacing with the COLBALT system and transfer critical data to its systems. The USCP’s transition to the new system would allow it to use critical data in its intelligence assessment evaluations as well as keep accurate records of all individuals with which it has contact. The Committee fully supports the acquisition of a new Mark43 cloud-based software system which is expected to be completed in February 2021.

Office of Inclusion, Diversity, Equity, and Action

During August 2020, the Committee engaged the USCP to ascertain the status regarding the Office of Inclusion, Diversity, Equity and Action (IDEA) efforts to engage its workforce, especially after the summer of national civil protests relating to the tragic killings of George Floyd, Ahmaud Arbery, and Breonna Taylor, among others. On September 2, 2020, the USCP provided a formal briefing of its intent to conduct Race, Equity, and Policing Town Halls in October 2020. The Department successfully provided Race, Equity, and Policing Town Hall sessions October 26, 2020, which were well received, and the FOP/Labor commended the USCP’s efforts to engage sworn officers in a productive manner. The USCP vowed that IDEA would be fully integrated throughout the USCP’s infrastructure and be a critical element in its Department Strategic Plan 2021–2025 and Human Capital Strategic Plan 2021–2025.

Collective Bargaining Agreement (CBA)

The USCP and FOP/Labor currently are operating under a CBA last ratified on June 8, 2010. The Committee worked to improve the trust between the USCP and FOP/Labor and strongly recommended the formal start of new CBA negotiations. On September 9, 2019, FOP/Labor notified the USCP and the Committee that it had failed to reach an extension agreement concerning the existing CBA and it had selected a new FOP/Labor CBA negotiation team. On October 9, 2019, the USCP notified FOP/Labor and the Committee that it too had selected a new USCP CBA negotiation team.

On January 29, 2020, FOP/Labor informed the Committee it was pleased with the CBA negotiations to date. FOP/Labor President indicated the FOP/Labor CBA team reported the negotiations were positive, productive, and professional. Non-disclosure agreements had been finalized and were signed by all participating USCP and FOP/Labor teams as well as participating attorneys on February 19, 2020. The USCP noted the negotiations and discussions have

been positive and productive. On February 24, 2020, Department informed the Committee that there had been six formal meetings to establish a new CBA.

As a result of the COVID-19 pandemic and increasing infection numbers, on March 20, 2020, the USCP notified the FOP/Labor and the Teamsters Union of its decision to suspend both CBAs due to the COVID-19 pandemic. The USCP requested the FOP/Labor CBA Negotiation Team continue with CBA negotiations; however, FOP/Labor informed the USCP it could not continue CBA negotiations in good faith with the entire CBA being suspended under the exigent circumstances the USCP outlined. On March 23, 2020, FOP/Labor issued a press release outlining its opposition to the suspension of the entire CBA and its efforts to get the USCP to reconsider the unprecedented suspension of the entire CBA. The CBA remained suspended for April, May, and June of 2020. The USCP reinstated minor article portions of the FOP/Labor Union CBA on July 15, 2020. The USCP followed with further reinstatement of other articles on August 14, 2020. On September 17, 2020, Chief Sund and the FOP/Labor and Teamsters Unions re-initiated bi-weekly meetings. On October 6, 2020, FOP/Labor informed Committee it was notifying the Department it had reinstated the FOP/Labor Committee CBA Team and was ready to restart formal CBA negotiations.

Training and Development

On January 29, 2020, the Committee held a meeting with USCP's Chief Administrative Officer concerning training and development programs for sworn and civilian personnel. The USCP—CAO informed Committee staff that the USCP did not have any regulations in place or mandatory training program for employees which aided in their professional development. Further, the USCP—CAO also advised that there was no established requirement or program for supervisors to complete advanced leadership training prior to promotions. The Committee had previously recommended that the USCP—OIG review training issues. The Committee recognized the USCP had systemic leadership development and training deficiencies as reported in the USCP—OIG report, "Assessment of the United States Capitol Police Leadership Training Program," Report Number OIG-2020-07, dated March 2020. The OIG assessed, "While it had a program providing new Sergeants and Lieutenants with leadership training, the [USCP] did not offer formalized leadership refresher training to Supervisors. The [USCP] also did not offer leadership training to develop future potential leaders. Without appropriate supervisory and leadership training, [USCP] leaders may have lacked the leadership skills necessary to perform their jobs."

As a result of the Committee's oversight, the USCP Strategic Plan 2021–2025 identifies Goal 1—Invest in the USCP workforce. The USCP identified five objectives to successfully attain Goal—1: 1.1 Deliver valuable human capital management services aligned with the USCP's mission and strategic goals; 1.2 Cultivate a diverse, inclusive culture of transparency, collaboration, and equity that leverages employees' unique talent, skills, and perspectives; 1.3 Recruit and retain the workforce needed to meet the USCP's mission now and into the future; 1.4 Train and develop sworn and

civilian personnel to ensure a ready, able and professional USCP workforce; and 1.5 Enhance performance management practices to support and sustain a high performing USCP workforce. The USCP-approved reorganization in October 2019 placed a Deputy Chief over the Training Division to ensure appropriate oversight, guidance and creation of codified mandatory employee and leadership basic/advanced training programs.

Reorganization

On August 21, 2019, Chief Sund forwarded a USCP reorganization request letter to the Committee. The Chief requested the Committee's approval to conduct a structural reorganization of USCP. The reorganization would create new division level entities; Employee Wellness and Resiliency Division, Internal Controls and Risk Management Division, Badging and Credentialing Division, and the Employment and Suitability Division under the auspice of the Chief Administrative Officer (CAO). The request also outlined the renaming of the Protective Service Bureau/Intelligence Analysis Division to Intelligence and Interagency Coordination Division; the renaming of the Operational Services Bureau/Patrol/Mobile Response Division to Special Operations Division; and the renaming of the Office of Human Resources/Human Capital Strategy, Recruitment and Employment Division to Human Capital Strategy, Staffing and Employment Division. The Capitol Police Board was briefed regarding this request and endorsed the structural reorganization proposal.

The reorganization would include the creation of a new Assistant Chief of Police, Inspector, and Captain executive positions. The new Assistant Chief of Police would oversee the Protective Services Bureau (PSB), comprised of the Intelligence and Interagency Coordination Division (IICD), Dignitary Protection Division (DPD), and the Investigations Division (ID). This position would also have responsibility over the Security Service Bureau (SSB), which manages the Physical Security Division (PSD), and the Technical Countermeasures Division (TCD). The Chief stated this reorganization would provide better oversight of the IICD and DPD which has had noted deficiencies outlined by the USCP OIG regarding a failure of appropriate command oversight, a lack of professionalized intelligence production/reviews, as well as integration of IICD and DPD with other department bureaus and divisions.

A second Assistant Chief of Police would have responsibility over Uniformed Operations, comprised of the largest contingent of sworn USCP officers. The Assistant Chief of Police would also have responsibility over the Command and Coordination Bureau, Operational Services Bureau, and the Uniformed Services Bureau (USB). The proposal requested the addition of a new Captain position within the USB House Division to oversee the O'Neill House Office Building and the implementation of pre-screening and House Garage Security.

The USCP proposal requested the formation of the Employee Wellness and Resiliency Division (EWRD) and the Internal Controls and Risk Management Division (ICRMD) under the responsibility of the CAO. EWRD would address all manners of employee physical, mental, and financial well-being while ICRMD will address audits, reviews, policy directives working with the OIG. The

Chief's proposal requested the formation of two new divisions under the guidance of the CAO within the Office of Background Investigations and Credentialing (OBIC) would be the Badging and Credentialing Division (BCD) and the Employment Suitability Division (ESD).

The USCP proposal requested the addition of an Inspector position to be assigned to the Office of the CAO to "allow for a regular rotation within the core administrative element to learn and gain an in-depth understanding of the administrative and support functions . . . thereby preparing personnel at this rank for greater responsibilities and business acumen at the rank of Deputy Chief. On October 17, 2019, the Committee approved the USCP reorganizational proposal.

COVID-19 Pandemic Response

The COVID-19 pandemic had an adverse effect upon USCP and USCP-OIG operational activities including recruiting and training programs from March 2020 through December 2020. The Committee worked with the USCP, to modify security and screening procedures and other operations to ensure that the USCP could continue to carry out its critical core mission to "Protect the Congress—its Members, employees, visitors, and facilities—so it can fulfill its constitutional and legislative responsibilities in a safe, secure and open environment."

The Committee engaged all parties to ensure consistent communication concerning the modification of Capitol Complex security and safety measures were provided to Members, employees, and visitors. Since March 2020, the USCP issued over 100 Bulletins and notices to its employees. The USCP initiated on-line support services and working with the FOP/Labor took its safety suggestion and initiated a nationwide best practice of providing hotel lodging and meals for employees assigned for duty to prevent them from exposing their families if they should have contracted COVID-19 during their shift. The USCP provided over 40,000 lunches to all shifts as well as made available 1,100 hotel rooms to prevent COVID-19 transmission to families. The USCP provided N-95 (limited) and personal protective equipment (PPE) to all employees. Over 3,000 cloth masks and gloves were issued and all screening posts in HOBs were fitted with plexiglass barriers for extra protection for sworn officers as well as extra PPE working in conjunction with the Committee, HSAA, CAO, and AOC.

The USCP reported FLETC training facilities in Brunswick, Georgia, and Cheltenham, Maryland, were closed, and training suspended in March 2020. The USCP had Class 209 and Class 210 sent home from training in FLETC—Brunswick, Georgia and Class 208 from FLETC—Cheltenham, Maryland. FLETC restarted classes after mandatory 14-day quarantine of students recalled to complete training on June 1, 2020. The USCP had 33 recruits affected by the COVID-19 delay. The USCP-OIG reported two of its investigators' training was extended for two weeks after FLETC—Brunswick, Georgia shut down all activity in November 2020 due to a COVID-19 outbreak at the facility. The two USCP-OIG investigators will graduate in December 2020. The USCP-OIG was successful in hiring investigators during FY 2020 and for the first time

was fully staffed with 10 investigators increasing its capability to address matters in a more efficient and effective manner.

On December 11, 2020 the USCP reported to the Committee its 90th employee COVID-19 infection, with 64 employees having recovered and returned to work. The USCP negotiated with OAP and the District of Columbia to have priority testing available to employees exhibiting COVID-19 symptoms.

SMITHSONIAN INSTITUTION

The Committee serves as the primary legislative and oversight body for the Smithsonian Institution, a quasi-federal institution of 19 museums, 21 libraries, the National Zoo, numerous research centers, and several education centers. Approximately two-thirds of the Smithsonian's funding is from federal appropriations.

The Smithsonian is overseen by a Board of Regents, which is composed of the Chief Justice, Vice President, Members of the House and Senate, and other private citizens known as "Citizen Regents." Citizen Regents are appointed to six-year terms by joint resolution of Congress. During the 116th Congress, the Smithsonian Board of Regents nominated five individuals to serve as Citizen Regents: John Fahey, Risa J. Lavizzo-Mourey, Michael Lynton, Denise O'Leary, and Franklin Raines. The Committee met with the new nominees prior to their appointment. Mr. Fahey, Dr. Lavizzo-Mourey, and Mr. Lynton were reappointed to the Board of Regents via S.J. Res. 65, S.J. Res. 67 and H.J. Res. 87, respectively. Ms. O'Leary and Mr. Raines were appointed to their first term on the Board of Regents via S. J. Res. 66 and H. J. Res. 88, respectively.

The Institution's day-to-day operations are led by the Secretary of the Smithsonian. The current Secretary, Lonnie G. Bunch III, assumed his position on June 16, 2019. Secretary Bunch was previously the founding Director of the Smithsonian's National Museum of African American History and Culture.

On September 18, 2019, the Committee held a hearing entitled, "Oversight of the Smithsonian Institution." Witnesses at the hearing included Secretary Bunch and Cathy L. Helm, the Smithsonian's Inspector General. The hearing provided an opportunity for the Committee to discuss Secretary Bunch's vision, as well as some of the issues and challenges facing the Institution. Such issues and challenges included the renovation of the National Air and Space Museum, a growing deferred maintenance backlog, a lack of diversity, collections management, and information technology/security.

The Committee continues to work with the Smithsonian to address the above referenced issues. For example, in response to the deferred maintenance backlog, the Committee sent a bipartisan letter to the Appropriations Committee requesting that the appropriation for maintenance match industry standards and be available until expended. The Committee is also working with the Smithsonian on solutions to collections management problems and its information technology/security challenges.

The Committee focused extensively on increasing diversity within the Smithsonian during the 116th Congress. As will be described herein, the Committee's efforts culminated in the authorization of two new museums honoring Latinos and women, respectively. As

of this writing, authorizations for both museums have passed both chambers of Congress and are awaiting the President's signature.

On February 5, 2020, the Committee held a hearing entitled, "Oversight of the Smithsonian Institution: Opportunities for Growth by Honoring Latino Americans and Asian Pacific Americans." The hearing centered on two bills, H.R. 2420, the National Museum of the American Latino Act, which would authorize the creation of the National Museum of the American Latino, and H.R. 4132, the Commission to Study the Potential Creation of National Museum of Asian Pacific American History and Culture Act. This bill would create a commission to study the feasibility of creating a museum dedicated to Asian Pacific American History. Governmental witnesses at the hearing included Reps. Jose Serrano and Will Hurd, the two sponsors of H.R. 2420; Rep. Grace Meng, who sponsored H.R. 4132, and Secretary Bunch. Additional witnesses included Henry Munoz, Chair of the National Museum of the American Latino Commission; Dr. Beth Lew-Williams, Associate Professor of History at Princeton University; Lisa Sasaki, Director of the Smithsonian Asian Pacific American Center; and Dr. Eric Petersen, a Specialist in American National Government at the Congressional Research Service. The hearing included a constructive conversation with the witnesses about the importance of diversifying the Smithsonian and ways in which H.R. 2420 and H.R. 4132 could help achieve that goal. On July 27, 2020, the House agreed to H.R. 2420 under suspension of the rules.

On December 21, 2020, both the House and Senate agreed to the provisions of H.R. 2420 and incorporated the bill into H.R. 133, the Consolidated Appropriations Act for Fiscal Year 2021, which was signed by the President on December 27, 2020. This represents the culmination of more than 15 years of efforts to make the National Museum of the American Latino a reality.

In addition to the bill establishing the National Museum of the American Latino, the Committee also shepherded H.R. 1980, the Smithsonian Women's History Museum Act, to passage on the House Floor. This bill, sponsored by Rep. Carolyn Maloney, was marked up by the Committee on November 12, 2020. The bill was ordered favorably reported to the House by voice vote and, on February 11, 2020, was agreed to by the House under suspension of the rules. On December 21, 2020, the House and Senate agreed to the provisions of the bill establishing a national women's history museum and included it in H.R. 133, the Consolidated Appropriations Act for Fiscal Year 2021, which was signed by the President on December 27, 2020. When the authorization to create this museum is signed into law, it will be the result of more than 25 years of efforts to establish this vitally important museum. Appropriately, this bill passed during the 100th anniversary of the ratification of the 19th amendment, which granted women the constitutional right to vote.

Finally, the Committee met regularly with the Smithsonian and the Smithsonian Office of Inspector General to conduct oversight and perform site visits. Topics discussed during these meetings included, for example, information security, new programming, collections management, deferred maintenance, the COVID-19 pandemic and impacts to the Institution and Smithsonian Enterprises.

LIBRARY OF CONGRESS

The Committee met regularly with Library of Congress (Library) management and the Library Office of Inspector General during the 116th Congress to monitor and review operations, services and planning initiatives. Areas of focus for the Committee included information technology (IT) modernization, Copyright Office modernization, reimagining of the Library visitor experience, the operations of the Congressional Research Service (CRS), the Library's response to the COVID-19 pandemic, overseas offices, Congress.gov, the National Library Service for the Blind and Print Disabled, and the Law Library.

Information Technology

As technology has advanced and the needs of Library patrons have changed, the Library has increased its reliance on IT. In 2015, the Government Accountability Office (GAO) reviewed IT management at the Library and produced a report with wide-ranging recommendations to improve IT. In response, and with oversight from the Committee, the Library has undertaken an IT modernization effort that has continued into the 116th Congress. This modernization effort includes an overhaul of records storage, utilization of both the cloud and a new data center, a more stabilized core IT structure, improved IT governance and a more centralized and professionalized IT workforce.

The Office of the Chief Information Officer (OCIO) aligned the Library's IT governance with the new centralized structure. To ensure the Library's IT efforts worked in concert with its strategic plan, OCIO implemented a FY 2019–2023 directional plan in May 2019. Efforts under this directional plan include a transition to a new data center and enterprise cloud environment, and implementation of multifactor authentication for all Library users.

In addition, OCIO worked closely with the various Library business units on IT modernization. Modernization of the U.S. Copyright Office, including IT modernization, will be discussed in greater detail below.

Moreover, the Library has experienced record web traffic on its various websites, including Congress.gov and Copyright.gov. This is attributed, in part, to the COVID-19 pandemic. Additionally, the Library created new streams of programming, including the Library Engage and Families blog, to provide content to users impacted by the pandemic and the Library's on-site closure. Programming traditionally held in person, such as the National Book Festival, was successfully transitioned to fully virtual events. In all, in FY 2020, total Library page views were up 56 percent, total visits were up 46 percent, and mobile visits were up 83 percent. Included in this data is traffic to Library of Congress educational websites. The Committee worked with the Library to provide educational websites to Members during the COVID-19 pandemic. Members then sent this information to parents and teachers within their districts.

Visitor Experience and Thomas Jefferson Building Renovations

The Committee provided oversight of renovations to the Thomas Jefferson Building, made as part of the effort to enhance the visitor

experience. This project includes the creation of a new youth center, improvement to exhibit infrastructure through the creation of a treasures' gallery, and the means to provide more collection-based civics and history education to visitors. The youth center will be made up of "learning labs" that will let young people interact with the Library's collections. In addition, the Library is constructing a new orientation space where visitors will be able to look up through an oculus to view the main reading room. The project is funded through a public-private partnership that provides \$40 million in appropriated funds and \$20 million in matching private funds raised by the Library.

The Committee continues to provide oversight over the various elements of the project, including the treasures gallery, scheduled to open to the public in December 2022, the youth center, scheduled to open to the public in December 2023, and the orientation gallery. Conceptual design directions for the orientation gallery are expected in early 2021.

United States Copyright Office

As part of the Library's broader modernization efforts, the United States Copyright Office (USCO) is in the process of implementing an office-wide initiative to build a new enterprise copyright IT system with a user-centered, flexible design. The new copyright system is intended to streamline processes and policies and improve access. It includes, among other projects, reimagined registration and recordation systems, as well as an improved application process. The Committee has focused a significant portion of its oversight efforts with respect to the Library on USCO modernization.

The new Enterprise Copyright System (ECS) will include the UCO registration, recordation, public records, and licensing IT applications. A copyright public records application pilot is now available inside the USCO and will be launching to the public later in December 2020. A copyright recordation application pilot was launched in April 2020. New features will continue to be added through the end of FY2024. A new web-based application for registration is in development. Foundational design was completed in April 2020. The full registration application development process began soon thereafter and will run through the end of FY2024. Development of a licensing application began in FY2020. The application has a dedicated user experience design and initial automated workflow. Development efforts will accelerate through FY2021. Finally, an updated user experience and platform is in development. The goal is to ensure the ECS is easy to operate. This project began in September 2020 and will continue through September 2021.

The above referenced work is now taking place under a new Register of Copyrights. Shira Perlmutter, who previously served as Chief Policy Officer and Director for International Affairs at the United States Patent and Trademark Office, assumed this role on October 26, 2020.

Congressional Research Service

On June 20, 2019, the Committee held a hearing entitled, "Oversight of the Congressional Research Service." CRS provides non-partisan, confidential research and analysis on a wide range of

issues for Members of Congress and staff. The primary focuses of the CRS hearing were the identification of both challenges facing the agency and solutions therefor. The Committee heard testimony from the Director of CRS, Mary Mazenac, and President of the Congressional Research Employees Association, Dr. Susan Thaul. The main challenges identified at the hearing pertained to the CRS workforce. The CRS workforce has been declining steadily since 2010, with the service experiencing an overall attrition rate of approximately 10 percent. In addition, lack of diversity and declining morale were also identified as issues by CRS employees. The Committee continues to work with CRS to address these issues and has held numerous follow-up meetings with CRS and other stakeholders within the Congressional community.

OFFICE OF CONGRESSIONAL WORKPLACE RIGHTS

The beginning of the 116th Congress marked the start of a number of reforms to the Office of Congressional Workplace Rights (OCWR), formerly named the Office of Compliance. The end of the 115th Congress saw the enactment of the Congressional Accountability Act Reform Act (CAARA) the first major update to the 1995 Congressional Accountability Act (CAA), which first applied 13 workplace and accessibility laws to Congress and created the Office of Compliance to administer and enforce the CAA.¹⁵

The Committee worked on a bipartisan and bicameral basis to provide guidance to OCWR on implementing several key reforms by their statutory deadlines.

Treasury Repayment Reporting

Among other key reforms, CAARA mandated that Members of Congress be held personally liable for their acts of harassment and retaliation; and that the Committee would be responsible for establishing a timetable and procedures for withholding amounts from the compensation of a Member who is required to reimburse any portion of an award or settlement under the Congressional Accountability Act (CAA); and that the Committee issue rules establishing the content, format, and other requirements for an annual public report that the OCWR is required to make to Congress and the public about payments made for settlements and awards under the CAA.

The Committee worked with OCWR and other stakeholders to establish the new requirements in accordance with these reforms, resulting in the successful publication of semiannual reports in both the first and second sessions of this Congress.

Despite the absence of a mandate in the CAARA to hold Members equally liable for their personal acts of discrimination and retaliation, the Committee worked with the Committee on Rules to establish in the 116th Congress for the first time that Members will be held to the same repayment standard for acts of discrimination as they are for harassment or retaliation.

¹⁵ P.L. 115–397, 132 Stat. 5297.

Online Employee Claims System

Another key reform required OCWR to develop an online system for legislative branch employees to file a claim regarding allegations of prohibited workplace misconduct.

Staff from the Committee and the Senate Committee on Rules and Administration met with OCWR staff individually and jointly in advance of the statutory deadline to ensure OCWR would meet the various requirements set forth by the reform act. The Committees convened a bicameral, bipartisan meeting with staff from OCWR and the LOC to discuss the online filing system. The system was launched as the Secure Online Claims Reporting and Tracking E-Filing System (SOCRATES).

The Committee continued its oversight responsibilities through the COVID-19 pandemic monitoring the potential impact to employees on the claims process. All claims, hearings and mediations continued to be processed in accordance with statutory deadlines. Nine claims were filed during the pandemic via SOCRATES and two administrative hearings were conducted remotely via Webex.

Permanent Posting of Workplace Rights Information

The CAARA added a requirement for all employing offices to erect permanent postings in a conspicuous location of employee's workplace rights, along with information about the alternative dispute resolution process. The Committee worked to establish rules and a timeline for House employing offices to comply with this change.¹⁶

Additionally, the committee worked with OCWR to ensure the House community was made aware of the free dissemination of workplace posters and where and how to obtain any additional posters in order to be compliant with the new law and regulations.

These notices will help to ensure that new and current employees are informed of their rights.

Anti-Discrimination and Anti-Harassment Policy for House Offices

While not included in the CAARA, the Committee acted to further strengthen workplace rights by establishing an anti-discrimination and anti-harassment policy by working with the Committee on Rules to include in the House Rules package for the 116th Congress a requirement that all employing House offices have a written anti-discrimination, anti-harassment policy, to be provided to employees. Employees include interns, paid and unpaid, and fellows. The Committee worked to establish and pass guidelines to establish a minimum set of standards for the policy and worked with other stakeholders to provide a model policy or guide for offices to build their policy language around.

Climate Survey

Section 202 of the CAARA provided for a first-ever legislative branch-wide workplace climate survey. House and Senate oversight committees worked in a bipartisan and bicameral way to develop methodologies for a comprehensive climate survey. From the Committee's work with other oversight committees in overseeing and giving feedback, the creation of a comprehensive survey with em-

¹⁶Committee Resolution 116-7.

phasis on the respondents' attitudes towards harassment and discrimination was launched.

Due to the unforeseen circumstances of the COVID-19 pandemic and holiday launch of the first survey, all the surveys had to be extended and the last surveys of the legislative branch will be concluded by the end of the year.

Mandatory Workplace Rights Education Training

As a result of an OCWR 102(b) recommendation, the Committee constructed and passed a resolution establishing a mandatory anti-harassment and anti-discrimination training program that would be required to be taken annually by every employee and Member.¹⁷ The program is now in its third year and has trained over 14,000 employees each year.

The Committee worked to establish training guidelines and regulations to govern both sessions of Congress, however the committee had to quickly pivot during the early stages of the coronavirus pandemic.

During the COVID-19 pandemic, the Committee closely monitored and regularly consulted with the OAP, House Officers, and others about impacts on the House community. As a result, the Committee cancelled all live-in person training classes and rescheduled live interactive webinars which counted as completing the mandatory training requirement for the rest of the 2020 year.

OFFICE OF THE WHISTLEBLOWER OMBUDSMAN

Established during the 116th Congress by Section 104(e) of H. Res. 6 (116th Congress), the Office of the Whistleblower Ombudsman (Office) is charged with promulgating best practices for Congressional offices to receive whistleblower disclosures and providing training and resources to equip offices to effectively administer all stages of whistleblower claims, from initial disclosures to an ultimate disposition.

After an extensive public search and interview process conducted by the bipartisan staffs of the Committee, Shanna Devine was appointed by Speaker Nancy Pelosi as the inaugural director of the Office. In July 2020, the Committee issued hiring regulations establishing the internal structure of the office and authorizing the Director to hire personnel.¹⁸

The Office responds to individual Member and Committee office requests for trainings and other resources and regularly conducts virtual trainings through the Congressional Staff Academy. To date, the Office has conducted nearly 100 such sessions.

FEDERAL ELECTIONS

Overview

From the opening days of the 116th Congress, the Committee swiftly reasserted its historic role in conducting oversight of federal elections, election administration, the integrity of U.S. elections, and ensuring access to the franchise for all Americans. In contrast to the 115th Congress, where the Committee held one hearing on

¹⁷This recommendation can be found in numerous 102(b) annual reports, but most recently for the 116th, 115th and 114th Congresses.

¹⁸Committee Resolution 116-22, 116th Congress, adopted July 30, 2020.

elections, in the 116th Congress the Committee held five full Committee hearings on elections. These hearings included examining critical democracy reforms, securing America's election systems, oversight of the Election Assistance Commission (EAC), the first hearing calling all three major election systems vendors before Congress together, and voting safely during the COVID-19 pandemic.

The Committee reported out, and shepherded through House passage, three major pieces of elections legislation: H.R. 1, the For the People Act of 2019; H.R. 2722, the Securing America's Federal Elections Act; and H.R. 4617, the Stopping Harmful Interference in Elections for a Lasting Democracy Act. These bills addressed critical election issues such as equitable access to American democracy, strengthening election infrastructure, and combatting foreign interference in American elections.

The Committee conducted oversight over the two federal agencies under its purview, the Federal Election Commission (FEC) and the EAC, examined how Americans could vote safely during the COVID-19 pandemic, extensively revamped the Committee's contested elections program, and sent observers to more than 20 Congressional races during the 2020 general election.

One of the first actions taken by the Committee at the start of the 116th Congress was the reconstitution of the Committee's Subcommittee on Elections. The Subcommittee on Elections conducted extensive oversight of federal elections administration and access to the franchise, taking Congress to the American people by convening an inaugural listening session and seven field hearings, as well as five additional hearings during the 116th Congress.

The Committee also responded to the once-in-a-generation challenges of voting during a global pandemic by holding hearings on the impact of the COVID-19 pandemic on voting, voting safely during a pandemic, and preparing legislation to protect voters, support state and local election administrators, and secure our elections.

Legislation

The Committee reported out, and the House passed, three major pieces of election reform legislation in the 116th Congress. H.R. 1, the "For the People Act of 2019," is the most ambitious pro-democracy reform package and most significant overhaul of the American election system in modern history, expanding access to the franchise for all Americans, removing dark money from politics, and strengthening ethics in government. H.R. 2722, the "Securing America's Federal Elections (SAFE) Act," would provide critical resources to states and localities to bolster election infrastructure while ensuring necessary funding to replace aging voting equipment with voter-verified paper ballot systems and implementing additional cybersecurity protocols. Finally, H.R. 4617, the "Stopping Harmful Interference in Elections for a Lasting Democracy (SHIELD) Act," is comprehensive legislation that strengthens the resilience of our democracy and protects against foreign interference in elections, including by foreign governments.

H.R. 1—For the People Act of 2019

H.R. 1, the "For the People Act of 2019" was introduced by Rep. John P. Sarbanes of Maryland on January 3, 2019. It represents

the culmination of years of legislative work, containing provisions introduced over the years by many Members of Congress. H.R. 1 addresses the democratic promise—the advancement of a responsive, fully representative government.

The Federalist No. 57 states:

Who are to be the electors of the federal representatives? Not the rich, more than the poor; not the learned, more than the ignorant; not the haughty heirs of distinguished names, more than the humble sons of obscurity and unpropitious fortune. The electors are to be the great body of the people of the United States.¹⁹

It is the promise of American democracy that the people choose their representatives, not the other way around. H.R. 1 would help fulfill that promise.

For far too long, many Americans have chosen not to participate in the electoral process, feeling shut out and as though their vote does not matter or does not make a difference. Though this was the highest turnout in 50 years, only about half of the voting-eligible population voted in the 2018 midterm elections.²⁰ H.R. 1 would implement nationwide automatic voter registration to enfranchise 50 million eligible citizens, provide for same day voter registration, and online voter registration. It would also prohibit deceptive practices, increases access to the polls for voters with disabilities, provide grants to states to replace outdated voting infrastructure, and require the disclosure of dark money donors—not limiting their speech but simply asking them to stand by it. H.R. 1 incorporates key provisions of the late Rep. John Lewis of Georgia’s H.R. 1275, the “Voter Empowerment Act,” and dismantles systemic, discriminatory barriers to voting by ending the indiscriminate purging of eligible voters from the rolls, restores voting rights to individuals with felony convictions after they have completed their prison sentences, and expands access to absentee and early voting.

