

# CORD

## Activities and Summary Report on the House Committee on House Administration: 113th Congress, First Session

Item Type	House Committee Approved Report
Download date	2025-02-15 00:25:51
Link to Item	<a href="https://hdl.handle.net/20.500.14300/689">https://hdl.handle.net/20.500.14300/689</a>

## Union Calendar No. 230

113TH CONGRESS }  
*1st Session*

HOUSE OF REPRESENTATIVES

{ REPORT  
113-312

FIRST ANNUAL REPORT ON THE ACTIVITIES  
OF THE  
COMMITTEE ON HOUSE ADMINISTRATION  
OF THE  
HOUSE OF REPRESENTATIVES  
DURING THE  
ONE HUNDRED THIRTEENTH CONGRESS  
TOGETHER WITH MINORITY VIEWS



DECEMBER 31, 2013.—Committed to the Committee of the Whole House  
on the State of the Union and ordered to be printed

U.S. GOVERNMENT PRINTING OFFICE

39-006

WASHINGTON : 2014



**LETTER OF TRANSMITTAL**

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HOUSE OF REPRESENTATIVES,  
COMMITTEE ON HOUSE ADMINISTRATION,  
*Washington, DC, December 31, 2013.*

Hon. KAREN HAAS,  
*Clerk of the House,*  
*Washington, DC.*

DEAR MS. HAAS: Pursuant to Rule XI, clause 1, paragraph (d) of the Rules of the U.S. House of Representatives, I hereby transmit the First Annual Report on the Activities of the Committee on House Administration. This report summarizes the activities of the Committee with respect to its legislative and oversight responsibilities in the 113th Congress from January 2013 to December 2013.

Sincerely,

CANDICE S. MILLER,  
*Chairman.*



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### FIRST ANNUAL REPORT ON THE ACTIVITIES OF THE COMMITTEE ON HOUSE ADMINISTRATION DURING THE 113TH CONGRESS

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DECEMBER 31, 2013.—Committed to the Committee of the Whole House on the State  
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Mrs. CANDICE S. MILLER of Michigan, from the Committee on  
House Administration, submitted the following

#### R E P O R T

together with

#### MINORITY VIEWS

#### INTRODUCTION

The Committee on House Administration (“Committee”) is charged with the oversight of federal elections and the day-to-day operations of the House of Representatives.

The Committee on House Administration oversees appropriations for the salaries and expenses of all House committees (except for the Committee on Appropriations); allowance and expenses of House Members, officers, and administrative offices; and the auditing and settling of these accounts. The Committee further oversees the employment of staff for House Members, committees, and stenographers. The Committee has jurisdiction over the House Library; the statuary and art in the Capitol; the Franking Commission; the Congressional Record; accounts of the House; and the assignment of office space for House Members and committees. The Committee also has the important duty of overseeing the Capitol Police and security of the House office buildings and grounds.

Additionally, the Committee’s jurisdiction covers the election of the President and Vice President, House Members, Delegates, the Resident Commissioner, and Senators as well as House contested elections, credentials and qualifications of candidates, corrupt practices, and campaign finance matters in federal elections. Regarding

Member services, the Committee oversees the House restaurant, parking facilities, and administration of the House office buildings and of the House wing of the Capitol. The Committee also deals with the travel of Members; and the compensation, retirement and other benefits of Members, officers and employees of Congress. Lastly, the Committee has jurisdiction over the Library of Congress, the purchase of books and manuscripts, the Botanic Garden, and the Smithsonian Institution.

#### COMMITTEE MEMBERSHIP

On January 3, 2013, the House elected, through H. Res. 6, Representative Candice S. Miller of Michigan as Chairman of the Committee on House Administration. Also elected to the Committee was Representative Gregg Harper of Mississippi, Representative Phil Gingrey of Georgia, Representative Aaron Schock of Illinois, Representative Todd Rokita of Indiana, and Representative Rich Nugent of Florida. The three minority Members elected were Representative Robert A. Brady of Pennsylvania, the Ranking Minority Member, Representative Zoe Lofgren of California, and Representative Juan Vargas of California.

On February 5, 2013, the Committee met to organize for the 113th Congress. During this organizational meeting, the Committee adopted its rules and oversight plan. During the 113th Congress, the Committee also abolished its subcommittees allowing for all issues to come before the full Committee.