Prior to the passage of H.R. 1, on February 14, 2019, the Committee held a two-panel, full Committee hearing, entitled “For the People: Our American Democracy.” Expert witnesses testified to the policies included in H.R. 1, while others testified to their personal experiences trying to navigate the democratic process. Witnesses included Chiraag Baines, Director of Legal Strategies, Demos; Peter Earle, Wisconsin Civil Rights Trial Lawyer; Brandon A. Jessup, Data Science and Information Systems Professional; Executive Director, Michigan Forward; Alejandro Rangel-Lopez, Senior at Dodge City High School, Dodge City, Kansas and plaintiff in *LULAC & Rangel-Lopez v. Cox*; Wendy Weiser, Director, Democracy Program, Brennan Center for Justice; Fred Wertheimer, President, Democracy 21; David Keating, President, Institute for Free Speech; and Kim Wyman, Secretary of State, Washington.

¹⁹ Federalist No. 57, in *The Federalist Papers*, available at <https://guides.loc.gov/federalist-papers/text-51-60#s-lg-box-wrapper-25493433>. A series of 85 essays written by Alexander Hamilton, James Madison, and John Jay, appeared anonymously in New York newspapers under the pen name “Publius.” Federalist No. 57 is considered to be the work of either Alexander Hamilton or James Madison.

²⁰ Camila Domonoske, “A Boatload of Ballots: Midterm Voter Turnout Hit 50-Year High,” NPR (Nov. 8, 2018), available at <https://www.npr.org/2018/11/08/665197690/a-boatload-of-ballots-midterm-voteturnout-hit-50-year-high>.

H.R. 1 was marked-up by the Committee on February 26, 2019, and ordered reported favorably. When H.R. 1 was considered on the House floor, more than 50 amendments were offered by more than 40 Representatives. H.R. 1 passed the House on March 8, 2019, by a vote of 234 to 193.²¹

H.R. 2722, Securing America's Federal Elections (SAFE) Act

The legitimacy of our representative system of self-government rests on every eligible voter casting a ballot with the confidence that it will count. Aging equipment, under-resourced jurisdictions, and interference by foreign entities or non-state actors leave the system vulnerable to exploitation that undermines confidence in our election outcomes. Following Russian interference in the 2016 election, Congress did not do nearly enough to tackle these problems. The risks posed by the previously exploited vulnerabilities remained. Despite the overwhelming evidence of these vulnerabilities, the White House failed to direct resources toward securing the nation's election infrastructure.

In 2016, Russian hackers targeted state voting systems, and sought to infiltrate voter registration databases and the networks of election technology vendors. This attack exposed the numerous vulnerabilities in our nation's election infrastructure. Many states had not kept pace with changing voting technology. At the time of the SAFE Act, in at least 40 states, elections were carried out using voting machines that were purchased more than a decade ago.²² The Mueller Report largely confirmed what was already known about Russian interference in the 2016 election; however, it did reveal that a Florida county had been breached by hackers. Several Trump administration officials, and one former official, made public comments emphasizing the seriousness of the threat and urgent need for action. Experts were unequivocal in their assessment that foreign interference would continue in the lead up to the 2020 election.

To address these issues, Chairperson Lofgren introduced H.R. 2722, the Securing America's Federal Elections (SAFE) Act on May 14, 2019. The SAFE Act provides critical resources to states and localities to bolster election infrastructure, helps states plan for the future by providing ongoing maintenance funding on a biannual basis, provides grant programs for states to implement required risk-limiting audits, institutes accountability for election technology vendors so that they abide by cybersecurity standards, and spurs innovation by awarding grants for research and development that will improve the accessibility of election infrastructure.

Prior to marking-up the SAFE Act, the Committee held a hearing on election security on May 8, 2019. The Committee heard testimony from witnesses Jocelyn Benson, Secretary of State, Michigan; Joseph L. Hall, Chief Technologist and Director, Center for Democracy and Technology; Lawrence Norden, Deputy Director, Democracy Program, Brennan Center for Justice; Marian Schnei-

²¹ U.S. House of Representatives, Office of the Clerk, Roll Call 118, Bill Number: H.R. 1, 116th Congress, 1st Session, available at <https://clerk.house.gov/Votes/2019118>.

²² BRENNAN CENTER FOR JUSTICE, NEW ANALYSIS SHOWS VOTING MACHINES REMAIN VULNERABLE AHEAD OF 2020 ELECTIONS, (Mar. 5, 2019), available at <https://www.brennancenter.org/press-release/new-analysis-shows-voting-machines-remain-vulnerable-ahead-2020-election>.

der, President, Verified Voting Foundation; and John Merrill, Secretary of State, Alabama.

The SAFE Act was marked-up by the Committee on June 21, 2019 and ordered reported favorably. It passed the House on June 27, 2019 by a vote of 225 to 184.

H.R. 4617, Stopping Harmful Interference in Elections for a Lasting Democracy (SHIELD) Act

During the 2016 and 2018 elections, Russian state actors attempted to influence our elections. Special Counsel Robert Mueller concluded in his March 2019 report on the investigation into Russian election interference that the “Russian government interfered in the 2016 presidential election in sweeping and systematic fashion.”²³ The attempts to interfere did not stop in 2016. Special Counsel Mueller testified before Congress in 2019 that “[t]hey’re doing it as we sit here.”²⁴ The ease with which foreign entities interfered in the 2016 presidential election emboldens future adversaries to interfere in elections to come. In 2019, then-Director of National Intelligence Dan R. Coats issued a stern warning about likely foreign interference in the upcoming 2020 elections: “Our adversaries and strategic competitors probably already are looking to the 2020 US elections as an opportunity to advance their interests.”²⁵ Additionally, these views were shared by FBI Director Christopher Wray. In July 2019 he testified in a Senate Judiciary Committee hearing that “[t]he Russians are absolutely intent on trying to interfere with our elections.”²⁶

H.R. 4617, the SHIELD Act is a comprehensive piece of legislation that strengthens the resilience of our democracy and protects against foreign interference in elections, including interference by foreign governments. The bill requires political committees to report foreign contacts that involve offers of unlawful campaign assistance to the FBI and FEC. It also modernizes campaign finance law to uphold Americans’ right to know who is behind election-related advertising and disinformation, including better disclosure of the sources of online political advertisements. Additionally, the bill closes gaps in the law that foreign nationals (including foreign governments) can exploit to influence elections.

The Committee marked-up the SHIELD Act on October 16, 2019, and ordered the bill reported favorably. The House passed the SHIELD Act on October 23, 2019, by a vote of 227 to 181.

Additional Legislative Activities

On October 29, 2019, Chairperson Lofgren managed the Floor debate for H.R. 1623, the “Help America Run Act (HARA),” a bill introduced by Rep. Katie Porter of California and referred to the

²³ Special Counsel Robert S. Mueller, III, *Report on the Investigation Into Russian Interference in the 2016 Presidential Election*, Volume I, pg. 1, available at <https://www.justice.gov/storage/report.pdf>.

²⁴ Transcript of the Hearing: “Former Special Counsel Robert S. Mueller III on the Investigation Into Russian Interference in the 2016 Presidential Election,” July 24, 2019, U.S. House of Representatives, Permanent Select Committee on Intelligence, at p. 66.

²⁵ Daniel R. Coats, Statement for the Record: Worldwide Threat Assessment of the U.S. Intelligence Community, Jan. 29, 2019, pg. 7, available at <https://www.dni.gov/files/ODNI/documents/2019-ATASFR--SSCI.pdf>.

²⁶ Doina Chiacu, REUTERS, “FBI Director Wray: Russia Intent on Interfering with U.S. Elections,” July 23, 2019, available at <https://www.reuters.com/article/us-usa-election-security/fbi-director-wray-russia-intention-interfering-with-us-elections-idUSKCN1U11XW>.

Committee. H.R. 1623 was considered under suspension of the rules agreed to by the House on October 29, 2019. HARA removes barriers to running for office by allowing for certain personal use services to be considered as campaign committee expenditures, including childcare, elder care, and health insurance if the services are necessary to enable the candidate to participate in campaign-connected activities. This would only apply to candidates for federal office who are not current federal office holders.

The Committee also discharged consideration of H.R. 4990, the Election Technology Research Act of 2020, a bill introduced by Rep. Mikie Sherrill of New Jersey, which directs the National Institute of Standards and Technology (NIST), the National Science Foundation (NSF), and other agencies to support research on voting systems. H.R. 4990 was considered under suspension of the rules and passed on the House Floor on September 16, 2020.

Additionally, the Committee worked with the House Armed Services Committee to include two voting-related provisions in H.R. 6395, the “National Defense Authorization Act for Fiscal Year 2021 (NDAA).” One provision, offered by Rep. Susan Davis of California, would require the chief state election official, in coordination with local election jurisdictions, to establish and operate an absentee ballot tracking program. The second, offered by Rep. Michael Turner of Ohio, Rep. Jason Crow of Colorado, and Committee Ranking Member Rodney Davis of Illinois, would require the Secretary of Defense to take actions necessary to ensure that an absent uniformed services voter who is absent from the United States by reason of active duty or service at a diplomatic and consular post is able to receive and transmit balloting materials in the same manner and with the same rights and protections as a uniformed services voter absent by reason of active duty or service at a military installation.

Hearings

The Committee held a number of other hearings. On May 21, 2019, the Committee held an oversight hearing with the Commissioners from the EAC. Commissioners Benjamin Hovland, Thomas Hicks, Christy McCormick, and Donald Palmer testified before the Committee. The EAC was created by the Help America Vote Act (HAVA) of 2002²⁷ to administer the newly created grant program, to develop guidance to assist states in meeting HAVA requirements, and to serve as a national clearinghouse of information on election administration. In addition, the EAC tests and certifies voting machines, provides guidance on managing election technology, and works with state and local officials to assist them in preparing for elections.

For the first time in several years, the Committee sought to strengthen, and not shutter, the EAC. With a full slate of EAC commissioners in place, the Committee focused on oversight, addressing personnel and morale issues at the agency, working to ensure the Voluntary Voting System Guidelines (VVSG) updates were back on track, and addressing resourcing issues.

On January 9, 2020, the Committee held a hearing titled “2020 Election Security—Perspectives from Voting Vendors and Experts,”

²⁷ P.L. 107–252, 116 Stat. 1666.

in which the heads of each of the three major election machine vendors appeared before Congress for the first time together. Witnesses included Tom Burt, President and CEO, Election Systems & Software; Julie Mathis, President and CEO, Hart InterCivic; and John Poulos, President and CEO, Dominion Voting Systems. The vendors called to appear for this hearing, Election Systems & Software (ES&S), Dominion, and Hart InterCivic, sell more than 80 percent of the voting systems in use today.²⁸ While the EAC produces the Voluntary Voting System Guidelines (VVSG), the vendors themselves are free from federal oversight.

During questioning at the hearing, all three vendor CEOs expressed support for federal regulations requiring vendors to disclose ownership and foreign investment. The CEOs expressed support regarding requirements to disclose company cybersecurity practices, cyberattacks experienced by the companies, background checks done on employees, foreign investments in the companies, and information on the supply chain involved in building the voting equipment.

In addition to the CEOs, the Committee heard testimony from Matt Blaze, Professor of Law, Georgetown University Law Center; Juan Gilbert, Andrew Banks Family Preeminence Endowed Professor and Chair, University of Florida; Liz Howard, Counsel, Brennan Center for Justice; Rev. T. Anthony Spearman, President, North Carolina NAACP; Donald Palmer, Commissioner, Election Assistance Commission; and Mike Gianasi, County Clerk and Recorder, Christian County of Illinois.

Additional Oversight

The Committee sent several oversight letters to federal agencies, election administrators, and election equipment vendors. The Committee sent three oversight letters to the Election Assistance Commission, two oversight letters to election machine vendors, and three oversight letters to the Federal Election Commission.

The Committee sent an oversight letter to the EAC in April 2019, inquiring about past agency activities and plans for future activity. In June 2019, the Committee sent another letter expressing ongoing concerns about the management of the EAC under then-Executive Director Brian Newby. Additionally, in November 2019, the Committee sent a letter to the EAC with a series of questions about the security and testing requirements for voting machines. The Committee has also conducted quarterly, bipartisan oversight meetings with majority and minority committee staff, the EAC Commissioners, and agency senior staff.

Prior to the election machine vendors hearing, the Committee sent an oversight letter in July 2019 to ES&S and Hart InterCivic inquiring about the use of Microsoft Windows 7 on their voting machines following reports that Windows 7 would not be supported by Microsoft after January 14, 2020. Additionally, the Committee sent a letter to each of the three vendors in September 2019 requesting information regarding the security and testing requirements for their voting machines.

²⁸ Kim Zetter, N.Y. TIMES MAGAZINE, *The Crisis of Election Security: As the midterms approach, America's electronic voting systems are more vulnerable than ever. Why isn't anyone trying to fix them?*, (Sept. 26, 2018), available at <https://www.nytimes.com/2018/09/26/magazine/election-security-crisis-midterms.html>.

The Committee sent an oversight letter to the FEC in April 2019 posing more than 45 questions to the agency regarding its operating posture, key vacancies at the agency, challenges, and enforcement actions, among others. The Committee sent a second letter in December 2019 comprised of more than 30 additional questions, building upon the earlier set contained in the April letter. Finally, the Committee sent a third oversight letter in June 2020 asking a series of questions about how the pandemic impacted the Commission and the Commission's unresolved enforcement caseload, among others.

Subcommittee on Elections

During the 116th Congress, Rep. Marcia L. Fudge of Ohio chaired the Subcommittee on Elections. From the outset, the Subcommittee's goal was to take Congress to the American people, engage with voters, stakeholders, advocates officials, and election administrators, and collect evidence and testimony on the state of voting rights and election administration across America. The Subcommittee on Elections held one listening session and 12 hearings, including eight field hearings.

The Subcommittee conducted a listening session in Brownsville, Texas, and field hearings in Atlanta, Georgia; Fort Yates, North Dakota; Weldon, North Carolina; Cleveland, Ohio; Ft. Lauderdale, Florida; Birmingham, Alabama; and Phoenix, Arizona. Following the field hearings, the Subcommittee held a summary hearing in Washington, D.C. The testimony and documents gathered during the series culminated in the report written by Subcommittee staff, *Voting Rights and Election Administration in the United States of America*.²⁹ The report summarized the findings of the Subcommittee's series of field hearings under the title Voting Rights and Election Administration, and was included in the committee report accompanying H.R. 4, the "Voting Rights Advancement Act of 2019."³⁰

The Subcommittee also held hearings on Native American voting rights, the impact of the COVID-19 pandemic on voting, voting in the U.S. territories, and combatting misinformation and disinformation in the 2020 general election.

Subcommittee Field Hearings

From the outset, the Subcommittee examined the landscape of voting in America after the U.S. Supreme Court's decision in *Shelby County v. Holder*³¹ to determine whether Americans can freely cast their ballot, examine what barriers, if any, have been erected that impede access, and ensure Americans believe their ballot is counted as cast. The Subcommittee heard from voting and election advocates, experts, community leaders, litigators, and voters about the state of voting rights and election administration in

²⁹ Comm. on House Admin., Subcomm. on Elections, staff print, *Voting Rights and Election Administration in the United States of America*, 116th Cong., 1st Sess. (2019), available at <https://cha.house.gov/sites/democrats.cha.house.gov/files/documents/Voting%20Rights%20and%20Election%20Administration%20in%20America.pdf>.

³⁰ *Supra* note 2, Comm. on Judiciary, *Voting Rights Advancement Act of 2019*, 109–251, H. Rept. 116–317, 116th Cong. (2019).

³¹ 570 U.S. 529 (2013).

their communities with the goal of documenting any barriers and shedding light on them through the Subcommittee's final report.

The Subcommittee learned that pernicious voting changes have been implemented in states both previously covered under the Voting Rights Act (VRA) and those that were not.

During the field hearing series, the Subcommittee visited eight states, called more than 60 witnesses, gathered several thousand pages of testimony, documents, and transcripts, and hours of oral testimony were delivered before Members of the Subcommittee. While the evidence collected by the Subcommittee shows many legacy voter suppression tactics are still pervasive, a new wave of surreptitious tactics has also emerged. To suppress the vote, states have aggressively purged otherwise eligible voters from the voter registration rolls, made cuts to early voting and same-day voter registration, moved, closed, or consolidated polling places without adequate notice to voters, required exact name or signature match, engaged in discriminatory gerrymandering, and restricted language access and assistance, among other devices.

General election administration issues also serve as barriers to voting, especially when compounded with other suppressive, discriminatory tactics. The Subcommittee heard testimony on a lack of compliance with the National Voter Registration Act (NVRA), inconsistent poll worker training and a lack of adequate resources, use of provisional ballots, attempts to require proof of citizenship, the continued disenfranchisement of Americans with prior felony convictions, the proliferation of misinformation and disinformation by foreign and domestic actors, and the increasing frequency and intensity of natural disasters that impact voting.

In the inaugural listening session in Brownsville, Texas, the Committee heard from litigators and civil rights advocates Rolando Rios, Esq.; George Korbel, Esq.; Matthew McCarthy, ACLU of Texas; Chad Dunn, Esq.; and Mimi Marziani, President, Texas Civil Rights Project. The Subcommittee heard testimony detailing the barriers to voting in Texas, including how voter IDs are financially burdensome, disproportionately impact minority voters, and effectively impose a poll tax. Witnesses testified about the ongoing racial discrimination in voting in Texas, issues such as voter roll purges, returns to at-large elections, bans on straight ticket voting, legal impediments to voter registration and non-compliance with motor voter laws, polling place closures and location changes, voter intimidation, and a lack of multilingual materials, among other issues.

At the hearing in Atlanta, Georgia, the Subcommittee received testimony from Stacey Abrams, CEO and Founder, Fair Fight Action; Cliff Albright, Co-Founder, Black Voters Matter; Gilda Daniels, Director of Litigation, Advancement Project; Stacey Hopkins, Voter, Fulton County, Georgia; and Sean Young, Legal Director, ACLU of Georgia. Witnesses testified to a wide array of barriers faced by the voters of Georgia such as voter ID requirements, polling place closures and changes, impediments to third-party voter registration, vulnerable and inadequate voting equipment, disparate treatment based on the county voters live in, voter purges, issues with provisional and absentee ballots, signature match requirements, voter intimidation, discriminatory redistricting, early voting cutbacks, and a lack of language access and assistance.

In North Dakota, the Subcommittee held a hearing focused specifically on issues faced by Native American voters. The hearing was held on the Standing Rock Reservation and featured witnesses from four of the five tribes of North Dakota, including Charles Walker, Judicial Committee Chairman, Standing Rock Sioux Tribe; Roger White Owl, Chief Executive Officer, Mandan, Hidatsa and Arikara Nation; Myra Pearson, Chairwoman, Spirit Lake Tribe; Alysia LaCounte, General Counsel, Turtle Mountain Band of Chippewa Indians. The Subcommittee heard testimony about how Native American communities have faced more than two hundred years of discrimination, disenfranchisement, and voter suppression, which continues to this day and is exacerbated when tribes are not consulted when states and the federal government craft voting laws. The tribal leaders testified specifically about North Dakota's voter ID law, which forced their members to obtain ID cards they would never have otherwise needed, or face being stripped of their right to vote, and the lengths the tribes went to ensure their members could vote in the 2018 election.

Additionally, the Subcommittee received testimony from Ruth Buffalo, Member, North Dakota House of Representatives; Jacqueline De León, Staff Attorney, Native American Rights Fund; and Prairie Rose Seminole, Community Organizer, each of whom testified to the barriers faced by tribal members in North Dakota when attempting to exercise their right to vote. Additionally, O.J. Semans, Sr., Co-Executive Director, Four Directions, Inc. provided testimony on the barriers to voting for tribal members in South Dakota.

In North Carolina, the Subcommittee heard testimony from Rev. Dr. William Barber II, President and Senior Lecturer, Repairers of the Breach; Dan Blue, Minority Leader, North Carolina Senate; Irving L. Joyner, Professor of Law, North Carolina Central University School of Law; Tomas Lopez, Executive Director, Democracy North Carolina; Caitlin Swain, Co-Director, Forward Justice; and Patricia Timmons-Goodson, Vice-Chair, U.S. Commission on Civil Rights, about the significant barriers faced by voters in North Carolina. Less than two months after the Supreme Court decided *Shelby County v. Holder*, the North Carolina General Assembly passed, and the Governor signed into law, what became known as the “monster law,”³² a sweeping voter suppression bill requiring strict forms of voter ID, cuts to early voting, and eliminating key election administration practices. The North Carolina law was crafted in such a discriminatory manner a three-judge panel found that the provisions “target[ed] African Americans with almost surgical precision” and “impose[d] cures for problems that did not exist.”³³ While that law was struck down by the courts, barriers to voting persist in North Carolina. Issues discussed included attempts at restrictive voter ID laws, discriminatory gerrymandering, reductions in early voting opportunities, intimidation, and the perpetuation of false voter fraud narratives, among others.

³² Sari Horwitz, WASH. POST, *How North Carolina Became the Epicenter of the Voting Rights Battle*, Apr. 27, 2016, available at https://www.washingtonpost.com/world/national-security/how-north-carolina-became-the-epicenter-of-the-voting-rights-battle/2016/04/26/af05c5a8-0bcb-11e6-8ab8-9ad050f76d7d_story.html.

³³ *North Carolina State Conference of the NAACP v. McCrory*, 831 F.3d 204, 216–218 (4th Cir. 2016), cert. denied, 137 S. Ct. 1399.

In Cleveland, Ohio, Naila Awan, Senior Counsel, Demos; Mike Brickner, Ohio State Director, All Voting is Local; Inajo Davis Chappell, Member, Cuyahoga County Board of Elections; Daniel Ortiz, Outreach Director, Policy Matters Ohio; Tom Roberts, President, Ohio Conference of the NAACP; and Elaine Tso, Interim Co-Chief Executive Officer, Asian Services in Action presented testimony detailing the suppressive changes Ohio has made to the state's election laws. These changes include reductions in early voting hours and days, the elimination of "Golden Week," a week of essentially same day voter registration during early voting, and the reduction of early voting locations to one per county regardless of county size, all while constantly altering the rules and procedures around voting and implementing an aggressive voter purge system.³⁴ Additionally, witnesses raised the need for greater language access and Ohio's practice of denying pre-trial detainees jailed in the days preceding an election access to an absentee ballot.

In Florida, the Subcommittee heard testimony from Marleine Bastien, Founder and Executive Director, Family Action Network Movement; Nancy Batista, Florida State Director, Mi Familia Vota; Juan Cartagena, President and Senior Counsel, Latino Justice PRLDEF; Judith Browne Dianis, Executive Director, Advancement Project; Andrew Gillum, Chair, Forward Florida; Anjenys Gonzalez-Eilert, Executive Director, Common Cause Florida; Karen Wilkerson, Member, League of Women Voters of Florida; and Logan Churchwell, Communication and Research Director, Public Interest Legal Foundation (minority witness). Witnesses discussed the concerted effort of Florida Republicans to undermine the will of Florida voters and limit the scope of Amendment 4, which would have restored the right to vote to approximately 1.4 million Floridians with prior felony convictions, by making these voters pay all past fines and fees before they can regain their right to vote. Additionally, the Subcommittee heard testimony on issues such as the lack of access to language assistance, signature match issues, attempts to undermine early voting, voter purges, polling place closures, natural disaster preparedness, and election security.

The Subcommittee also visited Alabama, home to the historic town of Selma as well as Shelby County of the 2013 *Shelby County v. Holder* Supreme Court case. In Birmingham, the Subcommittee received testimony from Nancy Abudu, Deputy Legal Director, Voting Rights, Southern Poverty Law Center; James Blacksher, Esq.; Jenny Carroll, Professor of Law, University of Alabama School of Law; Scott Douglas, Executive Director, Greater Birmingham Ministries; Isabel Rubio, Executive Director, Hispanic Interest Coalition of Alabama; Benard Simelton, Sr., President, Alabama Conference of the NAACP, and Ernest Montgomery, Council Member, Calera City Council. Mr. Montgomery's City Council seat, the attempt to redraw the district lines, and the subsequent denial by the Department of Justice was the basis of the *Shelby County* case. These witnesses offered testimony about issues such as Alabama's restrictive voter ID law, attempts to require proof of citizenship to

³⁴ Subcomm. on Elections, *Voting Rights and Election Administration in the United States of America*, 116th Congress (2019), available at https://cha.house.gov/sites/democrats.cha.house.gov/files/documents/Voting%20Rights%20and%20Election%20Administration%20in%20America_ONLINE_11-18-2019.pdf.

vote, voter purges and voter registration issues, the continued disenfranchisement of people with prior felony convictions, and polling place closures.

In Phoenix, Arizona, the Subcommittee heard additional testimony on the barriers faced by Native American voters. Stephen Roe Lewis, Governor, Gila River Indian Community and Jonathan Nez, President, Navajo Nation testified about the barriers to voting faced by members of their tribal nations, such as a lack of traditional address and regular mailing services, which creates difficulties in registering to vote, receiving and returning mail-in ballots, and accessing consolidated polling locations.³⁵ Additionally, access to properly translated voting materials for Native-language speaking voters, as well as proper assistance at the polls, pose challenges for Native voters.

Also in Arizona, Montserrat Arredondo, Table Director, One Arizona; Patricia Ferguson-Bohnee, Professor of Law and Director, Indian Legal Clinic, Arizona State University Sandra Day O'Connor School of Law; Alex Gulotta, Arizona State Director, All Voting is Local; Darrell Hill, Policy Director, ACLU of Arizona; and Lorena C. Van Assche, Member, Arizona State Advisory Committee, U.S. Commission on Civil Rights testified to issues such as the widespread reduction in polling places that has occurred throughout the state,³⁶ attempts to outlaw third-party ballot return, photo ID requirements, language access, and the continued disenfranchisement of formerly incarcerated individuals with prior felony convictions. Michelle Ugenti-Rita, Senator, State Senate of Arizona (minority witness) discussed Arizona's H.B. 2023 (prohibiting the gathering of ballots and placing heavy penalties on individuals who turn in ballots other than their own), arguing in favor of the law. When questioned about how significant a problem "ballot harvesting" is in Arizona, Senator Ugenti-Rita stated that "maybe a dozen" people came to speak with her about the alleged problem before she created the current law, but she offered no evidence of any issue with ballot collection.³⁷

In Washington, D.C., the Subcommittee held a culminating hearing which brought together four panels and a total of fifteen witnesses to provide the Members with a national-scope of evidence of voting rights and election administration issues and offer testimony and evidence about issues in states the Subcommittee was unable to visit prior to finishing the report.

During the hearing's first panel, Dale Ho, Director, Voting Rights Project, ACLU; Kristen Clarke, President and Executive Director, Lawyers' Committee for Civil Rights Under Law; and Deuel Ross, Senior Counsel, NAACP Legal Defense and Educational Fund, Inc. discussed the landscape of voting rights litigation post-*Shelby County*, in both formerly covered states and states that were never covered. On the second panel, Catherine E. Lhamon, Chair, U.S. Commission on Civil Rights; Michael Waldman, President, Bren-

³⁵ Voting Rights and Election Administration in Arizona: Hearing Before the Subcomm. on Elections, 116th Cong. (2019), written testimony of President Jonathan Nez and Governor of Stephen Roe Lewis.

³⁶ The Leadership Conference Education Fund, *Democracy Diverted: Polling Place Closures and the Right to Vote* (Sept. 2019) at p. 26, available at <http://civilrightsdocs.info/pdf/reports/Democracy-Diverted.pdf>.

³⁷ Voting Rights and Election Administration in Arizona: Hearing Before the Subcomm. on Elections, 116th Cong. (2019), hearing transcript, State Senator Michelle Ugenti-Rita at p. 75-76.

nan Center for Justice; Brenda Wright, Senior Advisor for Legal Strategies, Demos; and Elena Nunez, Director of State Operations and Ballot Measure Strategies, Common Cause discussed the state of voting rights and voting laws in the states not visited by the Subcommittee, the continued disenfranchisement of formerly incarcerated persons, election administration issues that create barriers to voting, and emerging barriers.

Panel three, composed of Barbara Arnwine, National Co-Chair, National Commission for Voter Justice; Hannah Fried, Director, All Voting is Local; Virginia Kase, Chief Executive Officer, League of Women Voters; and Denise Liberman, Senior Attorney and Program Director, Power and Democracy, Advancement Project, discussed the voting experience, including polling place closures, wait times, and stories collected from voters across the county. On the fourth and final panel, Thomas Saenz, President and General Counsel, MALDEF; Arturo Vargas, Chief Executive Officer, NALGO Educational Fund; John C. Yang, President and Executive Director, Asian Americans Advancing Justice|AAJC; and Michelle Bishop, Voting Rights Specialist, National Disability Rights Network provided testimony on language access barriers faced by Asian American and Latino voters, election administration issues that can disenfranchise limited-English proficiency voters, and barriers faced by persons with disabilities when trying to cast their ballot.

The results of these field hearings culminated in a more than 140-page report titled *Voting Rights and Election Administration* in the United States of America, issued in the fall of 2019.³⁸ The report and its findings were incorporated into the House report accompanying H.R. 4, the Voting Rights Advancement Act of 2019 (later renamed the John R. Lewis Voting Rights Advancement Act of 2020).³⁹ Findings included in the report resulted in the incorporation of protections guarding against cutbacks to Sunday early voting and discriminatory voter purges in the covered practices provisions of the House-passed version of H.R. 4. The Voting Rights Advancement Act would restore the full force of the Voting Rights Act by instituting a new coverage formula and implementing a new covered practices regime.

Additional Subcommittee Hearings

In February 2020, the Subcommittee held a hearing titled “Native American Voting Rights: Exploring Barriers and Solutions,” building upon the testimony received by the Subcommittee at the field hearings in North Dakota and Arizona and discussing solutions such as H.R. 1694 the Native American Voting Rights Act (NAVRA).

Rep. Ben Ray Lujan of New Mexico testified before the Subcommittee regarding H.R. 1694, which would protect the voting rights of Native American and Alaska Native voters. Leonard Forsman, Chairman, Suquamish Tribe (WA); Doreen McPaul, Attorney General, Navajo Nation; and Amber Torres, Chairperson, Walker River Paiute Tribe (NV) testified to the structural and administrative barriers faced by the members of their tribal nations,

³⁸ *Supra* note 40.

³⁹ *Supra* note 2.

advancements made to improve access to the franchise, and the need for further protections, such as those offered in NAVRA.

Additionally, Patricia Ferguson-Bohnee, Professor of Law and Director, Indian Legal Clinic, Arizona State University Sandra Day O'Connor School of Law, and Jacqueline De León, Staff Attorney, Native American Rights Fund spoke to the unique structural problems affecting life on Native American reservations, to specific litigation involving Native American voting rights, to the legal history of Native American disenfranchisement, and to congressional constitutional authority in Native American affairs. Elvis Norquay, Member, Turtle Mountain Band of Chippewa Indians, spoke to his personal experience of being denied his right to vote in 2014 in North Dakota because his tribal ID card lacked a residential address.

The COVID-19 pandemic changed the landscape of the 2020 primary elections. Following the conduct of several primaries in March and April 2020, the Subcommittee convened a hearing on June 11, 2020 to examine the impact of the COVID-19 pandemic on voting rights and election administration. Specifically, Wisconsin's April primary highlighted numerous problems with relying primarily on in-person voting during the pandemic, including the widespread closure of polling locations due to a lack of poll workers, issues with voters never receiving their requested mail-in ballots in time to safely cast a ballot, and widespread voter confusion over the constantly changing voting regulations.

This hearing, "The Impact of COVID-19 on Voting Rights and Election Administration: Ensuring Safe and Fair Elections," was the Subcommittee's first conducted virtually under H. Res. 965 (116th Congress) that permitted House Committees to conduct remote proceedings due to the COVID-19 pandemic. Rep. Marcy Kaptur of Ohio and Rep. Gwen Moore of Wisconsin testified to the issues experienced by voters in their respective states during the primaries and the need to find a solution for the November general election that protected both the right to vote and voters' health.

As states were making a rapid shift to mail-in voting and false claims were spreading that a widespread shift to vote-by-mail would be ripe for fraud, Kristen Clarke, President and Executive Director, Lawyers' Committee for Civil Rights Under Law; Sherrilyn Ifill, President and Director-Counsel, NAACP Legal Defense and Educational Fund, Inc.; and Lawrence Norden, Director, Election Reform Program, Brennan Center for Justice testified to the need for additional resources and Congressional action, protections for safe in-person voting options, the landscape of voting changes and litigation taking place in the states, and the impact of the pandemic and voting changes on minority voters. Mark Dimondstein, President, American Postal Workers Union testified to the Postal Service's long history of successfully carrying out vote-by-mail, the need for more funding for the Postal Service, and the commitment of postal workers to ensuring every American can safely access their right to vote in November. R. Kyle Ardoin, Secretary of State, Louisiana, and John H. Merrill, Secretary of State, Alabama testified about the changes made in their states during the pandemic and argued against further federal-level actions.

Additionally, on July 28, 2020, the Subcommittee held a virtual hearing focused specifically on voting rights and election adminis-

tration in the U.S. Virgin Islands and the other U.S. territories. The U.S. Virgin Islands (USVI), Puerto Rico, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands (CNMI) make up the inhabited territories of the United States. People who are born in Puerto Rico, USVI, Guam, and CNMI are U.S. citizens; persons born in American Samoa are U.S. nationals. More than 90 percent of the residents of the territories are racial or ethnic minorities, yet residents the territories do not have full congressional representation.

The hearing, “Voting Rights and Election Administration in the U.S. Virgin Islands and Other Territories,” featured Delegates and a Resident Commissioner representing four of the five territories. Del. Stacey E. Plaskett of the U.S. Virgin Islands; Del. Gregorio Kili Camacho Sablan of the Northern Mariana Islands; Del. Michael F. Q. San Nicolas of Guam; and Resident Commissioner Jenniffer González-Colón of Puerto testified regarding the unique challenges faced by residents of the territories when voting, as well as the impact the lack of full enfranchisement has on the territories. The hearing also discussed the varying treatment of the territories under federal election laws.⁴⁰ Gerard Emanuel, Retired Educator; Gwen-Marie Moolenaar, President, League of Women Voters of the Virgin Islands; and Neil Weare, President and Founder, Equally American Legal Defense and Education Fund provided additional testimony. This hearing was the first of its kind.

On October 6, 2020, in the final Subcommittee hearing of the 116th Congress, Members focused on combatting misinformation and disinformation in the upcoming 2020 general election. Ahead of the 2020 election the President spread false information about the integrity of vote-by-mail, made false claims about non-existent voter fraud, encouraged his supporters in North Carolina and elsewhere to “test the system” by mailing in a ballot and then showing up at their polling site to “make sure their vote was counted,” claimed that if he lost, the election must be rigged, and made false claims that if we did not know the winner on election night, we may never know who won the election, among other false claims. Also impacting this year’s election was the perpetuation of misinformation and disinformation around the COVID-19 pandemic.

This remote hearing, “Voting Rights and Election Administration: Combatting Misinformation in the 2020 Election, included testimony from Benjamin Hovland, Commissioner, U.S. Election Assistance Commission; Jena Griswold, Secretary of State, Colorado; and Inajo Davis Chappell, Member, Cuyahoga County Board of Elections. This testimony provided various federal, state, and local responses to misinformation and disinformation ahead of the November election. Spencer Overton, President, Joint Center for Political and Economic Studies, provided testimony on the disparate impact of misinformation and disinformation on minority voters and the role of social media companies and government in combatting the spread of election misinformation and disinformation.

⁴⁰ Under federal election laws, the territories are currently not covered by the National Voter Registration Act (NVRA). All the territories are covered by the Voting Rights Act (VRA). USVI, Puerto Rico, Guam, and American Samoa are covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA); CNMI is not. USVI, Puerto Rico, Guam, and American Samoa are also covered by the Help America Vote Act (HAVA); CNMI is not. H.R. 1 added CNMI to HAVA coverage as well as the NVRA.

Voting During a Pandemic

The 2020 primary and general elections took place during the unprecedented COVID-19 pandemic. In June, the Centers for Disease Control and Prevention (CDC) released guidelines that recommended election administrators provide a wide variety of voting options, longer in-person voting periods, and other mechanisms or options for reducing any crowding at polling locations.⁴¹ The CDC warned that “elections with only in-person voting on a single day are higher risk for COVID-19 spread because there will be larger crowds and longer wait times” and said that alternative voting options can “minimize direct contact and reduce crowd size at polling locations” Throughout the primary and general election season, local and state election officials across the country worked hard to expand safe in-person voting opportunities and access to absentee voting by mail.

As previously discussed, the Subcommittee on Elections held a hearing on the COVID-19 pandemic’s impact on voting. On August 28, 2020, the full Committee held a remote hearing on titled “Voting Safely in a Pandemic,” providing an opportunity for election officials and administrators, voting experts and advocates to testify about the importance of providing safe voting options and how Americans can vote safely either in-person or by mail during the ongoing pandemic. The hearing featured Alex Padilla, California Secretary of State; Julie Wise, Director of Elections, King County, Washington; Amber McReynolds, CEO, National Vote at Home Institute; Vanita Gupta, President and CEO, The Leadership Conference on Civil and Human Rights; and Donald Palmer, Commissioner (EAC).

The witnesses testified about election administration changes being made to adapt to the voting access and public health challenges posed by the pandemic. Changes included securely expanding access to, and eligibility for, no-excuse absentee voting by mail, maintaining safe polling centers, providing personal protective equipment and relevant trainings to poll workers and increasing voter education about safe voting options. Additionally, testimony addressed concerns about mail service disruptions at the U.S. Postal Service, ongoing election disinformation about alleged voter fraud, and the suppression of historically marginalized communities. Witnesses also testified about the positive impact of election administration grants appropriated through the Coronavirus Aid, Relief and Economic Security (CARES) Act and the need for more federal resources to support local and state election administration.⁴²

Additionally, the Committee supported election administration oversight activities in connection with ongoing service issues at the U.S. Postal Service. After the appointment of Louis DeJoy as the Postal Service’s Postmaster General on June 15, 2020, the Postal Service began undergoing significant and disruptive operational policy changes that slowed mail delivery and raised serious concerns about the impact on voting by mail. The changes included an Expedited to Street/Afternoon Sortation (ESAS) pilot program in

⁴¹Centers for Disease Control and Prevention, *Considerations for Election Polling Locations* (updated June 22, 2020), available at <https://www.cdc.gov/coronavirus/2019-ncov/community/election-polling-locations.html>.

⁴²P.L. 116-136.

384 selected sites across the nation that altered delivery practices and procedures, overtime restrictions, restrictions in late trips and extra trips, and a plan to decommission 671 sorting machines. In early August, Postmaster General DeJoy overhauled management at the Postal Service. Further, the Postal Service's General Counsel and Executive Vice President, Thomas Marshall, sent letters to chief election officials across the country indicating that the longstanding practice of treating Election Mail (which includes voter registration materials, absentee ballot requests and absentee ballots) as First-Class Mail would not be continuing.

On August 14, 2020, Speaker Pelosi and Senate Minority Leader Chuck Schumer, along with Chairperson Zoe Lofgren, Chairperson Carolyn Maloney, and Senators Amy Klobuchar and Gary Peters, sent an extensive oversight letter seeking additional information on the Postal Service's various disruptive operational policy changes and requesting documents regarding such changes in policies and practices.⁴³

After further criticism from Members of Congress, postal unions, election administrators, voting advocacy groups, and voters, Postmaster General DeJoy released a statement on August 18, 2020, in which he said that he would reverse "longstanding operational initiatives" in order "to avoid even the appearance of any impact on election mail."⁴⁴ In the statement, DeJoy made four specific assurances: retail hours would not change at post offices, mail processing equipment and blue collection boxes would remain put, mail processing facilities would not close, and overtime would continue and be approved as needed.⁴⁵ DeJoy's statement did not clarify the entire scope of the "longstanding operational initiatives" that would be suspended, did not reverse equipment removals of mail sorting machines and mailboxes that had already taken place, and did not address the question of whether Election Mail would be treated just as First-Class Mail.

On August 14, 2020, the Committee worked with the Committee on Oversight and Reform's Select Subcommittee on the Coronavirus Crisis to send election administration oversight letters to chief election officials in Florida, Georgia, Texas, and Wisconsin to examine preparations being made to administer free, fair, and safe federal elections in November in the midst of the COVID-19 pandemic. During the primary election season, these states experienced significant barriers to voting such as long lines and wait times at polling places, closed, moved or consolidated polling places, poll worker shortages, and for Texas in particular, eligibility restrictions to voting by mail. The oversight letters requested documents and information about how each state planned to eliminate election administration challenges and voting barriers that emerged during the primary election season and how each state plans to ensure that every eligible voter could freely and safely cast their ballot in the general election. The letters also called for the

⁴³ Letter to Postmaster General Louis DeJoy (Aug. 14, 2020), available at https://www.speaker.gov/sites/speaker.house.gov/files/20200814_Letter_JointPelosiSchumerLofgrenKlobucharCBMPeterstoPMGreElectionPrep.pdf.

⁴⁴ Postmaster General Louis DeJoy Statement, THE UNITED STATES POSTAL SERVICE (Aug. 18, 2020), available at <https://about.usps.com/newsroom/national-releases/2020/0818-postmaster-general-louis-dejoy-statement.htm>.

⁴⁵ Postmaster General Louis DeJoy Statement, THE UNITED STATES POSTAL SERVICE (Aug. 18, 2020), available at <https://about.usps.com/newsroom/national-releases/2020/0818-postmaster-general-louis-dejoy-statement.htm>.

states to develop plans that adhered to the June 2020 CDC recommendations for election administration and that offered adequate early voting, sufficient polling locations and hours, and accessible mail-in or absentee voting options.

On October 6, 2020, the Committee worked with the Select Subcommittee on the Coronavirus Crisis to send an additional oversight letter to the Secretary of State of Texas. The oversight letter raised disenfranchisement and public health concerns about the Secretary of State's October 1 proclamation which prohibited multiple ballot drop-off locations and required early vote-by mail ballots returned in person to be delivered to a single designated voting clerk's office in each county. Such a restriction to where ballots can be cast contravened CDC guidance because it forced voters to congregate at a single county clerk's office to deliver mail-in ballots. The letter urged the Secretary of State to reverse the proclamation and to disclose documents regarding the decision to restrict access to early voting by mail by outlawing ballot drop-off locations other than a single designated clerk's office.

Faced with a pandemic amid a national election, the Committee drafted H.R. 7427, the American Coronavirus/COVID-19 Election Security and Safety (ACCESS) Act, which offers a comprehensive solution to the challenges posed by voting during a national health crisis. The ACCESS Act adopts an "all of the above" approach to ballot access by expanding both in-person early voting and voting by mail. The bill ensures that every voter will receive a ballot in a national emergency, such as the COVID-19 outbreak, and protects against the invalidation of absentee ballots due to signature matching or other discrepancies, which disproportionately affect minority voters. The ACCESS Act also requires absentee ballots to be accompanied by prepaid postage, contains special protections for Native American voters, who face unique geographical and structural obstacles to exercising the franchise, and implements expanded voter registration opportunities. Perhaps most importantly, the ACCESS Act provides states and localities with the funding they need to implement these and other necessary changes.

The House passed the ACCESS Act on May 15, 2020, as part of the Heroes Act (H.R. 6800, Division P). Regrettably, the Senate refused to take up this critical piece of legislation, leaving state and local election officials to fend for themselves during a once-in-a-generation crisis.

Contested Elections

Article 1, Section 5, of the Constitution, delegates to each Chamber of Congress the responsibility and authority to judge its own elections. The Committee is also responsible for implementing the Federal Contested Elections Act (FCEA).⁴⁶ To execute its responsibilities under the Constitution, FCEA, and oversight of federal elections generally, the Committee coordinates efforts on a bipartisan basis to ensure that all ballots in close congressional races are counted fairly and accurately. When requested by a Member or candidate, the Committee deploys at least two observers, one from the majority and one from the minority, to the congressional district at issue. Specific observer responsibilities include documenting

⁴⁶ 2 U.S.C. §§ 381 *et seq.*

the state of ballots during an extended count and/or recount, observing the security of voting machines, equipment, voter rolls, records, and the security of stored ballots. The observations are critical to the House of Representatives and to the Committee, particularly in the event the House or Committee is directed to investigate or resolve a contested election.

During the 2020 election cycle, the Committee reworked its election observer program, creating new and more detailed training materials and conducting extensive research on the applicable laws in each state. In total, the Committee's majority staff trained over 200 House staffers as election observers. This year, the Committee received 31 requests for observers from incumbent Members and/or candidates for congressional office in connection with the November 3, 2020, general election, which is almost 2.5 times more requests for observers than the Committee received in 2018. The Committee sent observers to 21 congressional races in Arizona, California, Georgia, Illinois, Iowa, Nevada, New Jersey, New York, Pennsylvania, Texas, Utah, and Virginia. Ten candidates later determined observers were unnecessary after consultation with the Committee. In addition, the Committee sent four observers to observe a recount in Iowa's Second Congressional District.

Contested election cases are rare. For example, from 1933 to 2009, the U.S. House of Representatives considered only 107 contested election cases. Of these 107 contests, in at least three cases, the House ultimately seated the contestant, and in at least one case, the House ultimately refused to seat any individual, declaring a vacancy.

On December 2, 2020, Rita Hart, a candidate for the House in Iowa's Second Congressional District, announced that her campaign would file a contest under the FCEA with the House to challenge the results of a district-wide recount. The recount resulted in a six-vote margin between the candidates. On December 22, 2020, Hart filed with the Clerk of the House a notice of intent to contest the election. As of this time, the Committee has received, and is in the early stage of reviewing, the filing. Under the FCEA, her opponent, Mariannette Miller-Meeks, has 30 days to answer or file a motion to dismiss the contest. The Committee intends to closely review filings from both campaigns, as the law requires.

LEGISLATIVE OPERATIONS DURING THE COVID-19 PANDEMIC

During the 116th Congress, the nation and the world suffered through the devastating coronavirus (COVID-19) pandemic. At the beginning of 2020, Americans were first hearing the term COVID-19. Today, more than 77.9 million people worldwide have contracted the virus and it has killed more than 1.7 million people.⁴⁷ As of this time, in the U.S. more than 18.2 million people are known to have contracted the virus, more than 322,000 have died,

⁴⁷ Johns Hopkins University, COVID-19 Dashboard by the Center for Systems Science and Engineering (CSSE) at Johns Hopkins University (JHU), at <https://coronavirus.jhu.edu/map.html> (last accessed Dec. 22, 2020); STAT, The Covid-19 Tracker, at <https://www.statnews.com/feature/coronavirus/covid-19-tracker/> (last accessed Dec. 22, 2020); CDC, "CDC COVID Data Tracker," https://covid.cdc.gov/covid-data-tracker/index.html#cases_casesinlast7days (last accessed Dec. 22, 2020); The COVID Tracking Project, "Our Data," at <https://covidtracking.com/data> (last accessed Dec. 22, 2020).

and more than 117,000 are hospitalized—with all of these numbers continuing to climb.⁴⁸

To put the impact of the pandemic in historical perspective, more than three times as many Americans have died of COVID-19 in less than a year than were killed in all of the military conflicts our nation has fought in the 75 years since World War II combined.⁴⁹ The death toll has already surpassed the total number of battle deaths suffered by Union and Confederate forces in four years of fighting in the Civil War.⁵⁰ At current rates, experts estimate that by mid-January 2021, the total number of deaths in just one year will eclipse all American deaths in World War II.⁵¹

These terrible figures are more than statistics: they represent shattering losses for many, many American families. But in addition to the tragic loss of life and the still-unknown long-term health consequences facing those who have contracted the virus, the pandemic has had—and continues to have—staggering impacts on nearly every aspect of life in the United States. Among other things, it has affected how we spend time with our families and loved ones; how we interact with our neighbors; how we travel; how we learn; and how we work. The pandemic has also affected how our democracy operates, including how we vote and how those we elect to represent us conduct business in legislative bodies at all levels of government.

The COVID-19 crisis demands legislative action and oversight and the continued work of the Congress, which has a responsibility to the American people to explore additional ways to be able to continue that work in the face of the pandemic. The Committee has been mindful that many people are putting themselves at risk by working on the frontlines every day: from doctors and nurses, to police officers, firefighters, and paramedics, to transit workers and truck drivers, among others. The Committee appreciates all that the people in many critical lines of work are doing to support their communities and the country, even at risk to their own health. While the Committee is keenly aware of these immense changes and challenges, this report focuses narrowly on issues related on how the House of Representatives and the Committee responded to protect the safety and health of those who work in the legislative branch while preserving the ability of the Congress to continue its vital work.

Fortunately, Members and staff of the Congress have an option that many vital frontline workers do not: Congress can perform much of its work remotely in a safe, secure, online format. During

⁴⁸ Johns Hopkins University, COVID-19 Dashboard by the Center for Systems Science and Engineering (CSSE) at Johns Hopkins University (JHU), at <https://coronavirus.jhu.edu/map.html> (last accessed Dec. 22, 2020); STAT, The Covid-19 Tracker, at <https://www.statnews.com/feature/coronavirus/covid-19-tracker/> (last accessed Dec. 22, 2020); CDC, “CDC COVID Data Tracker,” <https://covid.cdc.gov/covid-data-tracker/index.html#cases/casesinlast7days> (last accessed Dec. 22, 2020).

⁴⁹ A total of 102,231 U.S. servicemembers were killed from the start of the Korean War in 1950 through Operation Inherent Resolve and Operation Freedom’s Sentinel, as of December 14, 2020, including all battle and other in theater deaths. U.S. Department of Veterans Affairs, “America’s Wars,” https://www.va.gov/opa/publications/factsheets/fs_americas_wars.pdf (Nov. 2019); U.S. Department of Defense, “Casualty Status,” <https://www.defense.gov/casualty.pdf> (last accessed Dec. 19, 2020).

⁵⁰ Union and Confederate battle deaths in the Civil War totaled 214,938. U.S. Department of Veterans Affairs, “America’s Wars,” https://www.va.gov/opa/publications/factsheets/fs_americas_wars.pdf (Nov. 2019).

⁵¹ Institute for Health Metrics and Evaluation, *COVID-19 Projections*, available at <https://covid19.healthdata.org/united-states-of-america> (last accessed Dec. 19, 2020).

the pandemic, the Committee has worked with leadership, other committees, and institutional partners to find ways to ensure that the House can continue its legislative operations while protecting the health and safety of all who work in the legislative branch. This portion of the report summarizes the effect that the pandemic has had on the functioning of government throughout the country, the innovative practices the Committee has helped develop to ensure the House continue to operate, and the Committee's review of one particular possible innovation, remote voting.

The Pandemic's Impact on Governmental Operations

In the fall of 2020, events at the White House actively spread COVID-19 and also impacted the operations of the U.S. Senate, underscoring the effect the pandemic has had on operations of the highest levels of government. On October 2, 2020, President Donald J. Trump announced that he and First Lady Melania Trump had both tested positive for COVID-19 and would begin to quarantine immediately.⁵² The same day, President Trump was flown by helicopter to Walter Reed National Military Medical Center in Bethesda, Maryland, while Mrs. Trump was quarantined in the White House.⁵³ President Trump was hospitalized for three days and received a number of experimental treatments not in widespread use before being returned to the White House.⁵⁴ In addition, dozens of senior government officials who attended events at the White House with the President in the prior week—including at least three U.S. Senators—also tested positive for the virus.⁵⁵ An investigation by *USA Today* concluded that, “President Trump and other White House insiders infected with COVID-19 carried the virus across the country in a matter of days, potentially exposing hundreds, perhaps thousands, of people as they went about their business.”⁵⁶ As Dr. Anthony Fauci put it, “I think the—the data speaks for themselves. We had a super-spreader event in the White House and it was in a situation where people were crowded together and were not wearing masks.”⁵⁷

In response to the outbreak and the fact that a number of Senators contracted the virus, Senate Majority Leader Mitch McConnell changed the legislative schedule in the Senate, and delayed

⁵² President Donald J. Trump (@realDonaldTrump), Twitter (Oct. 2, 2020, 12:54 a.m.), <https://twitter.com/realDonaldTrump/status/1311892190680014849>.

⁵³ Rebecca Ballhaus, Catherine Lucey & Michael C. Bender, WALL ST. J., *Trump Moves to Walter Reed Hospital After Testing Positive for Coronavirus*, Oct. 3, 2020, available at <https://www.wsj.com/articles/president-trump-and-first-lady-melania-test-positive-for-the-coronavirus-11601639968>.

⁵⁴ Barbara Sprunt, NPR, *“Don’t Be Afraid Of It”: Trump Dismisses Virus Threat As He Returns to White House*, Oct. 5, 2020, available at <https://www.npr.org/sections/latest-updates-trump-covid-19-results/2020/10/05/920412187/trump-says-he-will-leave-walter-reed-medical-center-monday-night>.

⁵⁵ Josh Margolin & Lucien Bruggeman, ABC NEWS, *34 people connected to White House, more than previously known, infected by coronavirus: Internal FEMA memo*, Oct. 7, 2020, available at <https://abcnews.go.com/Politics/34-people-connected-white-house-previously-infected-coronavirus/story?id=73487381>.

⁵⁶ Josh Salman & Dinah Voyles Pulver, USA TODAY, *White House coronavirus outbreak may have exposed thousands from Atlanta to Minnesota*, Oct. 7, 2020, available at <https://www.usatoday.com/story/news/investigations/2020/10/07/officials-exposed-went-attend-rallies-debates-and-fundraisers/5907663002/>.

⁵⁷ Kathryn Watson & Steven Portnoy, CBS NEWS, *Fauci says data on masks “speaks for itself” after “super-spreader” White House Event*, Oct. 9, 2020, available at <https://www.cbsnews.com/news/dr-fauci-on-masks-super-spreader-covid-event-interview/>.

floor activity for two weeks.⁵⁸ Senator McConnell also subsequently stated that he had not been to the White House in months, observing that it was not “approaching protection from this illness in the same way that I thought was appropriate in the Senate,” and he specifically noted that the White House has not insisted on mask wearing and social distancing.⁵⁹ Similarly, media reports also noted that the White House has not followed a number of practices widely recommended by health experts, including wearing masks, practicing social distancing, following state and local limits on large gatherings, not following guidelines for quarantining and isolating following positive tests, and not following contact tracing protocols.⁶⁰ In addition, media reports also indicated that the White House had relied too heavily on rapid tests, while also using the rapid tests in a manner not consistent with their intended use.⁶¹

The outbreak of COVID-19 associated with events at the White House, President Trump and the First Lady contracting COVID-19, and the Senate subsequently suspending legislative activity for weeks are the starkest examples to date of how a new virus that was previously unknown in the United States has—in less than a year—become a deadly pandemic capable of impacting nearly every facet of American life, including the operations of our federal government. But they are not the only examples.

Even after all of these events, two lawyers for President Trump and his unsuccessful presidential campaign traveled to a number of states and spoke to state legislators about the 2020 election, and did not wear masks during their appearances.⁶² Subsequently, both were revealed to have tested positive for COVID.⁶³ As a result, state legislatures in three different states canceled legislative session or otherwise had to modify legislative operations.⁶⁴

At the state level, outbreaks among legislators have impacted the ability to conduct government business in a number of states. For example, in Mississippi, more than 60 legislators and staff—including at least 49 members—contracted the virus in July 2020.⁶⁵ The

⁵⁸ Chris Cioffi, ROLL CALL, *After Republican COVID-19 positives, Senate to remain out until Oct. 19*, Oct. 3, 2020, available at <https://www.rollcall.com/2020/10/03/after-republican-covid-19-positives-senate-to-remain-out-until-oct-19/>.

⁵⁹ Dominic Torres & Clare Foran, CNN, *McConnell says he hasn't been to White House since August, citing Covid-19 protocols*, Oct. 8, 2020, available at <https://www.cnn.com/2020/10/08/politics/mcconnell-white-house-coronavirus/index.html>.

⁶⁰ Lauren Leatherby, Amy Schoenfeld Walker, Larry Buchanan & John Keefe, N.Y. TIMES, *How the White House Flouted Basic Coronavirus Rules*, Oct. 8, 2020, available at <https://www.nytimes.com/interactive/2020/10/08/us/white-house-coronavirus-cdc.html>.

⁶¹ Lauren Leatherby, Amy Schoenfeld Walker, Larry Buchanan & John Keefe, N.Y. TIMES, *How the White House Flouted Basic Coronavirus Rules*, Oct. 8, 2020, available at <https://www.nytimes.com/interactive/2020/10/08/us/white-house-coronavirus-cdc.html>; Lev Facher, STAT NEWS, *Why the White House's testing-only strategy to shield Trump from Covid-19 fell short*, Oct. 2, 2020, available at <https://www.statnews.com/2020/10/02/white-house-testing-only-strategy-to-shield-trump-from-covid-19-fell-short/>.

⁶² ASSOCIATED PRESS, *Jenna Ellis, 2nd member of Trump's legal team, tests positive for COVID-19*, Dec. 9, 2020, available at <https://www.fox9.com/news/jenna-ellis-2nd-member-of-trumps-legal-team-tests-positive-for-covid-19>.

⁶³ *Id.*

⁶⁴ Lindsay Walker, YAHOO! NEWS, *AZ legislature closes after Republican lawmakers exposed to virus*, Dec. 7, 2020, available at <https://news.yahoo.com/az-legislature-closes-republican-lawmakers-163946863.html>; Abigail Censky, NPR, *After Giuliani hearing last week, Michigan House is accused of COVID-19 violations*, Dec. 8, 2020, available at <https://www.npr.org/2020/12/08/944322462/week-after-giuliani-hearing-michigan-house-is-accused-of-covid-19-violations>; Maya T. Prabhu, ATLANTA JOURNAL-CONSTITUTION, *Georgia Senators urged to quarantine after Giuliani's COVID-19 diagnosis*, Dec. 7, 2020, available at <https://www.ajc.com/politics/georgia-senators-urged-to-quarantine-after-giulianis-covid-19-diagnosis/>; TELIVAETQJFUPKOFANAKWBU6II/.

⁶⁵ Anita Lee, SUN HERALD, *How many MS legislators did COVID-19 strike? Number has grown, with one related death*, Aug. 10, 2020, available at <https://www.sunherald.com/news/>

Speaker of the House and the Lieutenant Governor, who presides over the Senate, were also both positive. That left the state government in limbo, with significant pending business unfinished.⁶⁶ In a number of states, tragically, legislators have died.⁶⁷

In Congress, by one count 105 Members have publicly disclosed that they tested positive, self-quarantined, or had otherwise come in contact with someone else who was positive.⁶⁸ In April 2020, at the same time least 22 Members of the House had either tested positive, were presumed positive, or were in self-quarantine because of exposure to someone who was positive.⁶⁹ In just the last month, 23 Members have publicly reported testing positive.⁷⁰ In one case, a Member disclosed having tested positive just hours after voting and speaking on the House floor—then deleted a Facebook post from just hours earlier in which he had criticized steps the House has taken to protect its Members and staff.⁷¹

Support of Legislative Operations

As one recent media report observed, “Legislatures are natural targets for Covid, with a potential to become potent spreading grounds as cases continue to surge nationally: They involve large numbers of adults—many of them older—meeting for hours in sometimes windowless committee rooms and chambers, arguing, testifying, and making speeches.”⁷² In light of these very serious concerns, and to avoid the types of situations described above, in the early weeks and months of the coronavirus (COVID-19) pandemic, the U.S. House of Representatives proactively and responsibly modified its legislative operations to ensure that the House would be able to continue its critical work during the public health emergency, while protecting the health and safety of all those who work in the House.

These steps ensured that the House could continue to act during the crisis, including passing legislation and conducting oversight, while also protecting the health and safety of legislative branch staff. The House authorized committees to conduct virtual hear-

coronavirus/article244854672.html; Bobby Harrison, *MISSISSIPPI TODAY, Legislators pay price for disregarding COVID-19 precautions at Capitol*, July 19, 2020, available at <https://mississippitoday.org/2020/07/19/legislators-pay-price-for-disregarding-covid-19-precautions-at-capitol/>.

⁶⁶ Ivan Pereira, ABC NEWS, *Mississippi statehouse shuttered for 2 weeks as dozens of lawmakers contract coronavirus*, July 9, 2020, available at <https://abcnews.go.com/Health/mississippi-statehouse-shuttered-weeks-dozens-lawmakers-contract-coronavirus/story?id=71690136>.

⁶⁷ Ballotpedia, “Government official, politician, and candidate deaths, diagnoses, and quarantines due to the coronavirus (COVID-19) pandemic, 2020,” available at [https://ballotpedia.org/Government_official,_politician,_and_candidate_deaths,_diagnoses,_and_quarantines_due_to_the_coronavirus_\(COVID-19\)_pandemic,_2020](https://ballotpedia.org/Government_official,_politician,_and_candidate_deaths,_diagnoses,_and_quarantines_due_to_the_coronavirus_(COVID-19)_pandemic,_2020) (last accessed Dec. 22, 2020).