#### COMMITTEE FUNDING

The Committee on House Administration 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, House Rule X, clause 7, provides a temporary authorization for House committees to continue operations. This temporary authorization is based on their funding authorizations from the preceding session and allows committees to organize, adopt legislative and oversight agendas, and seek spending authority through the adoption of a primary expense resolution by the House.

#### *113th Congress Proceedings*

To gather the information necessary to create the omnibus primary expense resolution, the Committee required the standing and select committees to submit estimates for their expected expenses for both sessions of the 113th Congress. The Committee asked that committees provide line-item estimates for the following expenses: personnel compensation (including salaries and lump sum payments), overtime, transit benefits, travel, communications, and printing and reproduction costs. The Committee also requested that the standing and select committees estimate their expenses for other services, including consultant contracts, detailees from executive and other agencies, training, representational expenses, specialized training, and miscellaneous expenses. Finally, the Committee requested budget estimates for the costs of supplies, materials, and equipment.

In addition to requiring the above information, the Committee asked that the standing and select committee budget requests include the possibility of an 11% cut to conform to the funding cuts required by President Obama's sequestration order under the Budget Control Act of 2011.

To further gather the information necessary to create the omnibus primary expense resolution, the Committee convened a two-day hearing to provide the Chairs and Ranking Members of the standing and select committees an opportunity to present and share their views on their respective budget requests for the 113th Congress.

During the hearing, Members of the Committee asked the Chairs and Ranking Members if these smaller budget requests would impact their ability to conduct effective oversight or pursue their legislative goals.

Members of the Committee also asked the Chairs and Ranking Members how they were managing and will manage their resources with equity and prudence. Since the 104th Congress, House majority leadership and the Chair and Ranking Member of the Committee have encouraged the Chairs of the standing and select committees to provide the minority with one-third of committee staff and/or resources authorized in the primary expense resolutions. During the hearings, the Committee sought to ensure that the minority in each committee was treated equitably in the funding process. Each Ranking Member was asked if he or she was allocated the traditional one-third share of committee staff positions and/or committee resources, as determined by each committee. These exchanges indicated that committees appear to be in compliance with the traditional "two-thirds/one-third" distribution of funds among the majority and minority.

After the hearing, the Committee used the budget submissions and Member testimony to create an omnibus expense resolution, H. Res. 115, introduced by Chairman Miller, to authorize funding for all committees. The resolution reflected appropriate cuts from each of the Committee's authorizations to comply with the appropriations reductions required by President Obama's sequestration order under the Budget Control Act.

The Committee conducted the hearing on March 5, 2013, and the hearing continued on March 6, 2013. On March 15, 2013, by voice vote, the Committee met and agreed to a motion to report H. Res. 115, the omnibus expense resolution, favorably to the House without amendment. H. Res. 115 was ordered favorably reported by the Committee to the House.

The House agreed to H. Res. 115 on March 19, 2013 by a vote of 272-136.

#### MEMBERS' REPRESENTATIONAL ALLOWANCE

The Committee has jurisdiction over the use of appropriations from the accounts of the U.S. House of Representatives for the Members' Representational Allowance ("MRA") as well as official travel by Members and staff, and compensation, retirement and other benefits of Member office employees. The 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 ex-



penses incurred by the Member and his or her congressional office employees in support of the conduct of the Member's official and representational duties on behalf of the district from which the Member is elected. The annual MRA is available for one legislative year (i.e., January 3 of one year through January 2 of the following year).

The MRA is made up of three primary expense components: personnel compensation, official expenses, and official (franked) mail expenses. The amount of the MRA varies from Member to Member based on the distance of a Member's district from Washington, D.C., the cost to lease federal office space in a Member's district, and the number of U.S. Postal Service private delivery stops in a Member's district. The use of funds in any expense category is not limited by the amount factored into a corresponding expense component, e.g., a Member may spend more or less than the amount of the travel component to travel and from his or her district. Each Member has complete discretion in budgeting the total amount of his or her MRA as he or she determines to support the operation of his or her Washington, D.C., and district congressional offices, consistent with applicable Federal law and House Rules and regulations.

Federal law authorizes the Committee to fix and adjust the amounts, terms, and conditions of, and other matters relating to the MRA (including all aspects of official mail) by reason of:

1. A change in the price of materials, services, or office space;
2. A technological change or other improvement in office equipment; or
3. An increase in rates of pay under the General Schedule, e.g., a comparability and/or locality wage adjustment.