⁶⁸ GovTrack, *COVID-19 in Congress*, available at <https://www.govtrack.us/covid-19#legislators> (last accessed Dec. 22, 2020); Ballotpedia, “Government official, politician, and candidate deaths, diagnoses, and quarantines due to the coronavirus (COVID-19) pandemic, 2020,” available at [https://ballotpedia.org/Government_official,_politician,_and_candidate_deaths,_diagnoses,_and_quarantines_due_to_the_coronavirus_\(COVID-19\)_pandemic,_2020](https://ballotpedia.org/Government_official,_politician,_and_candidate_deaths,_diagnoses,_and_quarantines_due_to_the_coronavirus_(COVID-19)_pandemic,_2020) (last accessed Dec. 22, 2020).

⁶⁹ GovTrack, *COVID-19 in Congress*, available at <https://www.govtrack.us/covid-19#legislators> (last accessed Dec. 22, 2020).

⁷⁰ *Id.*

⁷¹ CNN, *Rep. Joe Wilson tests positive for COVID-19*, Dec. 16, 2020, available at <https://www.cnn.com/2020/12/16/politics/joe-wilson-covid-19/index.html>; Amanda Terkel, HUFFINGTON POST, *After positive COVID-19 diagnosis, GOP lawmaker deletes post mocking precautions*, Dec. 17, 2020, available at https://www.huffpost.com/entry/joe-wilson-covid_n_5fdad6bec5b650b99ad9b68b.

⁷² Margaret Newkirk, BLOOMBERG, *Lawmaker’s death chills U.S. statehouses where masks are shunned*, Dec. 15, 2020, available at <https://www.bloomberg.com/news/articles/2020-12-15/covid-cases-strike-in-statehouses-with-mask-averse-lawmakers>.

ings, created an electronic hopper for the introduction of legislation, developed a system to electronically submit extensions of remarks, and took significant steps to swiftly expand the ability of its Members and staff to telework by distributing laptops and tablet computers and rapidly increasing the availability of online collaborative platforms for official work. The House authorized remote voting by proxy and directed the chair of the Committee to study the feasibility of using technology to conduct remote voting in the House, as discussed in the following section.

Although these are new tools for governing, they are within the House’s authority to implement and they are not intended to replace regular order. To the contrary, they represent prudent and responsible steps to ensure the House can continue to lead during this crisis, and they are intended to be used only during extraordinary circumstances.⁷³

A number of the changes increase the options for Members and staff to complete legislative tasks remotely, rather than requiring in-person contact. For example, in April 2020, the Speaker of the House directed the creation of an electronic hopper to permit the virtual submission of all Floor documents—including bills, resolutions, co-sponsors and extensions of remarks—via a dedicated and secure email system. Since the policy took effect, 2,816 measures have been filed electronically, while just 159 were manually filed using the traditional process.

Also in April 2020, Committee Chairperson Zoe Lofgren, in her capacity as Chairperson of the Joint Committee on Printing, directed the Government Publishing Office to accept, for publication in the Congressional Record, extensions of remarks submitted with a Member’s electronic signature. Under this new and more convenient system, as of December 22, 2020, Members have filed 2,534 extensions of remarks by email.

On May 15, 2020, the House passed House Resolution 965, a resolution “authorizing remote voting by proxy in the House of Representatives and providing for official remote committee proceedings during a public health emergency due to a novel coronavirus and for other purposes.”⁷⁴

Section 1 of House Resolution 965 provides that “at any time after the Speaker or the Speaker’s designee is notified by the Sergeant-at-Arms, in consultation with the Attending Physician, that a public health emergency due to a novel coronavirus is in effect, the Speaker or the Speaker’s designee, in consultation with the Minority Leader or the Minority Leader’s designee, may designate a period (hereafter in this resolution referred to as a ‘covered period’) during which a Member who is designated by another Member as a proxy in accordance with section 2 may cast the vote of such other Member or record the presence of such other Member in the

⁷³ Exploring the Feasibility and Security of Technology to Conduct Remote Voting in the House: Hearing before the Committee on House Administration, 116th Cong. (Opening Statement of Chairperson Zoe Lofgren).

⁷⁴ Authorizing remote voting by proxy in the House of Representatives and providing for official remote committee proceedings during a public health emergency due to a novel coronavirus, and for other purposes, H. Res. 965, 116th Cong. (2020).

House.”⁷⁵ The “covered period” terminates 45 days after the designation, and may be extended or terminated.⁷⁶

The Speaker of the House, pursuant to section 1(a) of House Resolution 965 announced that a public health emergency existed and designated a “covered period” on May 20, 2020. In light of the continued and explosive growth in COVID-19 cases in the U.S., this “covered period” was subsequently extended until August 18, 2020; until November 16, 2020; and until December 31, 2020.

Under the provision which permits proxy voting, as of December 22, 2020, the House has conducted 142 roll call votes that have included directed votes cast by proxy without incident. Nearly 6,253 individual votes have been cast by proxy, including by Members of both parties. Demonstrating that the system can operate in a bipartisan fashion that protects the rights of the minority, proxy votes have been cast by a Member of one party on behalf of a Member of the other party where the physically present Member voted in a different way than their colleague whose proxy vote they cast. In addition, several measures passed with proxy votes have been signed by the President and enacted into law.

Section 4 of House Resolution 965 provides authority for remote proceedings in House committees during a “covered period.” The Committee worked closely with the Committee on Rules, the Chief Administrative Officer (CAO), and House Information Resources (HIR) to develop options for holding committee proceedings on collaborative online platforms, such as Teams, Webex, and Zoom. Using these new options, as of December 17, 2020, House committees have held at least 529 events using some form of technology to permit remote or virtual participation, including:

- Held 169 entirely remote hearings;
- Held 130 hybrid hearings;
- Held 4 entirely remote markups;
- Held 36 hybrid markups; and
- Held scores of remote or hybrid briefings, forums, meetings, and roundtables.

The Committee also coordinated closely with CAO to ensure that Member and committee offices had the technology they would need to work remotely. That included getting thousands of laptops and tablets ordered, imaged, and delivered to offices at a time when there were significant issues with the supply chain. Using that hardware and the other technology tools available to House offices, Members and staff have been able to conduct a significant amount of work remotely, including as of December 17, 2020:

- More than 11,600 Zoom meetings;
- More than 6,000 Webex meetings;
- More than 327,900 Teams calls or meetings; and
- More than 16.8 million Teams chat messages.

In addition to working with other House offices to advance the adaptations discussed above, the Committee has also worked with the Attending Physician, CAO, Architect of the Capitol, and other legislative branch offices to ensure that in circumstances when Members and employees need to work in person, their workplaces are as safe as possible. For example, to ensure offices have access

⁷⁵*Id.*

⁷⁶*Id.*

to appropriate personal protective equipment (PPE), as of December 18, 2020, the Committee has worked with the CAO and Architect to acquire and distribute, to both D.C. and district offices, more than 5,900 canisters of wipes, more than 41,900 bottles of hand sanitizer, more than 689,900 pairs of gloves, and more than 697,700 masks. The Committee has also worked with these offices to handle more than 300 requests from offices for plexiglass, with delivery of nearly 700 items.

The Sergeant at Arms announced new procedures specific to Floor activity and voting, developed in consultation with the Attending Physician and leadership.⁷⁷ These procedures include limiting access to the Floor during debate to those Members who are scheduled to speak during debate, conducting votes by groups of Members, and maintaining “safe social distancing at all times.”⁷⁸ In addition, the Sergeant at Arms and Attending Physician have specifically cautioned for at least six months that with respect to activity on the Floor, **“Members who are ill with respiratory symptoms or fever are discouraged from attending.”**⁷⁹

These critical precautionary measures have been implemented to protect the safety of all who work in the Capitol. As a practical matter, however, this means that votes take longer than they would under “normal” conditions.⁸⁰ For example, each recorded vote can take 35 minutes or longer, and special cleaning protocols are in place between vote series.⁸¹ This has an overall impact on the House’s efficiency, but can also impact the amount of time available for legislative activity, particularly on complex bills, which in turn has an impact on the House’s options for considering amendments.⁸² It is of particular relevance to this discussion that a primary rationale in favor of adopting electronic voting in the House 50 years ago was to “significantly reduce the time required to vote,” as Members had long expressed concern about the time spent simply taking votes, including roll call votes that could take 45 minutes.⁸³ If the House adopted a remote voting system, as discussed in the following section, that could not only further protect the health and safety of legislative branch staff and Members, but improve House efficiency by reducing the amount of time needed to execute votes, as was the case when the House adopted electronic voting a half century ago.

For those situations when someone must physically be in the office, the Attending Physician has devised and recommends use of a simple self-screening inventory to be completed at home, before someone goes to the workplace. In addition, it has been, and remains, critical that people who are physically in the Capitol and House buildings wear a mask. The Attending Physician continues to emphasize that wearing a mask “is one of the simple, basic

⁷⁷ See e.g. Dear Colleague from Sergeant at Arms Paul D. Irving and Attending Physician Dr. Brian P. Monahan, “Procedures for Friday March 27, 2020,” Mar. 26, 2020.

⁷⁸ *Id.*

⁷⁹ *Id.* (emphasis original).

⁸⁰ See e.g. Noah Wofsy, REMOTE CONTROL: HOW THE LEGISLATIVE COUNSEL AND THE HOUSE OF REPRESENTATIVES OPERATE DURING THE PANDEMIC in LAWMAKING AROUND THE WORLD IN THE TIME OF COVID-19 (2020), available at <https://www.youtube.com/watch?v=G4f1MsxZ8mA&feature=youtu.be>.

⁸¹ *Id.*

⁸² *Id.*

⁸³ Jacob R. Straus, CONG. RES. SVC., ELECTRONIC VOTING IN THE HOUSE OF REPRESENTATIVES: HISTORY AND USAGE, June 13, 2011.

things all Americans must do.”⁸⁴ The Attending Physician has said clearly, “I expect all of you in the workplace—any time you are inside, in the company of another person—that you are wearing an approved face covering.”⁸⁵

Recently, and consistent with the repeated guidance of the Attending Physician and the CDC, the Speaker of the House announced that masks are not only “required at all times in the Hall of the House without exception, including while Members are under recognition,” and “reiterate[d] that this is a matter of order and decorum in the Chamber under clause 2 of rule I.”⁸⁶ Moreover, “To be clear, Members will not be recognized unless they are wearing a mask, and recognition will be withdrawn if they remove their mask while speaking.”⁸⁷ Fortunately, this announcement was made prior to the Member noted above speaking and voting on the floor while positive for COVID.⁸⁸

Remote Voting Study

In addition to all of the other adaptations discussed above, House Resolution 965 also directed that the “chair of the Committee on House Administration, in consultation with the ranking minority member, shall study the feasibility of using technology to conduct remote voting in the House, and shall provide certification to the House upon a determination that operable and secure technology exists to conduct remote voting in the House.”⁸⁹ The Committee followed the House’s direction by studying the issue of remote voting, including by reviewing the practices of other legislative bodies, at both the national and state levels; reviewing available technology; and conducting a public hearing. This review is focused specifically on the question of whether it is feasible to use technology for the House to conduct remote voting; it is not a review of the constitutionality of remote voting, the specific situations in which it might be employed, or individual products or platforms for remote voting.⁹⁰ The witnesses at that hearing—itsself conducted in a virtual online format—included a former Republican Speaker of the House and several technology experts.⁹¹ All of the witnesses concluded that remote voting is technologically feasible.

Accordingly, following the Committee’s review, the staff wrote a report which summarized the review and the hearing and concluded that:

⁸⁴ Dr. Brian P. Monahan, COVID-19 update (Sept. 17, 2020), available at <https://cha.house.gov/coronavirus>; Dr. Brian P. Monahan, Mask update (Oct. 27, 2020), available at <https://cha.house.gov/coronavirus>.

⁸⁵ *Id.*

⁸⁶ Announcement by the Speaker, 116th Congress, 166 CONG. REC. H7,158 (daily ed. Dec. 15, 2020).

⁸⁷ *Id.*

⁸⁸ *Supra* note 31; see also Celine Castronuovo, THE HILL, *South Carolina Republican tests positive for coronavirus hours after speaking on House floor*, Dec. 16, 2020, available at [<https://thehill.com/homenews/house/530602-south-carolina-republican-tests-positive-for-coronavirus-hours-after-speaking>]; see also;

⁸⁹ H. Res. 965, *supra* note 34.

⁹⁰ Comm. on Rules, *Authorizing Remote Voting by Proxy in the House of Representatives and Providing for Official Remote Committee Proceedings During a Public Health Emergency Due to a Novel Coronavirus, and For Other Purposes*, H. Rep. 116-420, 116th Cong., 2d Sess. (2020).

⁹¹ Comm. on House Admin., *Exploring the Feasibility and Security of Technology to Conduct Remote Voting in the House*: Hearing before the Comm. on House Administration (2020), available at <https://www.govinfo.gov/content/pkg/CHRG-116hhrg41953/pdf/CHRG-116hhrg41953.pdf> and <https://cha.house.gov/committee-activity/hearings/exploring-feasibility-and-security-technology-conduct-remote-voting>.

The COVID-19 pandemic has led to a devastating loss of life in the United States and impacted every aspect of American life. Given the clear impact that COVID-19 can have on the ability of the federal government to conduct legislative business and the continuing surge of the pandemic within the U.S., it is imperative that Congress be able to continue its work safely and securely.

The House has already taken several steps to ensure its continued ability to act during the crisis, including passing legislation and conducting oversight, while also protecting the health and safety of legislative branch staff. The authorization of directed proxy voting by Members on the Floor is one important step the House has taken to protect the health and safety of all legislative branch staff and Members. However, other important safety protocols, such as voting in groups and limiting the number of Members on the Floor at one time, have increased the amount of time it takes to conduct Floor votes. Remote voting could both provide additional health and safety benefits—both for those Members and staff in Washington, D.C., and those who may be in their districts—while improving House efficiency.

In light of the findings described above, including witness testimony from a former Speaker of the House and highly qualified technology experts, as well as a review of procedures adopted by other legislative bodies, this staff report concludes that operable and secure technology exists to permit the House to conduct remote voting, and that such a tool could be developed to further establish its flexibility and resiliency to operate during the pandemic.⁹²

Accordingly, the Chairperson authorized the release of the staff report and certified that such technology exists.⁹³

SELECT COMMITTEE ON THE MODERNIZATION OF CONGRESS

The Select Committee on the Modernization of Congress (SCMC) was established at the beginning of the 116th Congress as part of the H. Res. 6, the House Rules package. Originally authorized for the first session only, the SCMC was extended to the conclusion of the 116th Congress by H. Res. 695 which, in part, amended H. Res. 6. The SCMC, co-chaired by Representative Derek Kilmer of Washington and Representative Tom Graves of Georgia, counts among its Members the Chairperson and Ranking Member of the Committee.

The SCMC held a total of 16 hearings between March 2019 and February 2020 and held six markups to pass a total of 97 recommendations.⁹⁴

⁹² Comm. on House Admin., *Staff Report on Feasibility of Remote Voting in the United States House of Representatives Pursuant to House Resolution 965*, §5, 17, 116th Cong., 2d Sess. (2020), available at https://cha.house.gov/sites/democrats.cha.house.gov/files/2020_Feasibility%20of%20Remote%20Voting%20in%20the%20US_v4%20%281%29.pdf.

⁹³ Certification Submitted Pursuant to Section 5(a) of House Resolution 965, 116th Congress, 166 CONG. REC. H5,760 (daily ed. Nov. 16, 2020).

⁹⁴ Select Comm. on the Modernization of Congress, *Recommendations to Reclaim Congress' Article One Powers, Boost Staff Capacity, Improve the Schedule and Calendar, Improve the Budget* (Continued

The SCMC, although without legislative jurisdiction, was, with the passage of H. Res. 756 “the first select committee in recent history to effectively turn suggested reforms into legislative action.”⁹⁵ Under the jurisdiction of the Committee, H. Res. 756, the Moving Our Democracy and Congressional Operations Towards Modernization Resolution, was brought to the House floor on March 10, 2020, where it passed the House under suspension 395–13. H. Res. 756 included 24 of the SCMC’s recommendations.

WOMEN IN CONGRESS

In 2007, GPO published *Women in Congress, 1917–2006*. This edition was authorized by H. Con. Res. 66 (107th Congress) and was prepared under the direction of the Committee by the Office of History and Preservation, Office of the Clerk to update and revise an earlier edition, *Women in Congress, 1917–1990*.

During the first session of the 116th Congress, the Committee began working with the Clerk of the House’s Office of the Historian in order to revise the 2007 edition and include the historic number of women in the 116th Congress.

The Committee introduced H. Con. Res. 92, authorizing the printing of a revised and updated version of the House document entitled “Women in Congress, 1917–2006,” on February 26, 2020. This concurrent resolution was then agreed to by the House on July 30, 2020, and the Senate on September 15, 2020.

This updated version, *Women in Congress, 1917–2020* was published in December 2020. As Chairperson Lofgren wrote in the forward to this new edition:

As Chairperson of the Committee on House Administration, I felt that a new edition of this remarkable story of women in Congress was overdue. This history is a fascinating story of how legislative institutions and practices affected the women who first came here a century ago, while highlighting how women have changed and shaped those very institutions and practices in turn. It is a valuable history to all students of Congress, and all students of history. It is a story of how Congress wrestles to truly represent all Americans, while continuing the precedents and procedures that are important to it, working together to effectively meet the challenges of today and tomorrow.⁹⁶

EDUCATIONAL AND OUTREACH ACTIVITIES

Outreach and Communications

At the beginning of the 116th Congress, the Committee authorized a series of necessary measures to ensure the essential functions of the House of Representatives. These measures included authorizing the initial funding of the Members’ Representational Allowance and committee funds, establishing certain reimbursement rates and House fees, and providing guidance on up-coming caucus and conference retreats. In cooperation with the Assistant Speak-

et and Appropriations Process, Identify Administrative Inefficiencies and Improve Technology and Continuity, H. Rep. 116–561, 116th Cong., 2d Sess. (2020).

⁹⁵*Id.*

⁹⁶*Women in Congress, 1917–2020, supra*, pg. ix.

er's office, the Committee supported weekly freshman office chiefs-of-staff briefings focused on proper office operations.

Section 120 of P.L. 115–244 (132 Stat. 2897) established a separate fund for Members of Congress to pay interns in their Washington, D.C., offices subject to regulations promulgated by the Committee which were adopted on March 12, 2019.

Through both electronic Dear Colleagues and in-person forums the Committee briefed the House community and addressed frequently asked questions on the details of the newly adopted rules for the House Paid Internship Program. The Committee through the Spring and Summer of 2019 continued outreach through several initiatives.

The annual Summer Intern Lecture Series featured 42 prominent speakers and was attended by over 1,200 congressional interns. Additionally, working with congressional agency partners, the Committee developed and launched a district office outreach program to better connect district offices to resources available in Washington, D.C. The inaugural session took place in San Jose, California, with a subsequent event in St. Louis, Missouri.

The Committee also provided support and subject matter expertise in the development and execution of the annual district director fly-in which took place in Washington, D.C., during July 2019. In the Fall of 2019, the Committee drafted updated regulations regarding advance payments made at the end of a legislative year, which were adopted through Committee Resolution 116–13. The Committee replicated necessary measures to ensure the functions of the House of Representatives at the beginning of the second session of the 116th Congress including authorizing the initial funding of the MRA and committee funds, establishing certain reimbursement rates and House fees, and providing guidance on up-coming caucus and conference retreats.

Normal outreach and education were disrupted by the onset of the COVID–19 pandemic. The Committee focused efforts on providing Members and staff with appropriate resources needed to maintain office functions in a remote work environment. Throughout the Spring and Summer of 2020, the Committee ensured Members and staff had access and funding for safe alternative commuting options, tele-work resources and support, personal protective equipment, and home health screening tools. This was subsequently reflected in the adoption of Committee Resolution 116–24 on November 10, 2020. In the Fall of 2020, the Committee turned its attention to the development and support of both contested elections training and the New Member Orientation Program. The Committee continues to plan for the necessary measures that must be executed at the beginning of the 117th Congress ensuring the House of Representatives has resources needed to perform official duties.

New Member Orientation

The Committee is responsible for planning and executing the New Member Orientation (NMO) program, along with the travel and logistics for newly-elected Members of Congress, designated aides, and, for the first time, paid transition aides. The program was held in two phases: November 12, 2020–November 21, 2020

and November 29, 2020–December 5, 2020. At 17 days, this was the longest NMO in the history of the House of Representatives.

Over the course of NMO, Members-elect, along with their aides, participated in more than 20 bipartisan briefings. These briefings were provided by current Members, senior staff, House Officers, institutional staff and others. Programming included: Operating a Congressional Office During the COVID-19 Pandemic; Physical and Cyber Security; Best Practices for Hiring Staff; Office Setup, the Members Representational Allowance and Leases; Introduction to the House Floor; Legal Liabilities; Responsibilities as an Employer; Workplace Rights and Responsibilities; Effective Constituent Services; Connecting the D.C. Office to the District Office; Legislative Process; Drafting Legislation; Understanding the House Floor and Committees; Office Lottery Overviews; Ethics Training; Decorum and Bipartisanship; Advice from Current Freshmen Members; Overview of Public Health Issues for the 117th Congress; Economic Impacts of COVID-19; Overview of the Federal Budget Process; and Congress and the Courts.

In addition to participating in the briefings described above, aides participated in programming specifically designed for staff. This programming included the following briefings: November to January Transition Timetable; Creating a Diverse and Inclusive Workplace; Managing Your Workforce During the Pandemic; and Office Structure and Business Processes.

As referenced above, aide briefings were provided both to designated aides and the newly authorized paid transition aides. Paid transition aides were a recommendation of the Select Committee on Modernization implemented by the Chief Administrative Officer in coordination with the committee. Transition aides are House employees, paid by the Chief Administrative Officer, dedicated to assisting Members-elect with office setup tasks. They are paid by the Chief Administrative Officer and act as the primary liaison between Members-elect and House support offices. In total, 52 transition aides participated in NMO.

Notably, NMO took place amid the COVID-19 pandemic, at a time when cases across the nation were spiking. As such, the committee consulted extensively with the Office of Attending Physician to ensure all committee-planned NMO activities were conducted safely. All bipartisan committee-planned briefings and other activities were streamed online via Webex, allowing for completely virtual participation for Members and presenters who wished to attend remotely.

The Committee spearheaded a new initiative, one recommended by the Select Committee on the Modernization of Congress to require presentations, along with myriad videos from House Officers and institutional partners be recorded and uploaded to a dedicated website so that Members and aides could access them at their convenience. This initiative will begin to build an easily-accessible knowledge base for Members and staff.

For Members-elect participating in person, the Capitol Visitor Center Congressional Auditorium was configured such that seats for both Members-elect and participants were appropriately distanced. To ensure individuals were appropriately spaced, aides viewed all presentations via simulcast across three additional rooms within the Capitol Visitor Center. In addition, hotel accom-

modations, meals and transportation provided under direction of the committee were all facilitated pursuant to relevant direction and guidance from the Office of Attending Physician.

Congressional Summer Intern Lecture Series

The Congressional Summer Intern Lecture Series is a bipartisan, bicameral effort coordinated annually by the Committee on House Administration and the Senate Committee on Rules and Administration. Started by former Representatives Gerald Ford and Donald Rumsfeld in the 1960s, both committees extend invitations, mostly to current and former government and military officials, policy experts, and media personalities, to speak to congressional interns. The First and Second Session Lectures were conducted in contrasting manners due to the COVID-19 pandemic.

The First Session Lecture series was conducted in the traditional manner. A total of 42 lectures were held over the seven-week period between June 10, 2019, and July 26, 2019. Notable lectures from the 2019 Lecture Series included the Director of the Centers for Disease Control and Prevention, Dr. Robert R. Redfield; the Speaker of the House, Nancy Pelosi; House Republican Leader, Kevin McCarthy; House Minority Whip, Steve Scalise; political commentator and former talk show host, Greta Van Susteren; political journalists Jake Sherman and Anna Palmer; the Librarian of Congress, Dr. Carla Hayden; NASA Administrator, Jim Bridenstine; and United States Department of Transportation Secretary, Elaine L. Chao.

Due to the COVID-19 pandemic, the Second Session Lecture Series was held virtually for the first time. In order to ensure the health, safety and security of this unique intern experience, less invites were extended. The virtual experience allowed for Interns and Member's to partake in a private, off the record lecture series, while maintaining their health and safety. A total of 30 lectures were held over a five-week period between June 30, 2020, and July 31, 2020, with a lecture nearly every day during that time. Notable speakers from this year's series included the Speaker of the House, Nancy Pelosi; the Librarian of Congress, Dr. Carla Hayden; and several House and Senate Chairs and Members.

HOUSE PAID INTERNSHIP PROGRAM

Pursuant to section 120 of Public Law 115-244, the Energy and Water, Legislative Branch, and Military and Veterans Affairs Appropriations Act, 2019 and H. Rept. 115-929, the Conference Report to accompany H.R. 5895, on March 12, 2019, the Committee on House Administration adopted Committee Resolution 116-8 providing up to \$20,000 per Member office for the sole purpose of paid internships in Washington, D.C., known as the House Paid Internship Program. The paid internship positions authorized under this provision did not count against the number of employees who may be employed by a Member of the House under 2 U.S.C. § 5321.

Subsequently, on May 5, 2020, the Committee adopted Committee Resolution 116-19 authorizing \$25,000 per Member office for interns participating in this program and allowing interns to be based in the Washington, D.C., or a Member's district office. These interns continue to not count against the Member's employee staff ceiling. Additionally, in the event of a vacancy in office, the Com-

mittee authorized amounts to be made available to the succeeding Member on a prorated basis as determined by the Committee. Furthermore, the Committee directed the CAO to report in the Statement of Disbursements payments from the applicable House accounts in a manner that accurately reflects the employing office of individuals employed through the House Paid Internship Program. The CAO was also directed to develop a payroll authorization form for this program and include program participants on the monthly payroll certification of the Member office that has authorized the internship. Finally, the CAO was directed to provide offices a monthly update on the balance of their allotment and submit a semiannual report to the Committee on both total usage of the authorization by Member offices and usage by Washington, D.C., and district offices.

COMMITTEE HEARINGS AND MEETINGS

Hearings

Listening Session on Voting Rights and Elections in Brownsville, Texas

Full Committee

February 4, 2019

Witnesses:

Mr. Rolando Rios, Esq.; Mr. George Korbel, Esq.; Mr. Matthew McCarthy, ACLU Foundation of Texas; Mr. Chad Dunn, Esq.; and Ms. Mimi Marziani, Esq., President, Texas Civil Rights Project

For the People: Our American Democracy

Full Committee

February 14, 2019

Witnesses:

Chiraag Bains, Director of Legal Strategies, Demos; Wendy Weiser; Director, Democracy Program, Brennan Center for Justice at NYU School of Law; Fred Wertheimer, President, Democracy 21; The Honorable Kim Wyman, Secretary of State, State of Washington; Panel two: Alejandro Rangel-Lopez, Student; Peter Earle, Wisconsin Civil Rights Trial Lawyer; Brandon A. Jessup, Data Science and Information Systems Professional; Executive Director, Michigan Forward; and David Keating, President, Institute For Free Speech

Voting Rights and Election Administration in Georgia

Subcommittee on Elections—Field Hearing, Atlanta, Georgia

February 19, 2019

Witnesses:

Stacey Abrams, CEO and Founder, Fair Fight Action; Panel 2: Gilda Daniels, Director of Litigation, Advancement Project; Sean Young, Legal Director, Georgia ACLU; Stacey Hopkins, Voter, Fulton County GA; and Cliff Albright, Cofounder, Black Votes Matter.

Committee Funding for the 116th Congress

Full Committee

March 12, 2019

Witnesses:

Hon. Elijah E. Cummings, Chairman, Committee on Oversight and Reform, U.S. House of Representatives; and Hon. Jim Jordan, Ranking Member, Committee on Oversight and Reform, U.S. House of Representatives.

House Officer Priorities for 2019 and Beyond

Full Committee

April 9, 2019

Witnesses:

Hon. Cheryl L. Johnson, Clerk of the U.S. House of Representatives; Hon. Paul D. Irving, Sergeant at Arms, U.S. House of Representatives; Hon. Philip G. Kiko, Chief Administrative Officer, U.S. House of Representatives; and Hon. Michael T. Ptasienski, Inspector General, U.S. House of Representatives.

Voting Rights and Election Administration in the Dakotas

Subcommittee on Elections—Field Hearing, Fort Yates, North Dakota

April 16, 2019

Witnesses:

Ms. Alysia LaCounte, General Counsel, on behalf of Turtle Mountain Band of Chippewa; Ms. Myra Pearson, Chairwoman, Spirit Lake Tribe; Mr. Charles Walker, Councilman at Large, on behalf of Standing Rock Sioux Tribe; Mr. Roger White Owl Chief Executive Officer, on behalf of Mandan, Hidatsa & Arikara Nation; Ms. Ruth Buffalo, Representative, North Dakota House of Representatives; Ms. Jacqueline De León, Staff Attorney, Native American Rights Fund; Ms. Prairie Rose Seminole Community Organizer; Ms. Donita Loudner, former Buffalo County Commissioner; Ms. Peri Pourier, Representative, South Dakota House of Representatives; and Mr. O.J. Semans Sr., Co-Executive Director, Four Directions, Inc.

Voting Rights and Election Administration in North Carolina

Subcommittee on Elections—Field Hearing, Weldon, North Carolina

April 18, 2019

Witnesses:

Dr. William Barber II, President and Senior Lecturer, Repairers of the Breach; Hon. Dan Blue, Minority Leader, North Carolina Senate; Mr. Irving L. Joyner, Professor of Law, North Carolina Central University School of Law; Mr. Tomas Lopez, Executive Di-

rector, Democracy North Carolina; Ms. Caitlin Swain, Co-Director, Forward Justice; and Ms. Patricia Timmons-Goodson, Vice-Chairwoman, U.S. Commission on Civil Rights.

Voting Rights and Election Administration in Ohio

Subcommittee on Elections—Field Hearing, Cleveland, Ohio

April 25, 2019

Witnesses:

Ms. Naila Awan, Senior Counsel, Demos; Mr. Mike Brickner, Ohio State Director, All Voting is Local; Ms. Inajo D. Chappell, Member, Cuyahoga County Board of Elections; Mr. Daniel Ortiz, Outreach Director, Policy Matters Ohio; Mr. Tom Roberts, President, Ohio Conference of the NAACP; and Ms. Elaine Tso, Interim Co-Chief Executive Officer, Asian Services in Action

Voting Rights and Election Administration in Florida

Subcommittee on Elections—Field Hearing, Fort Lauderdale, Florida

May 6, 2019

Witnesses:

Ms. Marleine Bastien, Founder and Executive Director, Fanm Ayisyen Nan Miyimi, Inc.; Ms. Nancy Batista, Florida State Director, Mi Familia Vota; Mr. Andrew Gillum, Chair, Forward Florida; Ms. Anjenys Gonzalez-Eilert, Executive Director, Common Cause Florida; Mr. Juan Cartagena, President and Senior Counsel, Latino Justice PRL DEF; Ms. Judith Browne Dianis, Executive Director, Advancement Project; Ms. Karen Wilkerson, League of Women Voters of Florida, and Mr. Logan Churchwell, Communication and Research Director, Public Interest Legal Foundation

Election Security

Full Committee

May 8, 2019

Witnesses:

Hon. Jocelyn Benson, Secretary of State, State of Michigan; Mr. Joseph L. Hall, Chief Technologist and Director, Center for Democracy and Technology; Hon. John Merrill, Secretary of State, State of Alabama; Mr. Larry Norden, Deputy Director, Brennan Center's Democracy Program; and Ms. Marian Schneider, President, Verified Voting Foundation.

Voting Rights and Election Administration in Alabama

Subcommittee on Elections—Field Hearing, Birmingham, Alabama

May 13, 2019

Witnesses:

Mr. James Blacksher, Attorney; Ms. Jenny Carroll, Professor of Law, University of Alabama Hugh F. Culverhouse Jr. School of Law; Mr. Ernest Montgomery, Council Member, Calera City Coun-

cil; Ms. Nancy Abudu, Deputy Legal Director, Voting Rights, Southern Poverty Law Center; Mr. Scott Douglas, Executive Director, Greater Birmingham Ministries; Ms. Isabel Rubio, Executive Director, Hispanic Interest Coalition of Alabama; and Mr. Benard Simelton Sr., President, Alabama Conference of the NAACP.

Oversight of the Election Assistance Commission

Full Committee

May 21, 2019

Witnesses:

Hon. Thomas Hicks, Commissioner, Election Assistance Commission; Hon. Benjamin Hovland, Commissioner Vice Chair, Election Assistance Commission; Hon. Christy McCormick, Commissioner and Chairwoman, Election Assistance Commission; and Hon. Don Palmer, Commissioner, Election Assistance Commission.

Oversight of the Congressional Research Service

Full Committee

June 20, 2019

Witnesses:

Mary B. Mazanec, Director, Congressional Research Service; and Susan Thaul, Ph.D., President, Congressional Research Employees Association

Oversight of the United States Capitol Police

Full Committee

July 16, 2019

Witnesses:

Hon. Paul D. Irving, Sergeant at Arms, U.S. House of Representatives; Mr. Steven A. Sund, Chief of Police, United States Capitol Police; Mr. Michael A. Bolton, Inspector General, United States Capitol Police; and Mr. Gus Papathanasiou, Chairman, U.S. Capitol Police Labor Committee.

Oversight of the Renovations of the Cannon House Office Building

Full Committee

September 10, 2019

Witnesses:

Mr. Brian A. Abt, Chief Executive Officer, Mid Atlantic Region, Clark Construction, LLC., Washington, D.C.; Mr. Thomas J. Carroll III, Acting Architect of the Capitol, Washington, D.C.; Mr. Terrell Dorn Managing Director, Infrastructure Operations, Government Accountability Office, Washington, D.C.; and Mr. Christopher P. Failla, Architect of the Capitol Inspector General, Washington, D.C.

Oversight of the Smithsonian Institution

Full Committee

September 18, 2019

Witnesses:

Mr. Lonnie G. Bunch III, Secretary, Smithsonian Institution, Washington, D.C.; and Ms. Cathy L. Helm, Inspector General, Smithsonian Institution, Washington, D.C.

Voting Rights and Election Administration in Arizona

Subcommittee on Elections—Field Hearing, Phoenix, Arizona

October 1, 2019

Witnesses:

Ms. Montserrat Arredondo, One Arizona; Ms. Patricia Ferguson-Bohnee, Professor of Law, Indian Legal Clinic, ASU Law School; Mr. Alex Gulotta, Arizona State Director, All Voting Is Local; Mr. Darrell Hill, Policy Director, ACLU of Arizona; The Honorable Stephen Roe Lewis, Governor, Gila River Indian Community; The Honorable Jonathan Nez, President, The Navajo Nation; The Honorable Michelle Ugenti-Rita, State Senator, State Senate of Arizona; and Ms. Lorena C. Van Assche, Arizona State Advisory Committee, U.S. Commission on Civil Rights

Voting Rights and Election Administration in America

Subcommittee on Elections

October 17, 2019

Witnesses:

Ms. Barbara Arnwine, National Co-Chair, National Commission for Voter Justice; Ms. Michelle Bishop, Voting Rights Specialist, National Disability Rights Network; Ms. Kristen Clarke, President & Executive Director, Lawyers' Committee for Civil Rights Under Law; Ms. Hannah Fried, Director, All Voting Is Local; Mr. Dale Ho, Director, Voting Rights Project; Ms. Virginia Kase, Chief Executive Officer, League of Women Voters; The Honorable Catherine E. Lhamon, Chair, U.S. Commission on Civil Rights; Ms. Denise Lieberman, Senior Attorney & Program Director, Power & Democracy, Advancement Project; Ms. Elena Nunez, Director of State Operations & Ballot Measure Strategies, Common Cause; Mr. Deuel Ross, Senior Counsel, NAACP Legal Defense Fund; Mr. Thomas Saenz, President & General Counsel, MALDEF; Mr. Arturo Vargas, Chief Executive Officer, NALGO Educational Fund; Mr. Michael Waldman, President, Brennan Center for Justice; Ms. Brenda Wright, Senior Advisor for Legal Strategies, Demos; and Mr. John C. Yang, President & Executive Director, Asian Americans Advancing Justice

Member Day: Committee on House Administration

Full Committee

November 21, 2019

Witnesses:

Hon. Derek Kilmer, Member of Congress, Washington D.C.; Hon. Tom Graves, Member of Congress, Washington D.C.; Hon. Dean Phillips, Member of Congress, Washington D.C.; Hon. Tom Rice, Member of Congress, Washington D.C.; Hon. Mark Takano, Member of Congress, Washington D.C.; Hon. Pete Olson, Member of Congress, Washington D.C.; Hon. Justin Amash, Member of Congress, Washington D.C., Statement for the Record; Hon. Tony Cárdenas, Member of Congress, Washington D.C., Statement for the Record; Hon. Anna G. Eshoo, Member of Congress, Washington D.C., Statement for the Record; Hon. Brian K. Fitzpatrick, Member of Congress, Washington D.C., Statement for the Record; Hon. Carol D. Miller, Member of Congress, Washington D.C., Statement for the Record; Hon. Seth Moulton, Member of Congress, Washington D.C., Statement for the Record; Hon. Stacey E. Plaskett, Member of Congress, Washington D.C., Statement for the Record; Hon. José E. Serrano, Member of Congress, Washington D.C., Statement for the Record; and Hon. Haley M. Stevens, Member of Congress, Washington D.C., Statement for the Record.

2020 Election Security-Perspectives from Voting System Vendors and Experts

Full Committee

January 9, 2020

Witnesses:

Mr. Matt Blaze, Professor of Law, Georgetown University Law Center, Washington, D.C.; Mr. Tom Burt, President and CEO, Election Systems & Software, Omaha, NE; Mr. Mike Gianasi, County Clerk and Recorder, Christian County of Illinois, Taylorville, Illinois; Dr. Juan Gilbert, Andrew Banks Family Preeminence Endowed Professor & Chair, University of Florida, Gainesville, FL; Ms. Liz Howard, Counsel, Brennan Center for Justice, Washington, D.C.; Ms. Julie Mathis, President and CEO, Hart InterCivic, Austin, TX; The Honorable Donald Palmer, Commissioner, Election Assistance Commission, Silver Spring, Maryland; Mr. John Poulos, President and CEO, Dominion Voting Systems, Denver, CO; and Rev. T. Anthony Spearman, President, North Carolina NAACP, Greensboro, North Carolina

Oversight of the Smithsonian Institution: Opportunities for Growth by Honoring Latino Americans and Asian Pacific Americans

Full Committee

February 5, 2020

Witnesses:

Hon. José E. Serrano, Member of Congress, Washington D.C.; Hon. Will Hurd, Member of Congress, Washington D.C.; Hon. Grace Meng, Member of Congress, Washington D.C.; Mr. Lonnie G. Bunch III, Secretary, Smithsonian Institution, Washington, D.C.; Dr. Beth Lew-Williams, Associate Professor of History, Princeton University, Princeton, New Jersey; Mr. Henry Munoz, Chair, National Museum of the American Latino Commission, Washington, D.C.; Dr. Eric Petersen, Specialist in American National Government, Congressional Research Service, Washington, D.C.; and Ms. Lisa Sasaki, Director, Smithsonian Asian Pacific American Center, Washington, D.C.

Native American Voting Rights: Exploring Barriers and Solutions

Subcommittee on Elections

February 11, 2020

Witnesses:

Ms. Jacqueline De Leon, Staff Attorney, Native American Rights Fund, Boulder, CO; Mrs. Patricia Ferguson-Bohnee, Director, Indian Legal Clinic, Sandra Day O' Connor College of Law, Phoenix, AZ; Mr. Leonard Forsman, Chairman, Suquamish Tribe, Suquamish, WA; The Honorable Ben Ray Luján, Member of Congress, Washington D.C.; Ms. Doreen McPaul, Attorney General, Navajo Nation; Mr. Elvis Norquay, Member, Turtle Mountain Reservation, Rolla, ND; and Ms. Amber Torres, Chairperson, Walker River Paiute Tribe

Oversight of The Government Publishing Office

Full Committee

March 3, 2020

Witnesses:

Mr. Hugh Halpern, Director, Government Publishing Office, Washington, D.C.; Ms. Laurie Hall, Superintendent of Documents, Government Publishing Office, Washington, D.C.; and Mr. Michael P. Leary, Inspector General, Government Publishing Office, Washington, D.C.

The Impact of COVID-19 on Voting Rights and Election Administration: Ensuring Safe and Fair Elections

Subcommittee on Elections

June 11, 2020

Witnesses:

Hon. Marcy Kaptur, Member of Congress, Washington D.C.; Hon. Gwen Moore, Member of Congress, Washington D.C.; Ms. Kristen Clarke, President & Executive Director, Lawyers' Committee for Civil Rights Under Law; Mr. Mark Dimondstein, President, American Postal Workers Union; Ms. Sherrilyn Ifill, President & Director—Counsel, NAACP Legal Defense & Educational Fund, Inc.; Mr. Lawrence Norden, Director, Election Reform, Democracy, Brennan Center for Justice; Hon. R. Kyle Ardoin, Secretary of State, State of Louisiana; and Hon. John H. Merrill, Secretary of State, State of Alabama

Exploring the Feasibility and Security of Technology to Conduct Remote Voting in the House

Full Committee

July 17, 2020

Witnesses:

Hon. Cheryl L. Johnson, Clerk of the U.S. House of Representatives; William Crowell, Partner, Alsop Louie Partners; Newt Gingrich, Former Speaker of the House; Jon Green, Vice President and Chief Security Technologist, Aruba Networks; Dr. Ronald L. Rivest, Institute Professor, MIT Computer Science and Artificial Intelligence Lab; Dr. Aviel Rubin, Professor and Technical Director, The Johns Hopkins University Information Security Institute; and Dr. David Wagner, Professor, Computer Science Division, University of California, Berkeley

Voting Rights and Election Administration in the U.S. Virgin Islands and Other Territories

Subcommittee on Elections

July 28, 2020

Witnesses:

Hon. Stacey E. Plaskett, Member of Congress, Washington D.C.; Hon. Jenniffer González-Colón, Member of Congress, Washington D.C.; Hon. Michael F. Q. San Nicolas, Member of Congress, Washington D.C.; Hon. Gregorio Kilili Camacho Sablan, Member of Congress, Washington D.C.; Mr. Gerard Emanuel, Retired Educator; Dr. Gwen-Marie Moolenaar, President, League of Women Voters of the Virgin Islands; and Neil Weare, President and Founder, Equally American Legal Defense & Education Fund

Voting Safely in a Pandemic

Full Committee

August 28, 2020

Witnesses:

Hon. Donald L. Palmer, Commissioner, U.S. Election Assistance Commission; Hon. Alex Padilla, Secretary of State, State of California; Ms. Julie Wise, King County Director of Elections, State of Washington; Ms. Vanita Gupta, President and Chief Executive Officer, The Leadership Conference on Civil & Human Rights; and Ms. Amber McReynolds, Chief Executive Officer, National Vote at Home Institute

Voting Rights and Election Administration: Combatting Misinformation in the 2020 Election

Subcommittee on Elections

October 6, 2020

Witnesses:

Hon. Benjamin Hovland, Commissioner, U.S. Election Assistance Commission; Hon. Jena Griswold, Secretary of State, State of Colorado; Ms. Inajo Davis Chappell, Member, Board of Elections, Cuyahoga County, Ohio; and Mr. Spencer Overton, President, Joint Center for Political and Economic Studies

Meetings

Markup of H.R. 1 or a related measure, and for other purposes

February 26, 2020

Markup of Committee Resolution 116–08

March 12, 2019

Markup of H. Res. 245 and Committee Resolution 116–09

March 25, 2019

Markup of H.R. 2722, the SAFE Act

June 21, 2019

Markup of H.R. 4617 Stopping Harmful Interference In Elections For A Lasting Democracy Act (SHIELD Act)

October 16, 2019

Markup of H.R. 1980

November 12, 2019

COMMITTEE RESOLUTIONS

The Committee passed 24 resolutions over the course of the 116th Congress. These resolutions are reprinted in Appendix I—Committee Resolutions.

APPENDIX I – COMMITTEE RESOLUTIONS

Committee Resolution 116-01

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-01

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

Rules of the Committee on House Administration

116th Congress

Rule No. 1 – GENERAL PROVISIONS

- (a) The Rules of the House of Representatives are the rules of the Committee so far as applicable, except that a motion to recess from day to day is a privileged motion in the Committee.
- (b) The Committee is authorized at any time to conduct such investigations and studies as it may consider necessary or appropriate in the exercise of its responsibilities under rule X of the Rules of the House of Representatives and, subject to the adoption of expense resolutions as required by clause 6 of rule X of the Rules of the House of Representatives, to incur expenses (including travel expenses) in connection therewith.
- (c) The Committee is authorized to have printed and bound testimony and other data presented at hearings held by the Committee, and to make such information available to the public. All costs of stenographic services and transcripts in connection with any meeting or hearing of the Committee shall be paid from the appropriate House account.
- (d) The Committee shall submit to the House, not later than January 2 of each odd-numbered year, a report on the activities of the committee under rules X and XI of the Rules of the House of Representatives.
- (e) The Committee's rules shall be made publicly available in electronic form and published in the Congressional Record not later than 60 days after the Committee is elected in each odd-numbered year.

Rule No. 2 – REGULAR AND SPECIAL MEETINGS

- (a)(1) The regular meeting date of the Committee shall be the second Tuesday of every month when the House is in session in accordance with clause 2(b) of rule XI of the Rules of the House of Representatives. If the House is not in session on the second Tuesday of a month, the regular meeting date shall be the third Tuesday of that month.
- (2) Additional meetings may be called by the Chairperson of the full Committee as the Chairperson considers necessary, or at the request of a majority of the members of the Committee in accordance with clause 2(c) of rule XI of the Rules of the House of Representatives.

(3) The determination of the business to be considered at each meeting shall be made by the Chairperson subject to clause 2(c) of rule XI of the Rules of the House of Representatives. A regularly scheduled meeting may be dispensed with if, in the judgment of the Chairperson, there is no need for the meeting.

(b) If the Chairperson is not present at any meeting of the Committee, the ranking member of the majority party who is present shall preside at the meeting.

(c) The Chairperson, in the case of meetings to be conducted by the Committee shall make public announcement of the date, place, and subject matter of any meeting to be conducted on any measure or matter. Such meeting shall not commence earlier than the third calendar day (excluding Saturdays, Sundays, or legal holidays except when the House is in session on such a day) on which members have notice thereof. If the Chairperson, with the concurrence of the ranking minority member, determines that there is good cause to begin the meeting sooner, or if the Committee so determines by majority vote, a quorum being present, the Chairperson shall make the announcement at the earliest possible date. The announcement shall promptly be made publicly available in electronic form and published in the Daily Digest.

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

Rule No. 3 – OPEN MEETINGS

As required by clause 2(g), of rule XI of the Rules of the House of Representatives, each meeting for the transaction of business, including the markup of legislation of the Committee shall be open to the public except when the Committee in open session and with a quorum present determines by record vote that all or part of the remainder of the meeting on that day shall be closed to the public because disclosure of matters to be considered would endanger national security, would compromise sensitive law enforcement information, or would tend to defame, degrade or incriminate any person, or otherwise would violate any law or rule of the House. Provided, however, that no person other than members of the Committee, and such congressional staff and such other persons as the Committee may authorize, shall be present in any business or markup session which has been closed to the public. To the maximum extent practicable, the Chairperson shall cause to be provided audio and video coverage of each hearing or meeting that allows the public to easily listen to and view the proceedings and maintain the recordings of such coverage in a manner that is easily accessible to the public.

Rule No. 4 – RECORDS AND ROLLCALLS

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

(2) The result of each record vote in any meeting of the Committee shall be made available for inspection by the public at reasonable times at the Committee offices, including a description of the amendment, motion, order or other proposition; the name of each member voting for and against; and the members present but not voting.

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

member voting against such amendment, motion, order, or proposition, and the names of those members of the Committee present but not voting.

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

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

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

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

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

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

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

Rule No. 5 – PROXIES

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

Rule No. 6 – POWER TO SIT AND ACT; SUBPOENA POWER

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

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

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

(b)(1) A subpoena may be authorized and issued by the Chairperson of the full Committee, in accordance with clause 2(m) of rule XI of the House of Representatives, in the conduct of any investigation or activity or series of investigations or activities within the jurisdiction of the Committee, following consultation with the ranking minority member.

(2) In addition, a subpoena may be authorized and issued by the Committee in accordance with clause 2(m) of rule XI of the Rules of the House of Representatives, in the conduct of any

investigation or activity or series of investigations or activities, when authorized by a majority of the Members voting, a majority of the Committee being present. Authorized subpoenas shall be signed by the Chairperson or by any Member designated by the Committee.

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

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

Rule No. 7 – QUORUMS

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

Rule No. 8 – AMENDMENTS

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

Rule No. 9 – HEARING PROCEDURES

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

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

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

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

(e) Committee members may question witnesses only when they have been recognized by the Chairperson for that purpose, and only for a 5-minute period until all members present have had an

opportunity to question a witness. The 5-minute period for questioning a witness by any one member can be extended as provided by clause 2(j) of Rule XI of the Rules of the House of Representatives. The questioning of a witness in Committee hearings shall be initiated by the Chairperson, followed by the ranking minority member and all other members alternating between the majority and minority. In recognizing members to question witnesses in this fashion, the Chairperson shall take into consideration the ratio of the majority to minority members present and shall establish the order of recognition for questioning in such a manner as not to disadvantage the members of the majority. The Chairperson may accomplish this by recognizing two majority members for each minority member recognized.

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

- (1) The Chairperson at a hearing shall announce in an opening statement the subject of the investigation.
- (2) A copy of the Committee rules and this clause shall be made available to each witness as provided by clause 2(k)(2) of rule XI of the Rules of the House of Representatives.
- (3) Witnesses at hearings may be accompanied by their own counsel for the purpose of advising them concerning their constitutional rights.
- (4) The Chairperson may punish breaches of order and decorum, and of professional ethics on the part of counsel, by censure and exclusion from the hearings; and the Committee may cite the offender to the House for contempt.
- (5) If the Committee determines that evidence or testimony at a hearing may tend to defame, degrade, or incriminate any person, it shall--
 - (A) afford such person an opportunity voluntarily to appear as a witness;
 - (B) receive such evidence or testimony in executive session; and
 - (C) receive and dispose of requests from such person to subpoena additional witnesses.
- (6) Except as provided in paragraph (5) of this subsection, the Chairperson shall receive, and the Committee shall dispose of, requests to subpoena additional witnesses.
- (7) No evidence or testimony taken in executive session may be released or used in public sessions without the consent of the Committee.
- (8) In the discretion of the Committee, witnesses may submit brief and pertinent sworn statements in writing for inclusion in the record. The Committee is the sole judge of the pertinence of testimony and evidence adduced at its hearing.
- (9) A witness may obtain a transcript copy of his testimony given at a public session or, if given at an executive session, when authorized by the Committee.

Rule No. 10 – PROCEDURES FOR REPORTING MEASURES OR MATTERS

- (a)(1) It shall be the duty of the Chairperson to report or cause to be reported promptly to the House any measure approved by the Committee and to take or cause to be taken necessary steps to bring the matter to a vote.
- (2) In any event, the report of the Committee on a measure which has been approved by the Committee shall be filed within 7 calendar days (exclusive of days on which the House is not in session) after the day on which there has been filed with the clerk of the Committee a written

request, signed by a majority of the members of the Committee, for the reporting of that measure. Upon the filing of any such request, the clerk of the Committee shall transmit immediately to the Chairperson notice of the filing of that request.

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

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

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

(d)(1) If, at the time any measure or matter is ordered reported by the Committee, any member of the Committee gives notice of intention to file supplemental, minority, additional, or dissenting views, that member shall be entitled to not less than two additional calendar days after the day of such notice, commencing on the day on which the measure or matter(s) was approved, excluding Saturdays, Sundays, and legal holidays, in which to file such views, in writing and signed by that member, with the clerk of the Committee.

(2) All such views so filed by one or more members of the Committee shall be included within, and shall be a part of, the report filed by the Committee with respect to that measure or matter.

(3) The report of the Committee upon that measure or matter shall be printed in a single volume which –

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

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

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

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

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

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

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

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

Rule No. 11 – COMMITTEE OVERSIGHT

(a) The Committee shall conduct oversight of matters within the jurisdiction of the Committee in accordance with clauses 2 and 4 of rule X of the Rules of the House of Representatives.

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

Rule No. 12 – REVIEW OF CONTINUING PROGRAMS; BUDGET ACT PROVISIONS

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

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

(c) The Committee shall, in accordance with clause 4(f)(1) of rule X of the Rules of the House of Representatives, submit to the Committee on the Budget (1) its views and estimates with respect to all matters to be set forth in the concurrent resolution on the budget for the ensuing fiscal year which are within its jurisdiction or functions, and (2) an estimate of the total amounts of new budget authority, and budget outlays resulting there from, to be provided or authorized in all bills and resolutions within its jurisdiction which it intends to be effective during that fiscal year.

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

Rule No. 13 – BROADCASTING OF COMMITTEE HEARINGS AND MEETINGS

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

Rule No. 14 – COMMITTEE STAFF

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

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

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

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

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

Rule No. 15 – TRAVEL OF MEMBERS AND STAFF

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

- (1) The purpose of the travel;
- (2) The dates during which the travel will occur;
- (3) The locations to be visited and the length of time to be spent in each; and
- (4) The names of members and staff seeking authorization.

(b)(1) In the case of travel outside the United States of members and staff of the Committee for the purpose of conducting hearings, investigations, studies, or attending meetings and conferences involving activities or subject matter under the legislative assignment of the committee, prior authorization must be obtained from the Chairperson. Before such authorization is given, there shall be submitted to the Chairperson, in writing, a request for such authorization. Each request, which shall be filed in a manner that allows for a reasonable period of time for review before such travel is scheduled to begin, shall include the following:

- (A) the purpose of the travel;
- (B) the dates during which the travel will occur;
- (C) the names of the countries to be visited and the length of time to be spent in each;
- (D) an agenda of anticipated activities for each country for which travel is authorized together with a description of the purpose to be served and the areas of committee jurisdiction involved; and
- (E) the names of members and staff for whom authorization is sought.

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

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

Rule No. 16 – STAFF DEPOSITION AUTHORITY

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

Rule No. 17 – NUMBER AND JURISDICTION OF SUBCOMMITTEES

(a) There shall be one standing subcommittee, with party ratios of members as indicated. The subcommittee shall have jurisdiction as stated by these rules, may conduct oversight over such subject matter, and may consider such legislation as may be referred to them by the Chairperson. The name and jurisdiction of the subcommittee shall be:

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

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

(c) The Chairperson may establish and appoint members to serve on task forces, panels, special, or select subcommittees of the Committee, to perform specific functions for limited periods of time, as the Chairperson deems appropriate.

RULE NO. 18 – REFERRAL OF LEGISLATION TO SUBCOMMITTEES

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

RULE NO. 19 – POWERS AND DUTIES OF SUBCOMMITTEES

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

Rule No. 20 – OTHER PROCEDURES AND REGULATIONS

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

Rule No. 21 – DESIGNATION OF CLERK OF THE COMMITTEE

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

Adopted February 7, 2019

Committee Resolution 116-02

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-02

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

Marcia L. Fudge, *Ohio*, Chairperson

G. K. Butterfield, *North Carolina*

Rodney Davis, *Illinois*, Ranking Member

Pete Aguilar, *California*

Adopted February 7, 2019

Committee Resolution 116-03

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-03

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

Parking Policy Overview

1. Parking in the United States House of Representatives garages, lots, and designated parking areas is a privilege for Members, staff, and authorized personnel in support of the House of Representatives. Parking in these areas shall be on a permit only basis.
2. All vehicles parked in House permit-only areas must display both valid license plates and a current House parking permit. Current permits must be displayed visibly on motorcycles and on bicycles. All parking permits must be clearly displayed while parked on House premises. In addition to a current permit, all staff may be required to show a valid House ID upon entering House parking areas within the secured perimeter. Staff members, in addition to a current permit, must show a valid House ID when entering all other House parking areas.

3. The House will not be liable for any damage or theft caused to any motor vehicle, or contents thereof, while parked in a House parking garage or on a House parking lot, whether or not the garage or lot is staffed.

4. Any situation or circumstance not defined within this parking policy will be decided upon by the Committee on House Administration in consultation with House Parking Security.

Permits

1. Parking permits must be authorized through the office of a House employing authority and are available only to current House Members and staff holding a valid Congressional ID and current license plate. Shared employees may be issued a permit from any of their employing offices. Permits are exclusively for the use of the employing offices and House staff. Employing officers and House staff may not transfer permits.

2. Members and staff receiving a mass transit benefit are not eligible for parking permits (permanent or temporary) unless approval is obtained from the Committee on House Administration. If approval is granted, the requestor shall pick-up the temporary permit from the House Parking Security office (G2-28 Rayburn HOB) and park in a lot designated by House Parking Security (HPS). Approval is not needed for weekend and holiday parking, however, a temporary permit must be obtained from the House Parking Security office (G2-28, RHOB) and can only be requested one business day in advance of the desired date of use. Members and staff who utilize mass transit benefits can obtain a bicycle permit for the permit-only bicycle racks and still retain their mass transit benefits.

3. Spouses of Members may park in any garage or lot, on a space available basis and will be issued temporary permits if they are not using the Member plate. In addition, spouses will be required to present a Spouse ID. Due to the lack of available spaces, Spouses of Members may only park on the G3 level of the Rayburn Garage if they use a H-plate with an RMC parking permit on it.

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

5. It is the responsibility of the employing office to retrieve parking permits when staff departs from their office. Employing offices whose departing staff have not returned their parking permits will be subject to a 30-day hold before re-assignment of the permit. (Note: Departing employees may receive a temporary parking permit for their last day(s) of employment in order for the permit to be removed in a timely manner.)

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

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

Multiple Vehicles

1. Members and staff may register more than one vehicle to a single parking permit.
2. Individuals with a House ID that have multiple vehicles should register their additional vehicle(s) with their employing office's parking coordinator who will notify the Office of House Garages and Parking Security. Permits will be applied to each registered vehicle by the Office of House Garages and Parking Security (G2-28 Rayburn).
3. An individual with House ID may not have multiple vehicles parked in House permit-only areas at any time. A Member and their spouse may simultaneously have vehicles parked in House permit-only areas provided that each has a House ID.
4. Staff registering more than one (1) vehicle will be required to show vehicle registration for all vehicles as proof of ownership before a permit is affixed to the windshield.

Unreserved Parking

1. House Members may choose their unreserved parking space from any available space in the various garages/lots/streets.
2. Unreserved staff parking is available on a first-come, first-served basis in the designated parking areas assigned to the employing office. This does not include special needs, reserved spaces, and electric vehicles requiring charging stations.
3. Vehicles, including motorcycles and bicycles, cannot be stored in any unreserved space in a House parking area, except Member vehicles parked during periods when the House is not in session, the Member is traveling on official business, Member illness or similar circumstances. Stored is defined as being continuously parked in an unreserved space for more than thirty (30) consecutive calendar days. A vehicle not displaying both a current parking permit and valid license plates will also be considered a stored and unauthorized vehicle.

Reserved Parking

1. Members of the House may choose their reserved parking spaces from any unassigned space in the various garages. Only Members whose parking space is on the G3 level of the Rayburn Garage may reserve a space on that level.
2. Staff must choose their reserved space from the designated parking areas indicated on their permit.
3. Each person who reserves indoor space incurs additional taxable income as a working condition fringe benefit. Under the tax code and IRS regulations, Members and their employees have imputed taxable income to the extent that the fair market value of Government-provided parking exceeds \$255.00/month. The fair market value of a space at the House of Representatives is \$290.00/month and therefore, as of January 3, 2017, the imputed taxable income is \$35.00/month. These amounts are subject to change. (Contact Office of Payroll and Benefits for current rates at extension 5-1435.)
4. Only individuals with reserved parking will be permitted to park their vehicles in their designated spaces for an indefinite period of time with valid license plates.

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

Member Parking Plates

1. Member parking plates are only for the use of the Member and spouse, as well as for immediate transportation of the Member by staff. Only Members whose plates contain a Rayburn Member of Congress (RMC) parking permit may park on the G3 level of the Rayburn garage using the Member plate. The RMC permits on the Member plates must be displayed visibly.

2. Staff person driving the Member while utilizing the Member Plate must have a parking permit or a temporary parking permit assigned to their vehicle that has been issued through the Parking Office

3. Former Members (except registered lobbyists) will be permitted to park using either temporary permits or Member parking plates from previous Congresses, but must also present a former Member ID.