#### *113th Congress*

The 2013 MRA amount was initially updated with new rent, mail, and mileage components to account for the updated reapportionment and redistricting information after the 2010 Census. Those amounts were measured against the amount available in the total MRA appropriation and each MRA was reduced by a proportional amount so they were computed to the amount available in the appropriation. Then the MRAs were further reduced on March 4, 2013, by 8.2% to comply with sequestration orders issued by President Obama pursuant to the Budget Control Act. The total amount authorized for all Members' Representational Allowances for 2013 was \$548,829,438. The average MRA for 2013 was \$1,244,543. This reduction promoted a greater level of efficiency within office operations.

#### COMMISSION ON CONGRESSIONAL MAILING STANDARDS

The Commission on Congressional Mailing Standards of the U.S. House of Representatives ("Franking Commission"), established by Public Law 93-191, is composed of six Members appointed by the Speaker of the House; three from the majority and three from the minority. The Speaker designates as Chairman of the Franking Commission, from among the Members of the Committee on House Administration, one of the Members appointed to the Commission.

In the 113th Congress, Representative Candice S. Miller was appointed Chairman of the Franking Commission. Additionally, Representative Tom Price, M.D., of Georgia and Representative Robert E. Latta of Ohio were appointed as majority Members to the Commission. Representative Susan Davis of California was appointed as the Ranking Minority Member, and Representative Brad Sherman of California and Representative Cedric Richmond of Louisiana were appointed as minority Members to the Commission.

All communications required to receive an Advisory Opinion from the Franking Commission are subject to full public disclosure. These Advisory Opinions are made available for review (and duplication) to the public through the Legislative Resource Center, B-106 Cannon House Office Building. Communications that require an Advisory Opinion include mass mailings, mass communications (regardless of media). A mass mailing or communication is considered to be any unsolicited communication of substantially identical content initiated by a Member that will potentially be distributed to, i.e., read by, heard by, or seen by, 500 or more individuals. As of December 2013, the Franking Commission has reviewed, and approved nearly 6,000 requests for Advisory Opinions.

The Franking Commission is also responsible for monitoring requests to review Advisory Opinions filed at the Legislative Resource Center to ensure that the applicable public disclosure requirements are fully complied with. In addition, it is the practice of the Franking Commission to provide notice to a Member whenever his or her public disclosure file has been reviewed in whole or in part. So far, during the 113th Congress, the Commission has issued 66 Notifications of Review.

On December 4, 2013, at the request of Commission Chairman Candice S. Miller the Commission met to revise two of its regulations. The Commission voted to permit incidental holiday greetings, such as “Merry Christmas” in an otherwise official and frankable mass mailing. Furthermore, upon the motion of Representative Davis, the Commission adopted a new regulation concerning the amount of space a Member’s photograph may occupy in any one page.

#### OVERSIGHT AND LEGISLATIVE ACTIVITIES OF THE COMMITTEE

##### *No Budget, No Pay*

On January 23, 2013, the Committee brought to the floor, in conjunction with the Committee on Ways and Means, H.R. 325, the No Budget, No Pay Act of 2013. The Act, which became Public Law 113-3, required that Members of each chamber pass a budget by April 15 to receive their salaries on time. If a chamber did not adopt a budget resolution by that time, the Members’ salaries would be held in escrow until the end of the Congress, in compliance with the 27th Amendment. Following passage of No Budget, No Pay, the Senate passed a budget for the first time in four years.

##### *Cumulative Taxpayer Savings Estimated to be \$405 Million*

Added to the House’s budget reductions and savings achieved in FY 2011 and FY 2012, the cuts applied in FY 2013 represent a total savings of \$450 million for taxpayers. This includes approxi-

mately \$58 million in savings in FY 2011, another \$143 million in FY 2012, and \$205 million in FY 2013.

#### *Officers of the House*

One of the responsibilities of the Committee is to conduct oversight of the Officers of the House, whose organizations serve primary roles in legislative operations and the day-to-day administrative and operational infrastructure necessary to support the Members and staff of the House.

#### *Clerk of the House*

The Office of the Clerk is charged with overseeing nine departments including the Office of Art and Archives, the Legislative Resource Center, and the Office of Official Reporters. The Clerk's primary responsibilities involve the legislative activities of the House. This includes managing the bills originating in the House as well as overseeing the voting system.