Carpool Parking

House employees interested in carpool parking should contact the Office of House Garages and Parking Security (extension 5-6749). Carpools must have a minimum of two employees from House employing offices. The carpool permit must come from the employing office's parking roster of one of the carpool members.

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

Evening and Night Parking

Swing shift employees, (work schedule 2:00 pm to 7:30 am) should park in areas designated by House Parking Security. Certain parking areas designated by House Parking Security will be made accessible to swing shift employees starting at 4 pm based on space availability. Swing shift employees who are held over on assignment will be required to move to a designated area before 7:30 am. Parking coordinators who are interested in parking for Swing shift employees should contact House Parking Security (extension 5-6749). All swing shift employees' parking must be authorized via their office's parking coordinator.

Temporary Parking

Parking on D Street S.W., the marked spots on C Street S.W. and the designated spots in Lot 9 are limited to temporary parking for parents of children attending the HRCCC for the purposes of dropping off or picking up their children and for attending meetings and functions at the HRCCC. Parking is on a first come, first serve basis and parents must move their vehicles upon leaving the Center.

Americans with Disabilities Act

Staff authorized a parking permit by their employing authority that require accessible parking based on special needs considerations will be accommodated on an as-needed basis in spaces clearly marked for that purpose. Such permits will come from the pool of permits assigned to the office. Staff

will be required to display the State-assigned handicap designation and may be required to provide additional documentation to House Parking.

Charging Stations

Charging stations throughout the House campus for electrical vehicles on a fee paid basis. Prior to utilizing these charging stations, permit holders will need to register through Pay.Gov.

Group and Event Parking

Requested group and event parking may be approved on House parking areas for morning events prior to 8:30 am and events after 5:30 pm dependent upon space availability. The request should be made, in writing on office letterhead and signed by the Member or parking coordinator of the requesting entity. The letter should contain the name of the group, event date, time, location, and approximate number of vehicles requesting parking. If approved, other information may be required for security reasons. Requests should be emailed or faxed to House Garages and Parking Security (G2-28 Rayburn, fax 6-1950). Group parking needs will be accommodated in House parking areas designated by House Parking Security.

Violations

Violations include, but are not limited to:

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

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

- First Violation: Written notice from House Garages and Parking Security placed on vehicle;
- Second Violation: E-mail or letter to permit holder;
- Third Violation: E-mail or letter to employing authority and permit holder;
- Fourth Violation: Suspension of parking privileges for thirty (30) days. The employing authority may not issue this permit to another employee during the suspension.
- Fifth Violation: Suspension of parking privileges for sixty (60) days. The employing authority may not issue this permit to another employee during the suspension.
- Sixth Violation: Suspension of parking privileges for the remainder of the Congress or 180 days (whichever is greater). The employing authority may not issue this permit to another employee for 90 days.

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

Shared Employees who are in violation of the parking policy and have had their parking privileges suspended may not circumvent the suspension by obtaining a parking permit from another office for which they are employed.

Any non-temporary permit user on the mass transit list with a vehicle in permit-only areas will have their permit immediately removed from their vehicle.

Vehicles that are determined to be a security risk or create a hazard as determined by the Capitol Police, will be immediately towed.

Adopted February 7, 2019

Committee Resolution 116-04

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-04

Be it resolved, that the Committee on House Administration hereby promulgates, pursuant to subsection (s)(2) of section 3 of H. Res. 6, 116th Congress, the following regulations regarding mandatory anti-harassment and anti-discrimination policies for House offices:

Mandatory Anti-Harassment and Anti-Discrimination Policies for House Offices

1. Each employing office of the House of Representatives shall adopt a written anti-harassment and anti-discrimination policy for the office's workplace.
2. The policy must include a description of the employing office's commitment to ensuring a harassment- and discrimination-free workplace. Further, the policy should strive to uphold behavior and conduct worthy of working in a Congressional office.
3. The minimum components required in this regulation shall not be construed to prevent an employing office from having a more comprehensive policy.
4. The policy must list and prohibit all forms of unlawful discrimination applicable to the House of Representatives.
5. The policy must prohibit harassment and discrimination by supervisors, managers, and coworkers with whom an employee is required to interact with as part of his or her job duties.
6. The policy must define and prohibit quid pro quo and hostile work environment sexual harassment.
7. The policy must outline an appropriate process to prevent, investigate, and promptly correct harassment and discrimination occurring in the office. This must include a reporting process where an individual alleging harassment or discrimination can report allegations to multiple supervisors, not just to an immediate supervisor.

8. The policy must require a fair, timely, and thorough investigation of any allegation of discrimination or harassment. The policy must prohibit retaliation against an employee for making an objectively reasonable good-faith complaint or for objectively reasonable good-faith participation in an investigation.
9. The policy should reflect mechanisms to ensure notification of status and closure of allegations under review.
10. The policy must note that the employee has the right to also confidentially consult the Office of Employee Advocacy (OEA) regarding any allegations of harassment or discrimination and list the hotline and contact information for the OEA.
11. The policy must include the requirement to designate an internal compliance coordinator who is responsible for ensuring all employees comply with mandatory training requirements, receive a copy of the office Anti-Discrimination and Anti-Harassment Policy, and fulfill other duties as assigned by the office.
12. A policy compliant with the resolution must be adopted by employing offices within 60 days of approval of this resolution.
13. Member offices must ensure every staffer, intern, detailee, and fellow working in the office has received the policy and acknowledges in writing they have received, read, and understand the policy.
14. The policy must be reviewed by the office at the beginning of each Congress and updated as necessary to ensure compliance with this or subsequent regulations.

Adopted February 7, 2019

Committee Resolution 116-05

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-05

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

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

1. Any former Member, former officer, or spouse who is a lobbyist registered under the Lobbying Disclosure Act of 1995 or any successor statute, or is considered a “registered lobbyist” under clause 5(g) of Rule XXV of the U.S. House of Representatives, or who is an

agent of a foreign principal, as defined in clause 5(g) of rule XXV of the Rules of the House of Representatives, are prohibited access to any exercise facility which is made available exclusively to Members and former Members, officers and former officers of the House of Representatives, and their spouses.

2. Failure to abide by the requirements of this regulation may result in punishment including, but not limited to, citations, fines, or revocation of identity cards or other means permitting access to buildings and facilities of the House of Representatives.
3. In order to obtain access to any such facility, any former Member, former officer, or spouse, any such individual must complete the following certification:

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

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

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

Name: _____
(Please print or type)

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

Signature: _____ Date: _____

Please submit your completed form to:

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

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

Adopted February 7, 2019

Committee Resolution 116-06

COMMITTEE ON HOUSE ADMINISTRATION
116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-06

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

Eligible Congressional Member Organizations

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

Eligible Congressional Member Organizations

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

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

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

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

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

General

Registration

For the 116th Congress, CMOs that meet certain criteria established by the House Rules may register with the Committee on House Administration as Eligible Congressional Member Organizations (ECMO).

ECMOs must provide the following information:

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

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

Membership

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

Funding and Resources

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

Expenses

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

1. The ECMO's funds derived from the MRA's pursuant to an agreement may only be used for official and representational expenses of the ECMO.
2. The Chair of the ECMO may expend personal funds in support of official and representational duties.
3. The MRA and/or the ECMO account may not be used to pay for any expenses related to activities or events that are primarily social in nature.
4. The ECMO funds may not pay for personal expenses.
5. The ECMO funds may not pay for campaign expenses.
6. The ECMO funds may not pay for campaign-related political party expenses.
7. The ECMO funds may not pay for committee expenses.

8. Committee resources may not pay for an ECMO's official and representational expenses.
9. Except where authorized by the Committee on Ethics, campaign funds may not pay for an ECMO official and representational expenses.
10. A Member may not maintain, or have maintained for his use, an unofficial office account for the purpose of defraying or reimbursing ordinary and necessary expenses incurred in support of an ECMO's official and representational duties.
11. An ECMO may not accept from any private source in-kind support having monetary value for an official activity.
12. The Chair of the ECMO is personally responsible for the payments of any official and representational expenses incurred that exceed the provided ECMO funds or that are incurred but are not reimbursable under these regulations.
13. Unless specifically authorized by an applicable provision of federal law, House Rules, or Committee Regulations, no Member, relative of the Member, or anyone with whom the Member has a professional or legal relationship may directly benefit from the expenditure of ECMO funds.
14. The ECMO funds are available for services provided and expenses incurred from January 3 of one year through January 2 of the following year. All expenses incurred will be charged to the allowance available on the date the services were provided or the expenses were incurred. Upon the death, resignation, or expulsion of a Member who is an ECMO Chair, the ECMO Vice-Chair shall assume the duties of the ECMO Chair until such time as a new ECMO Chair is elected.
15. Requests to obligate prior year funds after January 2 of the succeeding year will be considered by the Committee when a Chair of an ECMO provides documentation demonstrating a bona fide intent to obligate the prior year's funds during the applicable year.
16. The ECMO funds are not transferable between years.
17. ECMOs may not use official resources to misrepresent their current official positions or titles within the House.
18. Pursuant to 18 U.S.C. § 1913, ECMO funds may not be used for certain activities in the absence of authorization by Congress. Contact the Committee on House Administration at x52061 for more information.

Budgeting and Disclosure

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

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

- a. Statement of expenses for the month and year to date. An ECMO must reconcile their figures with the Monthly Financial Statement prior to submitting the

- monthly reports.
- b. List of ECMO employees, job titles and gross monthly salaries (a copy of the monthly Payroll Certification Form is acceptable).
- c. Certification by the Chair of the reporting ECMO that the report is available to Members of the ECMO for examination.

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

Disbursements

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

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

Incidental Use

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

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

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

Overspending

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

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

Staff

General

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

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

status), service in the military, disability, or age.

1. Personnel actions affecting employment positions in the House of Representatives must be free from discrimination based on race, color, national origin, religion, sex (including marital or parental status), service in the military, disability, age, sexual orientation, and gender identity.
2. A Member or ECMO may not retain an employee on payroll who does not perform official duties commensurate with the compensation received for the offices of the employing authority. (House Rule XXIII, clause 8(a)).
3. "Employee" means an individual appointed to a position of employment in the House of Representatives by an authorized employing authority including individuals receiving pay disbursed by the CAO and individuals in a Leave Without Pay or furlough status.
4. "Staff" refers collectively to employees who serve in the office of an ECMO or who otherwise provides substantial assistance to the ECMO.
5. Annual rates of pay may not exceed the amount specified in the Speaker's Pay Order.
6. Total compensation in any month including any lump sum and regular pay, student loan program payments, (including cash reimbursement for accrued annual leave) may not exceed 1/12th of the maximum rate of pay specified in the Speaker's Pay Order.
7. Retroactive pay adjustments are not authorized.
8. Government contributions to retirement, life insurance, Thrift Savings Plan, transit benefits, Student Loan Repayment Program and health benefits programs are not charged to the MRA or ECMO funds.
9. Each month, the ECMO will receive a Payroll Certification Form from the Office of Payroll and Benefits that lists the annual pay and gross pay earned for each employee. If an employee is a relative of a current Member of Congress, the nature of the relationship to the Member must be noted on the Payroll Certification Form. The ECMO Chair must certify the information and return the form to the Office of Payroll and Benefits no later than the 15th day of the month. Contact the Office of Payroll and Benefits at x51435 for payroll forms.

Employee Ceiling

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

Contractors

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

Contractors do not require a staff slot.

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

Civilian Annuitant

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

Waivers

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

Detailees

The term "detailee" means a non-Congressional federal employee assigned to a committee for a period of up to one year.

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

Interns

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

Appointment

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

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

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

Dual Compensation

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

Fair Labor Standards Act (FLSA)

As employing offices, ECMOs are subject to the FLSA as applied to the House of Representatives through the Congressional Accountability Act of 1995. Therefore, ECMO Chairs are responsible for assuring compliance with the minimum-wage/maximum-hour provisions of the FLSA. In cases where non-exempt ECMO staff may be shared with other employing offices, an ECMO

Chair must coordinate the other office to ensure compliance with the FLSA. For further information please contact the Committee or the Office of House Employment Counsel.

Family and Medical Leave Act (FMLA)

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

Financial Disclosure

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

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

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

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

1. Payments must be consistent with House Rule XXIII, clause 8(a), which requires that employees perform official duties commensurate with the compensation received. Employees may not be compensated from public funds to perform non-official, personal, campaign-related political party, or campaign activities on behalf of the ECMO, a Member, the employee, or anyone else;
2. A lump sum payment may not be more than the monthly pay of the employee receiving the lump sum payment;
3. Lump sum payments may be for services performed during more than one month;
4. ECMO's may provide lump sum payments for accrued annual leave only if such leave was accrued in accordance with written personnel policies established prior to the accrual of such leave;
5. Total compensation in any month including any lump sum payment, student loan payments, and regular pay (including cash reimbursement for accrued annual leave) may not exceed 1/12th of the maximum rate of pay specified in the Speaker's Pay Order;
6. Lump sum payments will be disclosed separately in the Quarterly Statement of Disbursements;
7. Lump sum payments are considered as part of "rate of pay" under the Speaker's Pay Order;

8. Lump sum payments are considered "supplemental wages" for taxation purposes; and
9. Lump sum payments are not considered as part of "basic pay" for purposes of calculating Thrift Savings Plan, life insurance, or federal pensions.

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

Pay Adjustments

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

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

Retroactive pay adjustments are not authorized.

Payroll Schedule

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

Rates of Compensation

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

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

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

Terminations

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

Leave

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

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

Office Expenses

Appliances

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

Decorating Expenses

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

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

Deposits

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

Drug Testing

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

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

Dues

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

Educational Expenses

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

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

Employment-Related Expenses

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

The following expenses are not reimbursable:

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

Food and Beverage Expenses

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

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

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

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

Framing

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

Furniture

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

Gifts and Donations

No gifts or donations are reimbursable by the ECMO.

Greetings

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

Late Fees

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

Mass Transit Benefit

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

Official Meetings

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

Parking

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

Publications

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

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

Subscriptions to newspapers and periodicals may exceed the ECMO Chair's term.

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

Staff Meetings

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

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

Supplies

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

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

Telecommuting

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

Telecommunications

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

Audio and Video Expenses

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

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

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

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

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

Printing and Production

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

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

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

Stationery

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

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

Additional stationery requests (writing paper, bond, etc.) are reimbursable. Official stationery must contain the following information:

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

Official stationery may include professional license(s). Official stationery may not contain the following information:

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

Use of Stationery

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

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

Business Cards

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

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

Equipment

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

Communications

1. Electronic

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

2. Stationary

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

3. Inside Mail

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

4. Prohibition on Frank

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

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

Press Conferences

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

Inside Mail

1. Inside Mail is a delivery service for the transmittal of interoffice communications provided by House Postal Operations, pursuant to the regulations established by the Committee on House Administration. Inside mail service is available among offices in the Capitol, the House and Senate Office Buildings, the Library of Congress, the White House, the State Department, and the Social Security Administration.
2. Inside mail is provided to support the conduct of the official business of Members, committees, Officers of the House, and Congressional Staff Organizations.
3. Inside mail service may not be used to circulate letters which are personal or campaign-related, or which constitute commercial advertising except when postage is paid for with personal expenses.
4. All mail to be delivered via inside mail should be clearly marked Inside Mail and should be deposited in an Inside Mailbox.
5. Authorized items for circulation of inside mail include:
 - a. A Dear Colleague or similar correspondence relating to the official and representational business of the Member. This correspondence must be on official letterhead and signed by the Member.
 - b. A position paper, report, legislative analysis, or any material published or produced by another individual or organization that a Member wishes to circulate. This correspondence must be accompanied by a signed cover letter on official letterhead. A copy of the cover letter must be attached to each item to be distributed.
 - c. Mail in a reusable blue U.S. House of Representatives Inside Mail envelope.
 - d. Mail produced by Congressional Staff Organizations registered with the Committee on House Administration.

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

Electronic Communications

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

- No unsolicited mass communications are allowed.
- All official electronic communications must comply with House information technology and security policies as approved by the Committee on House Administration.

- All official electronic communications sent to an email list of 100 or more individuals must include a usable opt-out in the body of the email that enables an individual to opt-out from the Member's email list. Opt-out requests must be honored. These mailings must comply with IT Policy 007.0
- Email List Management Policy as approved by the Committee.

Subscribed Emails

A subscribed email is an email sent to individuals who have taken a willful action to subscribe to the ECMO's email list. ECMOs must notify individuals who subscribe to email updates that the individual is authorizing the ECMO to send regular email updates from the ECMO to the individual's email account. All email updates to subscribers must contain an option that enables the individual to unsubscribe from the email list. ECMOs may send subscribed email updates without obtaining an advisory opinion, but the contents must still adhere to Franking regulations.

Non-subscribed Emails

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

Websites

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

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

1. Ordinary and necessary expenses associated with the creation and continued operation of Websites, in support of the ECMO's official duties, are reimbursable.
2. Except as noted in item 6, below, an ECMO Web sites must be located in the HOUSE.GOV host-domain and must be hosted in conformance with the regulations issued by the Committee on House Administration.
3. ECMO Websites may be maintained by either House Information Resources (HIR), the ECMO office, or a private vendor authorized to provide Web services to the House in compliance with the regulations issued by the Committee on House Administration.
4. ECMOs' Websites may link to Member and Committee Websites, but Member or Committee Websites may not be located on Websites paid for by the ECMO funds.
5. Members may include information within their Website about ECMO issues and activities. All ECMO references within a Website must relate to the Member's official and representational duties.
6. In addition to their official HOUSE.GOV website, an ECMO may establish profiles, pages, channels or any similar presence on third-party sites that allow individuals or organizations to offer information about themselves to the public (Social Media Accounts). ECMO-controlled content on Social Media Accounts is subject to the same requirements as content on ECMO websites.

7. Websites should be compliant with the accessibility standards set out in § 508 of the Rehabilitation Act of 1973 and the World Wide Web Consortium's Web Content Accessibility Guidelines.
8. Websites may link to non-government sites, so long as the link content relates to the ECMO's official duties and the content would not otherwise violate any other House rules, regulations, or federal laws. Internet resources may not contain content that misrepresents an ECMO or Member's current role in Congress.
9. For ECMOs internet social media accounts, the ECMO Chair should ensure their social media URLs and account names reflect their position. Departing ECMO Chairs may not maintain their official social media pages/sites after they leave the Chair of an ECMO; however, they may retain their personal accounts provided the name (and other identifying information) of such accounts clearly do not convey the impression that the former ECMO Chair is still a head of the ECMO, or that the account is an official account of the House.

Website Content

The content of an ECMO Website:

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

Name (URL)

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

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

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

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

Transportation**General**

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

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

Officially Leased Vehicles

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

Seeking Reimbursement: Vouchers

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

Reimbursement and Direct Payment

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

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

Expired Appropriations

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

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

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

Tax Exempt Letters

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

Work Product and Assets of the ECMO

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

The ECMO Chair may authorize purchases of office equipment and software from the ECMO account. The CAO will manage the equipment inventory of the ECMO Chair according to the same regulations that apply to a Member Washington, DC office as outlined in the [Guide To Outfitting and Maintaining an Office of the U.S. House of Representatives](#), with the following exceptions: (1) ECMOs may only acquire equipment on a onetime payment plan. (2) Committees may not transfer equipment to an ECMO Chair's inventory. (3) During a transition, the succeeding ECMO Chair will inherit all the items assigned to the previous Chair's ECMO inventory. (4) Upon dissolution of the ECMO, the equipment assets of the ECMO transfer to the House.

Modifications

Additional Changes

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

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

Adopted February 7, 2019

Committee Resolution 116-07

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-07

Be it resolved, that the Committee on House Administration hereby promulgates, pursuant to subsection (t)(2) of section 3 of H.Res. 6, 116th Congress, the following regulation regarding displaying a statement of rights and protections provided to House employees:

Displaying Statement of Rights and Protections Provided to House Employees

1. Within 30 days of the adoption of this resolution by the Committee on House Administration, each employing office covered by the Congressional Accountability Act of 1995 shall display a statement that contains the rights and protections afforded to House employees under the Congressional Accountability Act of 1995.
2. The statement must be displayed in each office in a conspicuous place where it is easily visible to all employees, and, in the case of the office of a Member of the House or a Delegate or Resident Commissioner to the Congress, must be posted in a prominent location in each district office
3. The statement must include contact information for where employees can file complaints or ask questions.
4. Employing offices covered by the Congressional Accountability Act of 1995 shall have no more than 30 calendar days following the passage of this resolution to adopt these requirements.
5. The statement must be updated by the office as necessary to reflect any changes to employee rights and protections under the Congressional Accountability Act of 1995 to ensure compliance with this resolution.

Adopted February 7, 2019

Committee Resolution 116-08

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-08

Resolution to Promulgate Interim Regulations Governing House Paid Internships

Be it resolved, that the Committee on House Administration promulgates the following interim regulations, pursuant to Section 120 of Public Law 115-244, the Energy and Water, Legislative Branch, and Military Construction and Veterans Affairs Appropriations Act, 2019. H.Rept. 115-929, the Conference Report to accompany H.R. 5895, Energy and Water Development and Related Agencies for the Fiscal Year Ending September 30, 2019 and for Other Purposes, stated:

The conferees believe that House internships should be available to the broadest possible pool of candidates who have the ability and interest to serve. Unpaid internships can be an impediment to otherwise qualified candidates who cannot independently afford to work without pay. One important step to expanding the opportunity for public service within the House is to provide interns financial compensation via a stipend. The underlying bill provides up to \$20,000 per Member office for the sole purpose of paid internships. The paid internship positions shall not count against the number of employees who may be employed

by a Member of the House under 2 U.S.C. 5321. The Committee on House Administration will promulgate rules and regulations on the implementation of this new authority. (At 204).

Sec. 1

In the regulations collectively known as the “Members’ Congressional Handbook” within “Categories of Staff,” insert the following as a new section after the “Interns” section:

House Paid Internship Program

Public Law 115-244, Section 120 established an allowance separate from the MRA for compensation of interns. Under this section, each Member office is authorized to use up to \$20,000 per year from this allowance to pay interns. Interns participating in this program are subject to the same federal laws and regulations, House Rules, House regulations, and Ethics regulations as interns who may be paid with MRA funds. Interns participating in this program must be based in the Washington, D.C. office. In addition, these interns do not count against the Member’s employee staff ceiling.

Sec. 2

In the regulations collectively known as the “Members’ Congressional Handbook” insert the following at the end of the “Disbursements” section:

Interns employed by a Member Office through the Section 120 Internship program are eligible for reimbursement of official expenses incurred as part of their official duties.

Sec. 3

The Committee directs the Chief Administrative Officer (CAO) to report in the Statement of Disbursements payments from the applicable House accounts in a manner that accurately reflects the employing office of individuals employed through the House Paid Internship Program. The CAO is further directed to develop a payroll authorization form for this program and include program participants on the monthly payroll certification of the Member office that has authorized the internship. The CAO should also provide offices a monthly update on the balance of their allotment and submit a semiannual report to the Committee on total usage of the of the authorization by Member offices.

Adopted March 12, 2019

Committee Resolution 116-09

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-09

**Resolution to Approve Franked Mail Allowances for Committees for the
116th Congress**

Be it resolved, that pursuant to Public Law 101-520 § 311 (e) (codified at 2 U.S.C. § 503), that effective January 3, 2019, and during the first session of the One Hundred Sixteenth Congress, the allocation of the Official Mail Allowance for the following committees of the House of Representatives is:

Committee on Agriculture	\$5000
Committee on Armed Services	\$5000
Committee on the Budget	\$5000
Select Committee on the Climate Crisis	\$5000
Committee on Education and Labor	\$5000
Committee on Energy and Commerce	\$5000
Committee on Ethics	\$5000
Committee on Financial Services	\$5000
Committee on Foreign Affairs	\$5000
Committee on Homeland Security	\$5000
Committee on House Administration	\$5000
Committee on the Judiciary	\$5000
Select Committee on the Modernization of Congress	\$5000
Committee on Natural Resources	\$5000
Committee on Oversight and Reform	\$5000
Committee on Rules	\$5000
Committee on Science, Space, and Technology	\$5000
Committee on Small Business	\$5000
Committee on Transportation and Infrastructure	\$5000
Committee on Veterans' Affairs	\$5000
Committee on Ways and Means	\$5000
House Permanent Select Committee on Intelligence	\$5000

Resolved further, pursuant to Public Law 101-520 § 311 (e) (codified at 2 U.S.C. § 503), that effective January 3, 2020, and during the second session of the One Hundred Sixteenth Congress, the allocation of the Official Mail Allowance for the following committees of the House of Representatives is:

Committee on Agriculture	\$5000
Committee on Armed Services	\$5000
Committee on the Budget	\$5000
Select Committee on the Climate Crisis	\$5000
Committee on Education and Labor	\$5000
Committee on Energy and Commerce	\$5000
Committee on Ethics	\$5000
Committee on Financial Services	\$5000
Committee on Foreign Affairs	\$5000
Committee on Homeland Security	\$5000
Committee on House Administration	\$5000

Committee on the Judiciary	\$5000
Select Committee on the Modernization of Congress	\$750
Committee on Natural Resources	\$5000
Committee on Oversight Reform	\$5000
Committee on Rules	\$5000
Committee on Science, Space, and Technology	\$5000
Committee on Small Business	\$5000
Committee on Transportation and Infrastructure	\$5000
Committee on Veterans' Affairs	\$5000
Committee on Ways and Means	\$5000
House Permanent Select Committee on Intelligence	\$5000

Adopted March 25, 2019

Committee Resolution 116-10

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-10

Be it resolved, that the Committee on House Administration, pursuant to H. Res. 30, 116th Congress, hereby issues the following regulations regarding mandatory completion of a program of training in workplace rights and responsibilities for all Members, officers, and employees:

Mandatory Completion of a Program of Training in Workplace Rights and Responsibilities

1. Each Member (including each Delegate or Resident Commissioner to the Congress), officer, and employee of the House of Representatives shall complete a program of training in the workplace rights and responsibilities applicable to offices and employees of the House under part A of title II of the Congressional Accountability Act of 1995 (2 U.S.C. §§ 1301 *et seq.*) and House Rules including anti-discrimination and anti-harassment training. For purposes of these regulations, an employee includes an individual serving in an office of the House of Representatives as an intern (including an unpaid intern), a participant in a fellowship program, or a detailee from another office of the Federal Government.
2. Each individual specified in Paragraph 1 shall complete such program of training and file a certification of completion of such training –
 - a. in the case of an individual who is serving as a Member, officer, or employee of the House in the first session of the 116th Congress on the date the Committee on House Administration (“Committee”) adopts these regulations, not later than 90 days after that date;

- b. in the case of an individual who is serving as a Member, officer, or employee of the House as of the first day of a subsequent Congress, not later than 90 days after the commencement of the first session of that Congress; or
 - c. in the case of any individual who becomes a Member, officer, or employee of the House either for the first time or who returns to House employment after a gap of more than 90 consecutive days and who begins House employment after either the Committee adopts these regulations or the first day of a Congress, whichever comes later, no later than 90 days after beginning or returning to House employment.
- 3. Program of Training
 - a) The only recognized training program that satisfies the requirements under H. Res. 30 is the official provider(s) designated by the Committee.
 - b) All training must be at least one hour in length and include:
 - (i) information regarding workplace rights and responsibilities specific to the Congressional workplace, including information specific to employing offices, supervisors, and employees;
 - (ii) as appropriate, elements discussed in the June 2016 Report of the Co-Chairs of the Select Task Force on the Study of Harassment in the Workplace of the U.S. Equal Employment Opportunity Commission, including risk factors for harassment;
 - (iii) information regarding prevention of harassment, discrimination, and retaliation and options for reporting complaints, including complaints made by bystanders;
 - (iv) an overview of the reporting process of the Office of Congressional Workplace Rights and the dispute resolution process;
 - (v) information regarding proper responses to allegations of harassment, discrimination, and retaliation, including examples of situations including blatant and subtle forms of behavioral harassment, discrimination and retaliation;
 - (vi) interactive elements, including a question-and-answer component and include the ability to ask questions anonymously;
 - (vii) a clear statement that all House employees whose location of employment is outside of the Washington, DC, area shall have equitable access to the resources and services provided under the Congressional Accountability Act and House Rules and information about how to access those resources and services; and
 - (viii) the opportunity for participants to provide feedback and evaluation of the training at its conclusion and to do so anonymously, if they wish.
 - c) All training must be provided in-person and participants must be physically present in the same room as the provider of such training. An employee whose duty station is outside of Washington, DC, and where an in-person training opportunity within a reasonable distance from the employee's duty station is not available, an interactive webinar or videoconference may satisfy the requirement that the training be conducted in-person.
- 4. To satisfy the requirements of these regulations and to demonstrate completion of the required training, participants must provide the Committee with a physical or digital certification of completion in the form and manner provided or specified by the Committee. The Chairperson and the Ranking Member jointly may waive, upon the showing of special circumstances in a written request, the requirements of these regulations.

5. The Chairperson of the Committee shall cause to be printed in the Congressional Record a report on compliance with the training required under H. Res. 30, 116th Congress, and such report shall be submitted for printing not more than 30 days after the end of each calendar year. For purposes of complying with this paragraph for the first session of the 116th Congress, the report shall be submitted by January 30, 2020.
6. The Committee shall annually review the effectiveness of the program of training based upon the feedback of the participants and in consultation with leading experts. The Committee may issue further regulations to improve the effectiveness of the program of training required under H. Res. 30.

Adopted May 20, 2019

Committee Resolution 116-11

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-11

Be it resolved, that the Committee on House Administration, pursuant to the Congressional Accountability Act of 1995 Reform Act, Pub. L. 115-397, hereby issues the following regulations establishing a timetable and procedures for withholding amounts from the compensation of an individual who is a Member of the House of Representatives for reimbursing the amount of certain settlements and awards made under the Congressional Accountability Act of 1995, as amended (hereinafter “CAA”) and establishing the content, format, and other requirements for an annual public report that the Office of Congressional Workplace Rights is required to make to Congress and the public about payments under the CAA.

Sec. 1. Notice of Certain Settlements and Awards and Reimbursement

a) If a payment is made from the account described in 2 U.S.C. § 1415(a) (hereinafter “the account”) for a settlement or award in connection with a claim alleging a violation described in 2 U.S.C. § 1415(d)(1)(C) committed personally by an individual who, at the time of committing the violation, was a Member of the House of Representatives (including a Delegate or Resident Commissioner to the Congress) (hereinafter “Member”), the Office of Congressional Workplace Rights (hereinafter “OCWR”) shall within two business days concurrently notify in writing the Member, the Chief Administrative Officer (hereinafter “CAO”), and the Committee on House Administration (hereinafter “Committee”) of the payment.

1) In the case of a payment made as described in subparagraph (a) from the account for an award in connection with a claim alleging a violation described in 2 U.S.C. § 1415(d)(1)(C) committed personally by an individual who, at the time of committing the violation, was a Member, these regulations shall apply if the hearing officer or court makes a separate finding that the violation was committed personally by a Member, as described in described in 2 U.S.C. § 1415(d)(1)(B).

2) In the case of a payment made as described in subparagraph (a) from the account for an award in connection with a claim alleging a violation(s) described in 2 U.S.C. § 1415(d)(1)(C) committed personally by an individual who, at the time of committing the violation(s), was a Member, in connection with a claim alleging multiple claims, some of which do not require reimbursement, the notice from OCWR shall include a description of the portion of the award or settlement attributable to a claim(s) requiring reimbursement, as described in described in 2 U.S.C. § 1415(d)(1)(D).

b) If a Member makes a reimbursement for the entire reimbursable portion of a settlement or award as required by 2 U.S.C. § 1415(d), OCWR shall within two business days of the payment that completed the full amount of the reimbursement, concurrently notify in writing the Member, CAO, and the Committee that the reimbursement is complete and that no withholding of compensation is required.

c) If a Member who is required to make a reimbursement for the reimbursable portion of a settlement or award under 2 U.S.C. § 1415(d) has not fully reimbursed the amount required prior to the expiration of the 60-day period which begins on the date a payment is made from the account described in 2 U.S.C. § 1415(a), OCWR shall within two business days concurrently notify in writing the Member, CAO, and the Committee that the reimbursement is not complete and the dollar amount that remains unpaid.

d) If a Member who is required to make a reimbursement for the reimbursable portion of a settlement or award under 2 U.S.C. § 1415(d) has not fully reimbursed the amount required prior to the expiration of the 90-day period which begins on the date a payment is made from the account described in 2 U.S.C. § 1415(a), OCWR shall within two business days concurrently notify in writing the Member, CAO, and the Committee that the reimbursement is not complete and the dollar amount that remains unpaid.

e) Any notice to be made to the Committee under the CAA or these regulations shall be in writing and addressed to the Chairperson and Ranking Member of the Committee.

f) Any notice to be made to the CAO under these regulations shall be in writing and addressed to the Chief Administrative Officer.

Sec. 2. Withholding Amounts from Compensation

a) In the event that a Member has not made the complete reimbursement required by 2 U.S.C. 1415(d) prior to the expiration of the 90-day period which begins on the date a payment is made from the account for a settlement or award, the CAO shall withhold from the Member's compensation such amounts as may be necessary to reimburse the account for the remaining unpaid reimbursable portion of the settlement or award, beginning in the pay period after the expiration of the 90-day period.

b) In withholding any amounts under the CAA and these regulations, the CAO is authorized and directed to withhold up to 15% of a Member's monthly net pay that is available after required deductions under title 5, United States Code; payment of federal, state, and/or local taxes; Thrift Savings Plan contributions under section 8432(f) of title 5, United States Code; and any court-ordered collections, such as for child support and alimony; and not to exceed the remaining reimbursable portion due under the CAA.

1) For purposes of these regulations, any required deductions under title 5, United States Code, include amounts deducted for defined benefit retirement plans (CSRS/FERS), basic

health insurance premiums, and basic life insurance premiums, but does not include amounts deducted for optional benefits, including but not limited to healthcare flexible spending accounts, dental, vision, health savings accounts, optional life insurance premiums, long-term care insurance premiums, or dependent-care flexible spending accounts.

- c) The CAO shall notify the Member of any amount to be withheld under these regulations in advance, consistent with the current CAO practice for court-ordered garnishments.
- d) The CAO shall notify OCWR each month of any amounts withheld from Member compensation and submitted to the account under the CAA.
- e) A Member who is subject to withholding under the CAA and these regulations may elect to have more of their wages deducted and paid to the account in furtherance of their remaining reimbursable portion of a settlement or award than is required by these regulations. Such election must be made in writing to the CAO and by such time as the CAO may require to take effect in a particular pay period.
- f) If a Member required to make a reimbursement for a settlement or award under 2 U.S.C. § 1415(d) and subject to withholding under the CAA and these regulations has not fully reimbursed the amount required prior to the expiration of the 180-day period that begins on the date a payment is made from the account for a settlement or award in connection with a claim alleging a violation described in 2 U.S.C. § 1415(d)(1)(C) committed personally by an individual who, at the time of committing the violation, was a Member, the CAO shall notify the Committee in writing that (1) the CAO has begun withholding compensation from the Member pursuant to the CAA and these regulations, (2) the Member has not reimbursed the account for the entire reimbursable portion as required by the CAA and these regulations, and (3) withholding shall continue on a monthly basis in addition to any other measures required by the CAA.
- g) If a Member satisfies the reimbursement (either through withholding of compensation or other means of re-payment) for the entire amount of a settlement or award as required by 2 U.S.C. § 1415(d), OCWR shall within two business days of the payment that completed the full amount of the reimbursement, concurrently notify in writing the Member, CAO, and Committee that the reimbursement is complete and that no further withholding of compensation is required.
- h) OCWR shall notify the Committee in writing within two business days of the expiration of the 180-day period, that OCWR intends to take steps pursuant to 2 U.S.C. § 1415(d)(3) to satisfy any remaining reimbursable portion owed by the Member.
- i) In the event that a Member who is required to make a reimbursement for a settlement or award under 2 U.S.C. § 1415(d) and subject to withholding under the CAA and these regulations departs the House before the Member has fully reimbursed the amount required, the CAO shall notify the Committee and OCWR in writing and all such options available under the CAA for ensuring reimbursement shall continue to apply.
- j) The CAO shall adopt a new deduction code for any withholdings under the provisions of the CAA and these regulations.
- k) The CAO shall adopt a policy and procedures to implement the requirements of the CAA and these regulations.
- l) The CAO shall coordinate with the Department of the Treasury and OCWR to ensure that timely notifications are made to the CAO, OCWR, and/or the Committee with respect to payments from or reimbursements to the account to ensure compliance with the CAA and these regulations.

Sec. 3. Annual reports on awards and settlements

a) With respect to the annual report OCWR is required to prepare and submit to Congress and publish on its public website regarding payments from the account, for any covered payment made for claims involving an employing office of the House of Representatives described in 2 U.S.C. 1301(a)(9)(A)-(C), such report shall include:

- 1) All information required by 2 U.S.C. § 1381(l)(1)(B); and
- 2) For any covered payment for which there is a finding requiring reimbursement under 2 U.S.C. § 1415(d)(1) from a Member of the House of Representatives:
 - A) A clear statement as to whether the Member has reimbursed the entirety of the reimbursable portion of such covered payment; and
 - B) If the Member has not reimbursed the entirety of the reimbursable portion of such covered payment, the amount of the reimbursable portion which has not yet been reimbursed.

Adopted June 18, 2019

Committee Resolution 116-12

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-12

Resolution to Allocate Funds from the Reserve Fund

Be it resolved, that the Committee allocates the following amount from the Reserve Fund, created by section 6(b)(1) of H. Res. 245, in addition to the amounts allocated to the committee under section 1 and section 3 of H. Res. 245, for the expenses incurred during the period beginning at noon on January 3, 2019 and ending immediately before noon on January 3, 2020:

Select Committee on the Modernization of Congress, \$450,000.

Adopted July 26, 2019

Committee Resolution 116-13

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-13

**Resolution to Amend the *Members' Congressional Handbook*
and the *Committees' Congressional Handbook***

Be it resolved, that the Committee adopt the following regulations amending and superseding the relevant portions of the prior regulations known collectively as the *Members' Congressional Handbook* and the *Committees' Congressional Handbook*, respectively:

In the *Members' Congressional Handbook*, the Advance Payments subsection within the Vouchers and Payments section is amended to read as follows:

“Advance Payments

There are instances in which advance payments may be required and may be paid from the MRA. All advance payments must meet all of the following four criteria:

1. The vendor provides these billing options to other customers (documentation required).
2. The amount to be paid must be fixed at the time of purchase (e.g., variable cost contracts or services are ineligible).
3. All transactions for advance payments for the next legislative session must be submitted for payment before the beginning of that legislative session.
4. The vendor may not bundle items that are eligible for advance payment with items that are not eligible.

Unless specifically authorized by the Committee, only the following advance payments are reimbursable:

1. Public information booth rental, facility rentals, and related costs, excluding deposits
2. Educational expenses
3. Authorized insurance premiums
4. Subscriptions for print and electronic publications (including clipping and media monitoring services of such publications)
5. Telecommunications devices or services
6. Post-office box rentals
7. Original Equipment Manufacturers' warranties
8. Long-term automobile leases up to the end of a Member's term, when a savings to the House may be achieved as a result of the advance payment (including GPS and satellite radio services)
9. Web and information technology services (including software license and maintenance fees). Advance payments are not allowable for custom services to be performed, such as, but not limited to, designing or building websites.

10. District office security enhancements, including equipment, installation, labor, monitoring, and maintenance costs. Please see the Security section for more information.
11. Correspondence Record Management systems
12. Cable television services, including digital video recording services
13. Water/coffee services
14. District office recycling and trash fees, janitorial services
15. District office rent
16. District office parking
17. Airport parking
18. Constituent databases

Any Member who is sworn into Congress midterm is the assignee of all advance payments of his or her predecessor.”

In the *Committees’ Congressional Handbook*, the Advance Payments subsection within the Disbursements section is amended to read as follows:

“Advance Payments

There are instances in which advance payments may be required and may be paid. All advance payments must meet all of the following four criteria:

1. The vendor provides these billing options to other customers (documentation required).
2. The amount to be paid must be fixed at the time of purchase (i.e., variable cost contracts or services are ineligible).
3. All transactions for advance payments for the next legislative year must be submitted for payment before the beginning of that legislative year.
4. The vendor may not bundle items that are eligible for advance payment with items that are not eligible.

Unless specifically authorized by the Committee, only the following advance payments are reimbursable and only to the extent they last the current term of Congress (except where noted):

1. Public information booth rental, facility rentals, and related costs, excluding deposits.
2. Educational expenses.
3. Authorized insurance premiums.

4. Subscriptions for print and electronic publications (including clipping and media monitoring services of such publications).
5. Telecommunication devices or services.
6. Original Equipment Manufacturers' Warranties.
7. Web and information technology services (including software license and maintenance fees). Advance payments are not allowable for custom services to be performed such as but not limited to designing or building websites.
8. Correspondence Record Management systems.
9. Water/ coffee services.”

Adopted December 3, 2019

Committee Resolution 116-14

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-14

Be it resolved, that the Committee allocates the following amount from the Reserve Fund, created by section 6(b)(2) of H. Res. 245, in addition to the amounts allocated to the committee under section 1 and section 3 of H. Res. 245, for the expenses incurred during the period beginning at noon on January 3, 2020 and ending immediately before noon on January 3, 2021:

Select Committee on the Modernization of Congress, \$912,500

Adopted January 16, 2020

Committee Resolution 116-15

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-15

**Resolution to Approve Regulations for the SFC Sean Cooley and SPC Christopher Horton
Congressional Gold Star Family Fellowship Program**

Be it resolved, that the Committee on House Administration, pursuant to H. Res. 107, 116th Congress, as amended by H. Res. 812, 116th Congress, hereby issues the following regulations regarding the SFC Sean Cooley and SPC Christopher Horton Congressional Gold Star Family Fellowship Program:

Sec. 1. Selection

Those selected for the SFC Sean Cooley and SPC Christopher Horton Congressional Gold Star Family Fellowship Program (Program) will be provided the opportunity to participate in the Program as a Fellow. The number of fellowships in the first year of the Program shall be limited to 40 equally divided between Democratic and Republican Members.

Sec. 2. Eligibility

The fellowships will be filled by a surviving child (including a stepchild), spouse, parent, or sibling of:

- (a) A person who dies in the line of duty while serving as a member of the Armed Forces (including the reserve components and the National Guard), regardless of the duty status of the member while serving, unless such death was a result of the willful misconduct of the member; or
- (b) A veteran who dies from a service-connected disability (as defined in section 101 of title 38, United States Code) during the four-year period beginning on the date of the last discharge or release of the veteran from the Armed Forces.

Sec. 3. Fellowship Status

- (a) Fellowship appointments will be established by the Chief Administrative Officer (CAO) and approved by the Committee on House Administration (Committee).
- (b) A candidate who is selected for a fellowship will become an employee of the CAO and be detailed to the respective Member office. Fellows will be eligible to receive the same benefits as all other employees of the CAO.
- (c) Fellows are only eligible for a single-year placement. The Program does not offer tenured or guaranteed employment; employment is at-will. This at-will employment relationship exists regardless of any other written statements or policies contained within the Program documentation or any verbal statement to the contrary made by an employee of the organization or Member office.

Sec. 4. Compensation and Benefits

- (a) Fellows are subject to pay and compensation policies under the House Employees Position Classification Act (2 U.S.C. §§ 291 *et seq.*), to include cost-of-living and step increases.
- (b) The rate of compensation assigned to each Fellow will be determined in consultation with the Member office and the Program Director as deemed appropriate based on the position requirements and as approved by the Committee.

Sec. 5. Duration

- (a) Fellowships are limited to one year, are contingent upon adequate employee performance, as well as the Member's continued representation of his or her district. If a Member does not maintain continued representation of his or her district (voluntarily or involuntarily) the Fellow's employment may, upon the determination of the Program Director after consultation with the Committee, be terminated and the position will be returned to the Program.
- (b) If an individual decides to leave his or her fellowship position prior to the completion of the one-year period, he or she may, upon the determination of the Program Director after

consultation with the Committee, forego any future participation in the Program and the position will be returned to the Program.

Sec. 6. Member Offices

- (a) Offices participating in this Program will be required to sign a Statement of Understanding (SOU) with the Program. The SOU will serve as a general agreement as to certain terms and conditions for Member offices hosting Fellows.
- (b) Members shall be limited to hosting either one Program Fellow or one Wounded Warrior Fellow at any given time.

Sec. 7. Americans with Disabilities Act (ADA) Accommodation

In the event a reasonable accommodation is needed, the CAO in conjunction with the Member office will work to arrange for any reasonable accommodation. At the conclusion of the fellowship, all equipment and materials provided as accommodation will be returned to the CAO.

Adopted February 12, 2020

Committee Resolution 116-16

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-16

**Resolution to Amend the *Members' Congressional Handbook*
and the *Committees' Congressional Handbook***

Be it resolved, that the Committee adopt the following regulations amending and superseding the relevant portions of the prior regulations known collectively as the *Members' Congressional Handbook* and the *Committees' Congressional Handbook*, respectively:

In the *Members' Congressional Handbook*:

1. The Introduction: Members' Representational Allowance section is amended by inserting, after the paragraph beginning with "Questions about reimbursement" and ending with "prior to incurring the expense," a new paragraph reading "For questions related to official office communications content, contact the Commission on Congressional Mailing Standards ("Commission") by calling x59337 (Majority) or x60647 (Minority), visiting <https://cha.house.gov/communications-guidelines> or [clicking here](#)."

2. The Office Expenses section is amended as follows:

The An Artistic Discovery, The Congressional Art Competition subsection is amended by striking the first sentence of the second paragraph;

The Certificates subsection is amended by striking all after the first paragraph and inserting "Certificates must comply with Commission content regulations.";

The Greetings subsection is amended by striking all that follows the subsection title and inserting:

“Expenses related to the purchase or distribution of greetings are reimbursable, provided the greeting complies with Commission content regulations.”;

The Mailing Lists subsection is amended by striking the subsection title and inserting “Distribution Lists”, by striking “mailing and” from the first, second and third paragraphs, and by striking the last sentence of the fourth paragraph and inserting “For further guidance, please refer to Commission content regulations, which can be found by calling x59337 (Majority) or x60647 (Minority), visiting <https://cha.house.gov/communications-guidelines> or [clicking here](#).”;

The Officially-sanctioned Competitions subsection is amended by striking “Franking regulations” and inserting “Commission content regulations” in item 2 under the Use of Official Resources to Support an Officially-sanctioned Competition heading;

The Audio and Video Expenses subsection is amended by striking “Franking standards if sent out as an unsolicited Mass Communication” and inserting “Commission content regulations if sent out as an unsolicited mass communication” in the final paragraph;

The Printing and Production subsection is amended by striking the last paragraph of the subsection and inserting “Printed materials only require an Advisory Opinion when they are distributed as an unsolicited mass communication. Items not distributed as a mass communication do not require an Advisory Opinion but must still meet Commission content standards.”;

The Stationery subsection is amended, under the Use heading, by striking “the Franking Regulations” and inserting “Commission content regulations” in the second sentence and by striking the last sentence of the first paragraph and inserting “For questions related to official communications content, contact the Commission by calling x59337 (Majority) or x60647 (Minority), visiting <https://cha.house.gov/communications-guidelines> or [clicking here](#).” in the first paragraph;

The Stationery subsection is further amended, under the Business Cards subsection, by striking the second sentence of the first paragraph;

The District Office subsection is amended under the Signs heading by striking “the Franking Regulations” and inserting “Commission content regulations”.

3. The Communications section is amended as follows:

Immediately under the section title insert a new subsection to read:

“Official Communications Generally

Ordinary and necessary expenses related to an official communication that complies with Commission content regulations are reimbursable.

For questions about content standards, contact the Commission at x59337 (Majority) or x60647 (Minority).

For questions about the authorization of expenses, contact the Committee on House Administration at x52061 (Majority) or x58281 (Minority).”;

The Physical Town Hall Meetings subsection is amended by striking item 9 and inserting “9. Banners/leaflets/flyers that Comply with Commission content regulations.”;

The Joint Physical Town Hall Meetings subsection is amended by striking the last paragraph and inserting a new paragraph “Members are prohibited from directing any unsolicited mass communications outside of the district from which elected. Therefore, official expenses that relate to promoting joint town hall meetings must be separately accounted for and charged to the MRA of the Member into whose district the mass communication was delivered.”;

The Joint Virtual Town Hall Meetings subsection is amended by striking item 2 and inserting “2. Members are prohibited from directing any unsolicited mass communications outside of the district from which elected. Therefore, official expenses that relate to advertising joint virtual town hall meetings must be separately accounted for and charged to the MRA of the Member into whose district the mass communication was delivered.”;

The Advertisements subsection is amended to read as follows:

“Ordinary and necessary expenses related to advertisements are reimbursable. Advertisements must comply with all applicable Federal laws and House rules, including Commission content and disclosure requirements. The Communications Standards Manual is available by calling x59337 (Majority) or x60647 (Minority), visiting <https://cha.house.gov/communications-guidelines> or [clicking here](#).

For example, Members must disclose, within a television and radio advertisement, the source of payment for the official advertisement. Members may use any of the following:

1. “Paid for with official funds from the office of [Member’s name].”
2. “Paid for by the funds authorized by the House of Representatives for the [district number] District of [name of state].”
3. “Paid for by official funds authorized by the House of Representatives.”

Certain advertisements may require an Advisory Opinion from the Commission. For details, please consult the Commission.

The Electronic Communications subsection is amended to read as follows:

“Ordinary and necessary expenses related to electronic communications are reimbursable.

- All official electronic communication content, which is sent out as an unsolicited mass communication, must comply with Commission content regulations.
- All official electronic communications must comply with House information technology and security policies as approved by the Committee on House Administration.
- All official electronic communications sent to an email list of 100 or more individuals must include a usable opt-out in the body of the email that enables an individual to optout from the Member’s email list. Opt-out requests must be honored.

These mailings must comply with House IT Policy 007.0 – Bulk Email List Management as approved by the Committee.

- All unsolicited mass communications must be reported on the Quarterly Mass Communications Report.”;

The Newspaper Inserts subsection is amended by striking “the Franking Regulations” and inserting “Commission content regulations” in the first paragraph and by striking the second paragraph;

The Unsolicited Mass Communications Restrictions subsection is amended by striking “Restrictions” from the subsection title and by striking all that follows the subsection title and inserting:

Ordinary and necessary expenses related to unsolicited mass communications are reimbursable. Unsolicited mass communications are subject to regulations promulgated by the Commission, including Commission blackout dates, which can be found by calling x59337 (Majority) or x60647 (Minority), visiting <https://cha.house.gov/communications-guidelines> or [clicking here](#).

Examples of unsolicited mass communications are:

1. Postal mail
2. Electronic mail
3. Handouts
4. Text messages (and similar electronic messaging methods)
5. Advertisements (including digital, newspaper, radio, and television)
6. Robocalls
7. Other paper-based, telecommunications-based, and digital communications

The following are not considered unsolicited mass communications and, therefore, are not restricted during blackout periods, but must still comply with the Commission content standards:

1. Direct responses to communications, including casework and other solicited communications
2. Communications to Members of Congress and other government officials
3. News releases, press releases, interviews (initiated by an outside entity), or media releases (written or recorded communications from Members, directed at the news media), in any format. Note that expenses for production and transmittal are reimbursable; expenses for satellite downlink and broadcast are not reimbursable.
4. Websites (including a Member’s official website)
5. Member’s participation in a media hosted interview or program
6. Previously recorded programs and public service announcements aired at the discretion of a media outlet, when no expenses are incurred by the Member

7. Purchases of research materials, including videotapes, audiotapes, and other electronic media

8. Video teleconferencing services

9. Mass communications distributed to a subscribed list

The Websites subsection is amended by amending item 4 to read "4. Committee Websites may not be hosted on Websites paid for by the MRA."

The Websites subsection is further amended by amending the Content heading to read:

"Content

The content of a Member's official website and official social media is governed by the Communications Standards Manual. A copy of the Communications Standards Manual is available by calling x59337 (Majority) or x60647 (Minority), visiting <https://cha.house.gov/communications-guidelines> or [clicking here](#)."

4. The Congressional Member Organizations section is amended by striking "the Franking Regulations" and inserting "Commission content standards" in the Communications heading of the Congressional Member Organizations subsection.

5. The Table of Contents is amended to reflect these amendments.

In the *Committees' Congressional Handbook*:

1. The Communications section is amended as follows:

Immediately under the section title insert a new subsection to read:

"Official Communications Generally

Ordinary and necessary expenses related to an official communication that complies with Commission content regulations are reimbursable.

For questions about content standards, contact the Commission at x59337 (Majority) or x60647 (Minority).

For questions about the authorization of expenses, contact the Committee on House Administration at x52061 (Majority) or x58281 (Minority).";

The Advertisements subsection is amended to read as follows:

"General

Ordinary and necessary expenses related to advertisements are reimbursable. Advertisements must comply with all applicable Federal laws and House rules, including Commission content and disclosure requirements. The Communications Standards Manual is available by calling x59337 (Majority) or x60647 (Minority), visiting <https://cha.house.gov/communications-guidelines> or [clicking here](#).

For example, Committees must disclose, within a television and radio advertisement, the source of payment for the official advertisement. Committees may use any of the following:

a. "Paid for with official funds from the Committee on [committee name]."

- b. "Paid for by funds authorized by the House of Representatives for the Committee on [committee name]."
- c. "Paid for by official funds authorized by the House of Representatives."

Certain advertisements may require an Advisory Opinion from the Commission. For details, please consult the Commission.

Electronic Communications

Ordinary and necessary expenses related to the distribution of electronic communications are reimbursable.

All official electronic communication content, which is sent out as an unsolicited mass communication, must comply with Commission content regulations.

All official electronic communications must comply with House information technology and security policies as approved by the Committee on House Administration.

All official electronic communications sent to an email list of 100 or more individuals must include a usable opt-out in the body of the email that enables an individual to optout from the Member's email list. Opt-out requests must be honored. These mailings much comply with House IT Policy 007.0 – Bulk Email List Management as approved by the Committee.

The Chairperson or other Member of the Committee authorized to use electronic communications may not distribute an unsolicited communication that is sent to 500 or more recipients into any congressional district fewer than 90 days before an election where the Member representing that district is subject to the pre-election prohibition on mass mailings pursuant to 39 U.S.C. § 3210(a)(6)(A), except that this restriction does not apply to:

- a. Direct responses to inquiries or requests from the persons to whom the matter is mailed.
- b. Communications to colleagues in Congress or to government officials (whether Federal, state, or local).
- c. News releases to the communications media.
- d. Mass communications to a subscribed list of recipients.
- e. Mass communications related to officially-sanctioned Competitions, Military Academy nominations, official House office employment listings (including listings for the Wounded Warrior Program and Gold Star Family Fellowship Program), and information in the event of a disaster or other threat to life safety."

The Franked Mail subsection is amended to read as follows:

"Use of the Frank

- 1. Pursuant to 39 U.S.C. § 3210, committees are entitled to the privilege of sending mail as Franked mail in order to assist and expedite the conduct of official Committee business. The content of Committee mail must relate to the normal

business of the Committee. For information regarding the use of the Frank, refer to the Commission Manual.

2. At the request of the Committee Chair, a separate mail accounting system can be provided to the minority of the Committee.

3. The Chairperson or other Member of the Committee authorized to use franked mail may not distribute a mass mailing into any congressional district fewer than 90 days before an election where the Member representing that district is subject to the pre-election prohibition on mass mailings pursuant to 39 U.S.C. § 3210(a)(6)(A), except that this restriction does not apply to:

- a. Direct responses to inquiries or requests from the persons to whom the matter is mailed.
- b. Communications to colleagues in Congress or to government officials (whether Federal, state, or local).
- c. News releases to the communications media.

4. Mail to be delivered outside the United States, its territories and possessions (other than mail matter bearing an APO or FPO address for delivery through the United States military mail system) is not eligible for distribution under the Frank and may be sent with stamps. In applicable circumstances, the Committee may also use the following:

- a. For official mail to U.S. Embassies and missions abroad, the Department of State provides diplomatic pouch service. For information regarding this service, contact House Postal Operations at x63764.
- b. Committee hearings, reports, and prints which are not available for purchase from the Government Publishing Office, and which are to be sent to foreign countries, may be sent to the Library of Congress for forwarding through the Exchange and Gifts Division. For further information regarding this program, contact the Library of Congress, Exchange and Gifts Division at x75243.

Content standards for franked mail shall be established by the Commission and set forth in the Communications Standards Manual. A copy of the Communications Standards Manual is available by calling x59337 (Majority) or x60647 (Minority), visiting <https://cha.house.gov/communications-guidelines> or clicking [here](#).

Franked Mail Monthly Statement

Each month the United States Postal Service (USPS) will prepare an USPS Franked Mail Monthly Statement listing the postage expenses of all Franked mail incurred in that month. The USPS will forward this statement directly to Postal Operations for

payment from the Committee's franked mail allocation and will provide an informational copy to Committees."

The Stationery subsection is amended by striking, from the second to last paragraph, "the Franking Regulations. Contact the Franking Commission at x60647" and inserting "Commission regulations. Contact the Commission by calling x59337 (Majority) or x60647 (Minority), visiting <https://cha.house.gov/communications-guidelines> or [clicking here](#) for information on content of official correspondence." and by striking the last sentence in the last paragraph.

The Business Cards subsection is amended by striking the second sentence.

The Websites subsection is amended by striking item 8 and renumbering item 9 as item 8 and item 10 as item 9 and by amending the Content heading to read as follows:

"Content

The content of an official Committee website and official Committee social media must comply with the rules established by the Commission and set forth in the Communications Standards Manual. A copy of the Communications Standards Manual is available by calling x59337 (Majority) or x60647 (Minority), visiting <https://cha.house.gov/communications-guidelines> or [clicking here](#).

2. The Table of Contents is amended to reflect these amendments.

Adopted February 12, 2020

Committee Resolution 116-17

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-17

**Resolution to Correct Regulations for the SFC Sean Cooley and SPC Christopher Horton
Congressional Gold Star Family Fellowship Program Adopted by the Committee by
Committee Resolution 116-15**

Be it resolved, that the Committee on House Administration, pursuant to H. Res. 107, 116th Congress, as amended by H. Res. 812, 116th Congress, hereby amends regulations adopted by the Committee under Committee Resolution 116-15 regarding the SFC Sean Cooley and SPC Christopher Horton Congressional Gold Star Family Fellowship Program:

Strike subsection (b) and "(a)" of Sec. 6.

Adopted February 27, 2020

Committee Resolution 116-18

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-18

Be it resolved, that the Committee allocates the following amount from the Reserve Fund, created by section 6(b)(2) of H. Res. 245, in addition to the amounts allocated to the committee under section 1 and section 3 of H. Res. 245, for the expenses incurred during the period beginning at noon on January 3, 2020 and ending immediately before noon on January 3, 2021:

Committee on Armed Services, \$385,000

Committee on Education and Labor, \$400,000

Committee on Energy and Commerce, \$600,000

Committee on Foreign Affairs, \$190,000

Committee on Transportation and Infrastructure, \$450,000

Committee on Veterans' Affairs, \$375,000

Committee on Ways and Means, \$400,000

Adopted March 23, 2020

Committee Resolution 116-19

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-19

A Resolution to Promulgate Regulations Governing House Paid Internships

Be it resolved, that the Committee on House Administration promulgates the following regulations, pursuant to section 120 of Public Law 115-244, the Energy and Water, Legislative Branch, and Military and Veterans Affairs Appropriations Act, 2019.

H.Rept. 115-929, the Conference Report to accompany H.R. 5895, Energy and Water Development and Related Agencies for the Fiscal Year Ending September 30, 2019, and for Other Purposes, stated:

The conferees believe that House internships should be available to the broadest possible pool of candidates who have the ability and interest to serve. Unpaid internships can be an impediment to otherwise qualified candidates who cannot independently afford to work without pay. One important step to expanding the opportunity for public service within the House is to provide interns financial compensation via a salary. The underlying bill provides up to \$20,000 per Member office for the sole purpose of paid internships. The paid internship positions shall not count against the number of employees who may be employed by a Member of the House under 2 U.S.C. 5321. The Committee on House Administration will promulgate rules and regulations on the implementation of this new authority.

Accordingly, pursuant to this authority, on March 12, 2019, the Committee on House Administration promulgated interim regulations pursuant to Committee Resolution 116-8. The regulations adopted by this resolution supersede the interim regulations adopted pursuant to Committee Resolution 116-8.

Sec. 1

In the regulations collectively known as the Members' Congressional Handbook within "Categories of Staff," strike all in the "House Paid Internship Program" section and insert:

Public Law 115-244, Section 120, established an allowance separate from the MRA for compensation of interns. Pursuant to Public Law 116-94, each Member office is authorized to use up to \$25,000 per year from this allowance to pay interns. Interns participating in this program are subject to the same federal laws and regulations, House Rules, House regulations, and Ethics regulations as interns who may be paid with MRA funds. Interns participating in this program may be based in the Washington, D.C. or a Member's district office. In addition, these interns do not count against the Member's employee staff ceiling.

In the event of a vacancy in office, amounts will be available to the succeeding Member on a prorated basis as determined by the Committee on House Administration.

The Member determines the terms and conditions of employment for an intern participating in this program, including provisions for leave (e.g., Annual, Administrative and Sick).

Sec. 2

In the regulations collectively known as the Members' Congressional Handbook insert the following at the end of the "Disbursements" section:

Interns employed by a Member Office through the House Paid Internship Program are eligible for reimbursement of official expenses incurred as part of their official duties.

Sec. 3

The Committee directs the Chief Administrative Officer (CAO) to report in the Statement of Disbursements payments from the applicable House accounts in a manner that accurately reflects the employing office of individuals employed through the House Paid Internship Program. The CAO

is further directed to develop a payroll authorization form for this program and include program participants on the monthly payroll certification of the Member office that has authorized the internship. The CAO should also provide offices a monthly update on the balance of their allotment and submit a semiannual report to the Committee on both total usage of the authorization by Member offices and usage by Washington, D.C. and district offices.

Adopted May 5, 2020

Committee Resolution 116-20

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-20

A Resolution to Amend the Members' Congressional Handbook and the Committees' Congressional Handbook

Be it resolved, that the Committee adopt the following regulations amending the relevant portions of the regulations known collectively as the Members' Congressional Handbook and the Committees' Congressional Handbook, respectively:

Sec. 1

In the regulations collectively known as the Members' Congressional Handbook within "Categories of Staff," in the section titled "Interns" insert the following paragraph after the second paragraph:

"Upon a determination by the Committee on House Administration, and consistent with all existing rules, regulations, and provisions of law, paid interns are eligible to telework in the event of a disaster, pandemic, or other emergency, as part of an office's continuity of operations plan, provided the educational plan of the internship is maintained, any work performed is incidental to said plan, and participation in the plan is certified by the employing office.

This eligibility shall apply to interns paid from the Members' Representational Allowance and interns participating in the House Paid Internship Program.

All equipment issued to support telework must be returned to the employing Committee no later than thirty days from the end date of the internship and costs incurred to return such equipment are reimbursable."

Sec. 2

In the regulations collectively known as the Committees' Congressional Handbook within "Committee Staff, Consultants, and Detailees" in the section titled "Interns" insert the following paragraph after the third paragraph:

“Upon a determination by the Committee on House Administration, and consistent with all existing rules, regulations, and provisions of law, paid interns are eligible to telework in the event of a disaster, pandemic, or other emergency, as part of a Committee’s continuity of operations plan, provided

the educational plan of the internship is maintained, any work performed is incidental to said plan, and participation in the plan is certified by the employing Committee.

All equipment issued to support telework must be returned to the employing Committee no later than thirty days from the end date of the internship and costs incurred to return such equipment are reimbursable.”

Adopted May 5, 2020

Committee Resolution 116-21

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-21

A Resolution to Adopt Hiring Regulations for the Office of Diversity and Inclusion

Be it resolved, that the Committee adopt the following regulations for the Office of Diversity and Inclusion, pursuant to House Resolution 693. These regulations may be amended, with the concurrence of the Committee, as necessary.

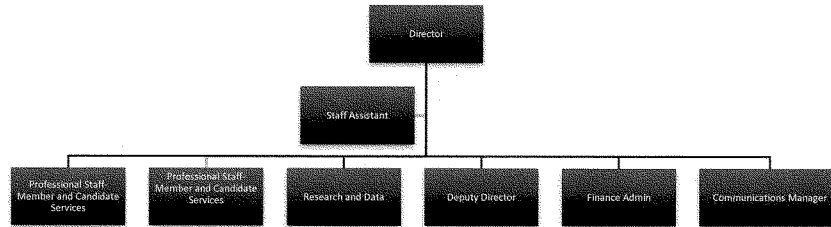
Section 1: Staff:

The maximum number of staff authorized for the Office is seven (7) full-time employees and one (1) part-time employee, including the Director of the Office, as provided for in House Resolution 6. Additional positions may be established, as necessary, subject to the approval of the Committee.

There shall be a Deputy Director who will be appointed by the Director upon the recommendation of the Minority Leader of the House of Representatives (“House”) and the Ranking Member of the Committee. The Deputy Director may be removed for cause, by the Director upon the recommendation of the Minority Leader of the House and the Ranking Member of the Committee.

The Director shall consult with the Deputy Director prior to the appointment of the Member and Candidate Services professional staff.

Section 2: Organizational Chart:



Section 3: Position Descriptions and Duties:

Employee position descriptions and duties shall be consistent with the Office's Operational Plan, submitted to the Committee on May 8, 2020, pursuant to House Resolution 6, Sec. 104(d)(3), 116th Congress, in addition to the following:

The Communications Manager will be responsible for helping the Office interface with internal and external audiences. This individual will develop and drive communications and outreach efforts targeting House employing offices, ensuring that they are aware of the ways in which the House Office of Diversity and Inclusion can support diversity objectives. This individual will also help to communicate the diversity "business case," and support writing and creative needs for the Office. Successful candidate must be results-driven and proactive in the application of innovative and creative approaches to drive engagement with House employing offices.

Key Responsibilities:

- Responsible for the development/production of content across multiple platforms including videos, infographics, and other creative executions for House employing offices, events, trainings and research products.
- Manage social media platforms. Activity includes drafting and scheduling content, monitoring for mentions, identifying opportunities for engagement, updating follower lists, and keeping up with social media trends.
- Repurpose existing content and find opportunities for new content.
- Support the House diversity and inclusion program with writing and implementation as needed.
- Perform other duties and projects as assigned

Qualifications:

- Bachelor's degree or equivalent experience in Digital Communications, Publishing, or Content Production.
- Have a strong knowledge of social media and content trends, and emerging technologies and platforms. Have a working knowledge of digital and social media metrics.
- The ideal candidate will have a background in video production and editing and have a strong focus on storytelling.
- Experience with social media community management required.
- Excellent writing skills required.
- Design knowledge strongly preferred.
- Extensive experience handling multiple projects from ideation to final delivery.
- Knowledge and experience with Adobe Creative Cloud apps including Premiere Pro, Photoshop, Illustrator, Media Encoder and After Effects.

Section 4: Interns:

The Office is authorized to hire interns as part of a demonstrated educational plan. Terms of Office internships shall be consistent with all relevant rules, regulations and laws governing the use of interns in the House.

Section 5: Salary and Benefits:

Pursuant to House Resolution 693, 116th Congress, the pay shall be fixed by the Director with the approval of the Committee. Employees are subject to pay and compensation policies pursuant to the House Employees Position Classification Act (2 U.S.C. § 291 *et seq.*). The Director may determine additional benefits provided by the Office to its employees, subject to the approval of the Committee.

Section 6: Monthly Reporting:

In a manner established by the Chairperson of the Committee, in consultation with the Ranking Member, the Office shall submit a monthly financial report to the Committee on the Office's salaries and expenses and additional information as determined by the Committee.

Section 7: Evaluation and Review:

Not later than 180 days from the adoption of this resolution and in a manner established by the Chairperson of the Committee, in consultation with the Ranking Member, the Director shall submit to the Committee an evaluation and review of the Office's operations and employees.

Adopted May 29, 2020

Committee Resolution 116-22

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-22

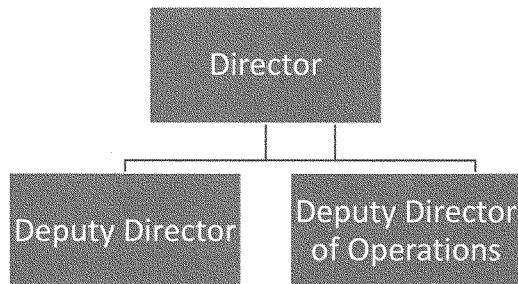
Be it resolved, that the Committee on House Administration (“the Committee”), pursuant to House Resolution 693, 116th Congress, and House Resolution 6, section 104(e)(3), 116th Congress, hereby issues the following regulations for the Office of Whistleblower Ombudsman (“the Office”) which may be amended, with the concurrence of the Committee, as necessary:

Hiring Regulations for the Office of the Whistleblower Ombudsman

Sec. 1. Staff

The maximum number of staff is three (3) full-time employees, including the Director, as provided for in House Resolution 6, Section 104(e), 116th Congress.

Sec. 2. Organizational Chart



Sec. 3. Position Descriptions and Duties

Deputy Director: The Deputy Director will report to the Director. Primary duties and responsibilities include assisting the Director with core functions of the Office, including advising and training House offices on best practices for working with whistleblowers, assisting offices in establishing effective whistleblower case management systems, and notifying appropriate staff of relevant laws and policies. Requirements include: Familiarity with the relevant laws and policies governing whistleblower issues; Experience conducting legal research; Experience conducting trainings and educational outreach; Knowledge of Congressional oversight and the ways in which Congress interacts with whistleblowers; Ability to exercise discretion and maintain confidentiality; Ability to thrive in a small team environment; Exceptional problem-solving skills and ability to work

independently, and; Exceptional written, verbal, and interpersonal communication skills. A Bachelor's degree is required.

Deputy Director of Operations: The Deputy Director of Operations will report to the Director. Primary duties and responsibilities are divided between 1) Managing the Office operations, including administrative and financial duties, and 2) Assisting the Director with core functions of the Office, including advising and training House offices on best practices for working with whistleblowers, assisting offices in establishing effective whistleblower case management systems, and notifying appropriate staff of relevant laws and policies. Requirements include: Exceptional organizational, proofreading and time management skills; Ability to manage multiple high-priority tasks at once; Experience with office administration and producing financial reports; Strong writing skills and attention to detail; Experience conducting legal research; Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner; Ability to exercise discretion and maintain confidentiality; Ability to thrive in a small team environment; Exceptional problem-solving skills and the ability to work independently, and; Proficiency in Microsoft Office Suite and website maintenance. A Bachelor's degree is required.

Sec. 4. Fellows

The Office is authorized to employ fellows on a temporary basis as part of an established mid-career education program and in accordance with all relevant federal law and rules and regulations of the House of Representatives.

Fellows shall receive their usual compensation from their sponsoring employer. Fellows may not be reimbursed with appropriated funds for incurred expenses.

Sec. 5. Salary Administration

Pursuant to House Resolution 693, 116th Congress, the pay shall be fixed by the Director with the approval of the Committee. Employees are subject to pay and compensation policies pursuant to the House Employees Personnel Classification Act (2 U.S.C. § 291 *et seq*). The rate of compensation for each employee shall be commensurate with the employees' position and description as deemed by the Committee.

Sec. 6. Monthly Reporting

In a manner established by the Chairperson of the Committee, in consultation with the Ranking Member, the Office shall submit a monthly financial report to the Committee on the Office's salaries and expenses and additional information as determined by the Committee.

Adopted July 30, 2020

Committee Resolution 116-23

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-23

Whereas, the current Memorandum of Agreement (the Agreement) between the Chief Administrative Officer of the United States House of Representatives and the General Services Administration was entered into in 1997 and revised with an addendum in 2000;

Whereas, in a letter dated June 24, 2019, Chairperson Lofgren and Ranking Member Davis of the Committee on House Administration (the Committee) requested the Chief Administrative Officer to enter into negotiations with the General Services Administration to enter into a revised Agreement;

Whereas, the House of Representatives is a substantial customer of the General Services Administration, spending over \$2.8 million in rent and other services annually;

Whereas, a new and updated Agreement provides the House of Representatives the opportunity to negotiate more competitive pricing, more clearly define the roles and responsibilities of the parties, and to better enable the operation of the House of Representatives and the support it provides the Members: Now, therefore

Be it resolved, that the Committee does authorize the Chief Administrative Officer to execute an Agreement it has negotiated with the General Services Administration to establish procedures and guidelines for planning and providing office space, telephone service, office furniture, furnishings, carpeting, draperies, window blinds, office equipment, and miscellaneous services to the district offices of Members of the House, effective as of the date of the last signature and in effect through September 30, 2030, and will continue its oversight over this Agreement.

Adopted September 25, 2020

Committee Resolution 116-24

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-24

**Resolution to Amend the *Members' Congressional Handbook*,
the *Committees' Congressional Handbook*, and the *Guide to Outfitting & Maintaining an Office***

Be it resolved, that the Committee adopt the following regulations amending and superseding the relevant portions of the prior regulations known collectively as the *Members' Congressional Handbook*, the *Committees' Congressional Handbook*, and the *Guide to Outfitting & Maintaining an Office* respectively:

In the *Members' Congressional Handbook*:

1. The section Introduction: Members' Representational Allowance, subsection General, is amended by striking:

“24. Any asset purchase of \$500.00 or more must be added to the Member’s inventory.”

and inserting:

“24. Any asset purchase of \$1,000 or more and any high-risk equipment regardless of original cost must be added to the Member’s inventory.”

2. The section Office Expenses, subsection Appliances, is amended by striking all that follows the subsection title and inserting:

“Small appliances under \$250 in value for use in the Member’s congressional offices are reimbursable. In Washington, D.C., congressional offices, the MRA may not be used to pay for items that are readily supplied to offices by the Chief Administrative Officer or the Architect of the Capitol.”

3. The section Office Expenses, subsection Postal Expenses, is amended by striking “Franking Regulations.” at end of the third sentence of the first paragraph and inserting “The House of Representatives Communications Standards Manual.”
4. The section Office Expenses, subsection District Office, paragraph Security Items by striking all that follows the paragraph title and inserting:

“Security equipment is a high-risk category and must be added to the Member’s inventory regardless of the original purchase cost. The purchase of a bulletproof vest is a reimbursable expense. Member offices should contact the Office of General Counsel concerning applicable laws for ballistic vests in their state and district.”

5. The section Travel is amended by inserting the following after the second sentence of the fourth paragraph:

“For Members who represent the insular territories, travel expenses incurred abroad (e.g. hotels) during the normal course of travel by the Members between their two duty stations are authorized when no practical alternative is available.”

6. The section Travel, subsection Official Travel Expenses, is amended by adding at the end the following statement:

“In order to ensure the safety of Members, the MRA may be used to reimburse the cost of a Member’s individual, annual CLEAR Plus membership. This plan enables individuals to access CLEAR check-in and security lines at participating airports. Official funds may not be used to pay for upgrades to a CLEAR Plus membership that enable additional travelers to access CLEAR kiosks, lines, and facilities.”

7. The section Office Expenses, subsection Food and Beverage Expenses, is amended to add the following statement at the end of the second paragraph:

“Members and staff may be reimbursed for food and non-alcoholic beverage expenses incurred while participating in virtual legislative planning sessions. Virtual legislative planning sessions may not occur more than twice in a legislative year.”

8. The section Office Expenses, subsection Equipment, is amended by striking the text following the subsection title and replacing with:

“All official work of the House of Representatives is to be performed and maintained on House equipment, except for Members' handheld personal devices. Ordinary and necessary expenses for equipment for use in the Member's congressional offices are reimbursable subject to Committee regulations. Equipment used for remote work purposes can only be issued to paid House staff or vendors. For all questions relating to equipment and equipment-related issues, refer to the Guide to Outfitting and Maintaining an Office, available at (<https://cha.house.gov>). For further information relating to any of the CAO's services, please refer to HouseNet or call First Call at x58000.”

9. The section Office Expenses, subsection Supplies, is amended by adding at the end the following statement:

“The MRA may be used to procure or reimburse the cost of certain personal protective equipment such as facemasks, face shields, protective gloves, protective eyewear, and certain personal use thermometers as authorized by the Committee upon the recommendation of the Office of Attending Physician.”

10. The section Office Expenses, subsection Furniture, is amended by adding at the end the following statement:

“Effective March 13, 2020, the MRA may be used to procure or reimburse the cost of items such as desks (standing and traditional), office chairs, and desk lamps necessary for remote work situations, subject to any applicable telework requirements. Offices are required to maintain an inventory of items used in remote work locations. The purchase of any single item exceeding \$250.00 is subject to preapproval by the Committee on House Administration.”

11. The section Office Expenses, subsection Photography Expenses, is amended by striking the second paragraph and inserting in its place the following:

“Official photographs are those taken with the use of House resources (e.g. equipment, staff, etc.) for official use. These include photos for use on House credentials and in-House directories. Additionally, photos taken with House equipment by House staff are considered official photographs. Members may use MRA funds to procure photographic equipment and use staff resources to take official photos. Additionally, Members may hire a photographer as a shared, temporary, or contract employee. Official photographs must comply with applicable rules and regulations for official use and may not be used for personal or campaign purposes. Members may use personal funds to retire a photograph from official use at a cost established by the House Photography Studio. (At this time, the reimbursement cost is \$20.) Payment is by check made out to the “U.S. Treasury”. An official photograph is considered retired from official use one week after payment is received by the House from the Member and all official resources (e.g. documents, websites, social media, etc.) have discontinued use of the image(s). A Member may not use MRA funds to purchase 1) photos that have been retired from official use, 2) photos from a Member's campaign, or 3) photos from a political organization. A Member may use MRA funds to purchase photographs that are official in nature, at the established market rate, from outside organizations such as media outlets. In

Washington, D.C., contact the House Photography Studio at x52840 for services, charges, and availability.”

12. The section Staff, subsection Categories of Staff, paragraph Employees is amended by adding the following:

“Employees are classified into one of the following two categories:

1. Employees who are Exempt from the overtime requirements of the Fair Labor Standards Act, as incorporated by the Congressional Accountability Act, are those who are not required to be paid overtime for all hours worked in excess of 40 hours in one workweek. Exempt employees are expected to work whatever hours are necessary to meet the job responsibilities and needs of the Office.

2. Employees who are Non-Exempt from the overtime requirements of the Fair Labor Standards Act, as incorporated by the Congressional Accountability Act, are those who are required to be compensated for all hours worked in excess of 40 hours per workweek.

The employee classification determination is based on the actual job duties and responsibilities of the employee. For a detailed review of overtime pay and work requirements for Non-Exempt employees, at the request of a Member or his/her designee, the Office of House Employment Counsel can advise an office of the Fair Labor Standards Act as it pertains to that respective office.”

13. The section Vouchers and Payments, subsection Advance Payments is amended by adding before the final sentence the following:

“18. Travel screening services permitted by these regulations (may be paid after a general election only for a returning Member)”.

In the *Committees’ Congressional Handbook*:

1. The section Introduction, subsection General, is amended by adding at the end the following:

“12. Any asset purchase of \$1,000 or more and any high-risk equipment regardless of original cost must be added to the Committee’s inventory.”

2. The section Communications section, subsection Postal Expenses, is amended by striking “Franking Regulations.” at the end of the third sentence and inserting “The House of Representatives Communications Standards Manual.”
3. The section Disbursements, subsection General Expenses, paragraph Appliances, is amended by striking all that follows the paragraph title and inserting:

“Small appliances under \$250 in value for use in Committee offices are reimbursable. Committee funds may not be used to pay for items that are readily supplied to offices by the Chief Administrative Officer or the Architect of the Capitol.”

4. The section Disbursements, subsection General Expenses, paragraph Food and Beverage Expenses, is amended to add the following statement:

“Members and staff may be reimbursed for food and non-alcoholic beverage expenses incurred while participating in virtual legislative planning sessions. Virtual legislative planning sessions may not occur more than twice in a legislative year.”

5. The section disbursements, subsection General Expenses, paragraph Furniture, is amended to add the following statement:

“Effective March 13, 2020, Committee funds may be used to procure items such as desks (standing and traditional), office chairs, and desk lamps necessary for remote work situations, subject to any applicable telework requirements. Offices are required to maintain an inventory of items used in remote work locations. The purchase of any single item exceeding \$250.00 is subject to preapproval by the Committee on House Administration.”

6. The section Committee Staff, Consultants, and Detailees, subsection General, is amended by adding at the end the following:

“Employees are classified into one of the following two categories:

1. Employees who are Exempt from the overtime requirements of the Fair Labor Standards Act, as incorporated by the Congressional Accountability Act, are those who are not required to be paid overtime for all hours worked in excess of 40 hours in one workweek. Exempt employees are expected to work whatever hours are necessary to meet the job responsibilities and needs of the Office.

2. Employees who are Non-Exempt from the overtime requirements of the Fair Labor Standards Act, as incorporated by the Congressional Accountability Act, are those who are required to be compensated for all hours worked in excess of 40 hours per workweek.

The employee classification determination is based on the actual job duties and responsibilities of the employee. For a detailed review of overtime pay and work requirements for Non-Exempt employees, at the request of a Chairperson/Ranking Member or his/her designee, the Office of House Employment Counsel can advise an office of the Fair Labor Standards Act as it pertains to that respective office.”

7. The section Disbursements, subsection General Expenses, paragraph Supplies, is amended by adding the following:

“Committee funds may be used to procure or reimburse the cost of certain personal protective equipment such as facemasks, face shields, protective gloves, protective eyewear, and certain personal use thermometers as authorized by the Committee upon the recommendation of the Office of the Attending Physician.”

In the Guide to Outfitting and Maintaining an Office:

1. The section Furnishings, Equipment, Software, subsection Inventory, paragraph DC Member and Committee offices, is amended by:
 - a. Striking the first sentence and replacing with “The CAO shall maintain an inventory of all Member and Committee office equipment items having an original purchase price of \$1,000 or more and any high-risk equipment (i.e., equipment that presents a cybersecurity risk because it contains official data and/or provides access to the House network) regardless of original cost.”

- b. Striking “six years” and replacing with “four years”.
 - c. Striking “\$499.99” and replacing with “\$999.99”.
2. The section Furnishings, Equipment, Software, subsection Inventory, paragraph District Offices, is amended by:
- a. Striking the first sentence and replacing with “The CAO shall maintain an inventory of all Member office equipment items having an original purchase price of \$1,000 or more and any high-risk equipment (i.e., equipment that presents a cybersecurity risk because it contains official data and/or provides access to the House network) regardless of original cost.”
 - b. Striking “six years” and replacing with “four years”.
3. Making technical and conforming changes that 1) reflect the 116th Congress including, but not limited to, updating dates, titles, office locations, and office phone numbers, 2) reflect any changes to the Members’ Congressional Handbook or the Committees’ Congressional Handbook adopted by the Committee in this or any other resolution previously agreed to by the Committee in the 116th Congress, or 3) reflect any changes to regulations issued by the Committee and previously agreed to by the Committee in the 116th Congress.

Adopted November 10, 2020

MINORITY VIEWS

LEGISLATIVE BRANCH OPERATIONS

During the 116th Congress, the Committee Republican and Majority staffs of the Committee on House Administration (the Committee) worked on several bipartisan issues impacting Legislative Branch operations. The Committee Republicans appreciate the bipartisan efforts to:

- Establish “subject-specific” re-occurring oversight meetings to address: Copyright IT Modernization, Cannon House Office Building Renovation, District Office Outreach, and improving the services offered by House Information Resources.
- Direct the United States Capitol Police and encourage the Fraternal Order of Police to start collective bargaining agreement negotiations.
- Identify and work to confirm a permanent agency head for the Government Publishing Office, which had gone without a permanent director for over two years.
- Identify and work to confirm a permanent agency head for the Architect of the Capitol
- Conduct several oversight hearings including: *Priorities for House Officers*, *United States Capitol Police*, *Congressional Research Service*, *Cannon House Office Building Renovation*, *Smithsonian Institute*, and *Government Publishing Office*.
- Update the Member and Committee Handbooks to address advanced payments and incorporate changes necessitated by the COVID-19 pandemic.
- Establish the SPF Sean Cooley and SPC Christopher Horton Congressional Gold Star Family Fellowship Program.
- Implement the first ever initiative to provide a paid transition aide to member-elects of the 117th Congress.
- Direct the CAO to revise the existing Memorandum of Agreement (MOA) with the General Services Administration covering district office leases and services.
- Provide oversight of the Library of Congress’s Visitor Experience project.
- Provide oversight of the Capitol Visitor Center’s re-fresh of *Exhibition Hall*.

CONGRESSIONAL RESEARCH SERVICE

The hearing held by the Committee focusing on the Congressional Research Service (CRS) was a productive first step in addressing several long-term management issues at CRS. The Committee Republicans were hopeful that the hearing would be a starting point in addressing the challenges CRS faces. Unfortunately, that never occurred, and Committee Republicans believe most of the issues raised at the hearing still have not been addressed.

Committee Republicans look forward to working together in a bipartisan way to conduct proper oversight the Congressional Research Service in the 117th Congress.

SHARED EMPLOYEES

The Committee Republicans were optimistic that the Majority would be willing partners to fully implement the necessary controls over shared employees that had been developed in the 115th Congress to address identified vulnerabilities. That implementation has not occurred. To make matters more frustrating, it appears the Majority put more effort into approving a significant six-figure settlement with several former shared employees, than working together to implement needed controls over shared employees and existing vulnerabilities.

UNITED STATES CAPITOL POLICE

The Committee Republicans introduced the Capitol Police Advancement Act of 2020. This piece of legislation calls to increase transparency of the department and provide authorities needed to remove bad actors from the police force. While much of the debate around policing in America was focused on local and state police departments, the Committee felt it was important to advocate for policy changes that would address some longstanding issues on the Capitol campus. Furthermore, Committee Republicans support the regional reorganization of the department to better protect Members and staff in the districts. This initiative has been approved by the Capitol Police Board and hopefully the Majority will support implementation.

NATIONAL LIBRARY SERVICES HEADQUARTERS

The Committee Republicans want to see more of an effort put into upgrading programs within the National Library Services (NLS), the most impactful step to that end is for Congress to find a permanent long-term headquarters. A proposal that has support from the Library of Congress, NLS, Senate, and Committee Republicans has been pending approval with the Majority of the Committee for over a year.

HOUSE COMMISSION ON CONGRESSIONAL MAILING STANDARDS

The Committee Republicans would like to associate themselves with the following portion of the Majorities Committee Activity Report and emphasize the gratitude to Franking Commission Chairwoman Susan Davis and Ranking Member Bryan Steil:

“The House Commission on Congressional Mailing Standards, commonly known as the Franking Commission, is responsible for issuing regulations governing the proper use of official communications resources, providing advice and counsel to Members and committees through advisory opinions, and hearing formal complaints against Members who have allegedly violated relevant law and regulations. During this Congress, and in coordination with the Select Committee on the Modernization of Congress, the Commission revised the regulations on the use of the official com-

munications resources to more reasonably reflect the realities of contemporary digital communications. These changes will also simultaneously provide more transparency to the public and more flexibility for Members.”

SELECT COMMITTEE ON MODERNIZATION OF CONGRESS

The Select Committee on Modernization (SCMC), established at the beginning of the 116th Congress for the first session and later extended for the entire Congress. The SCMC passed at total of 97 recommendations. The recommendations ranged from way to improve communication with constituents, additional human resource support for offices, efforts to promote bipartisanship, and reimagining how the House uses information technology. Many of the recommendations are in the process of being implemented or are already in place, the benefits already being realized by offices. The 117th Congress provides an enormous opportunity to build on this work through the Committee prioritizing which additional recommendations should be implemented. The Committee Republicans are supportive of the SCMC being authorized for the 117th Congress and look forward to collaborating with them again.

COVID-19 RESPONSE

As the global pandemic began to impact Congressional operations there was a real spirit of bipartisanship to address the immediate needs of the House. The initial effort to transition thousands of staff to telework posture was a monumental task that went extremely well. Additionally, there was collaboration on establishing supply lines, initial procurements and distribution of personal protection equipment, both in DC and districts. An internal COVID taskforce was created consisting of Congressional support agencies, Leadership staff from both sides, and staff from both sides of the Committee. For many weeks the taskforce met daily, these conversations were helpful often resulting in resolution on timely issues. As it became apparent that the pandemic was going to have a lengthy impact on operations; the Committee Republicans began to advocate for the development of a transparent, comprehensive plan to balance the health and safety of our workforce with the Constitutionally required work of the House. That plan should have been based in science and medical advice, developed in a bipartisan way, and made available to everyone. It should have addressed a comprehensive health monitoring program including testing, reconfiguring of multi-use space to accommodate social distancing requirements, consistent occupancy limits and a way to enforcement them, and clearly established phases that would drive the institution’s operating posture.

Instead what was developed at the Majority’s direction was a patchwork of confusing guidance, inconsistent messaging, and the appearance that decisions that should be made by medical professionals were instead being driven by political conveniences. For the final seven months of the 116th Congress the Majority of the Committee has effectively abdicated the spirit of bipartisanship that has been the hallmark of the Committee for many years when addressing House operations. Despite the unjustified mode of operation by the Majority, the Committee Republicans hope the spirit

of bipartisanship will return in the 117th Congress and continue to stand ready to work together.

ELECTIONS

Throughout the 116th Congress there was fundamental difference on election policy between Committee Republicans and the Majority. The 116th Congress started with H.R. 1 and its provisions that would have mandated a Federal takeover of elections, legalized ballot harvesting nationwide, funded Congressional campaigns with taxpayer dollars, limited free speech, and further politicized the Federal Election Commission. After the hyper-partisan H.R. 1 failed to become law, the Committee Republicans offered several commonsense election related bills including the Election Security Assistance Act and the Honest Elections Act.

ELECTION OBSERVER PROGRAM

The Committee Republicans wanted to highlight the importance of the Election Observer Program. The program has provided Committee Republicans with an incredible amount of data and established strong relationships and communication with key outside partners that will be critical to our efforts to fight back in this contested election fight. A few highlights from this year's program:

- Our team recruited and trained more than 70 Republican House staffers to serve as official election observers.
- Through the program, we deployed observers to 19 districts across the country who are observing to ensure ballots in the closest House races are being processed fairly and counted accurately.
- In the weeks following the election, we dedicated significant resources to observation in Allegheny Co., PA, southwestern Iowa, Gwinnett Co., GA, Clark County, NV, Illinois, Utah, New York, and California, among others. As counting and other post-election work progressed, we remained on the ground to closely monitor races.
- We raised issues with access for observers, segregation of ballots, glitches with voting machines, processes for provisional ballots, inventory of memory cards, and others. A comprehensive analysis on election administration issues will be forthcoming in the 117th Congress.
- The Committee also conducted significant time fact-finding in various States prior to the general election to hear directly from local election administrators on the challenges they face. This work will help inform Committee Republicans develop policy moving forward.

RODNEY DAVIS
Ranking Member.