With help from the Committee, House leadership, and the Rules Committee, the Clerk rolled out Phase II of Docs.house.gov. House committee documents are now available in XML, an open, machine-readable format that improves transparency and access to data. The Committee also participated in Bulk Data Task Force meetings headed by the Deputy Clerk and House Appropriations staff, which included bipartisan leadership and Committee staff, administrative staff, and representatives of legislative branch support agencies. The task force worked throughout the year to increase the availability of bulk data and reduce duplication and expenses.

The Committee worked with several of the Clerk's subdivisions on projects throughout the year, including the Historian on the updated version of the Hispanic Americans in Congress book set to be released in early 2014.

The Committee worked with the Office of House Employment Counsel to prepare frequently asked questions to advise Member and Committee offices on appropriate personnel steps to comply with the sequestration orders issued by President Obama under the Budget Control Act.

#### *Sergeant-at-Arms and the United States Capitol Police*

The House Sergeant-at-Arms ("HSAA") is responsible for maintaining the security of the House side of the Capitol Grounds and for ensuring the security of Members of Congress, staff, and visitors.

Oversight of the House Sergeant-at-Arms and the United States Capitol Police ("USCP") continued to be a priority for the Committee. In order to receive regular updates regarding security in both Washington and in Member districts, the Committee meets with both the HSAA and the USCP on a monthly basis.

The Committee continued to monitor the development, testing, and integration of the USCP Digital Radio project.

The Committee approved a House Sergeant-at-Arms requested reorganization of the HSAA structural alignment, including certain personnel reassignments. In addition, the Committee approved a Voluntary Separation Incentive Payment program for eligible HSAA staff, to be completed by January 2014.

*Chief Administrative Officer*

The Office of the Chief Administrative Officer (“CAO”) supports the budget, finance, procurement, facilities, and information technology needs of the House and all of its components. The Committee is charged with overseeing the CAO and its support staff. Over the past year, the Committee worked with the CAO on a variety of cost-savings and process improvement initiatives, policies, and programs throughout all facets of the organization.

With assistance from the Committee, the CAO executed several contracts, and purchase orders that saved over \$2 million per year including a new furniture storage and delivery contract costing 40% less than the prior contract.

The Committee worked with the CAO on a variety of programmatic initiatives and pilot programs to improve the services provided by the CAO and day-to-day office operations. These programs included: enabling the online purchase of constituent flags through Pay.gov, implementing an E-voucher system for the electronic submission and approval of all office vouchers, and executing a Service Request Management system for entering CAO service requests that are entered and tracked through an online portal. All of these programs improved Member and Committee office operations as well as the CAO’s operations through increased automation.

At the request of Member offices, the Committee worked with the CAO to allow for the online ordering of constituent flags through the use of the Department of Treasury’s Pay.gov portal. Prior to the system rollout, constituents had to write manual checks and submit them to the Member office who in turn submitted them to the Office Supply to store for processing. The new automated process, which is now being used on 216 Member websites, is a cost-savings and process improvement for all involved parties.

The Committee was involved with another improvement this year deployed by the CAO’s Finance Office: the E-voucher System. The E-voucher system allows for all offices to submit vouchers and invoices for payment electronically to the Office of Finance. The project was rolled out in phases with the first phase beginning in April 2013 and the final phase launching in late summer 2013. The benefits of the system include faster processing time, electronic routing and approval, elimination of a signed paper voucher, and increased voucher status transparency. The Committee also oversaw the CAO’s successful upgrade to a new version of the House’s financial system in October 2013.

The Committee worked with the CAO on the CAO’s rollout of a new Service Request Management system in the fall, allowing offices to place CAO service requests through a portal that routes the request directly to the appropriate department. The system improves the accuracy of the request, reduces the timeframe for completion of the request, and eliminates the middleman. This new system is popular amongst users and it will be enhanced with more services in the new year.

The Committee partnered with the CAO on the redesign of the House’s intranet, HouseNet. The updated site was the first redesign since 2007, and improved the functionality and usability of the site. With the assistance of feedback from the Committee and the House community, the CAO was able to develop an intranet

website with helpful, timely, and comprehensive information for the campus.

With the Committee's approval, the Chief Administrative Officer implemented a Voluntary Separation Incentive Program which resulted in a total of 40 employee departures from a variety of CAO units. The plan was reviewed and approved by the Committee to ensure the continuity of operations despite the staffing changes.

#### *House Information Resources*

Throughout the year, the Committee worked with House Information Resources ("HIR") to improve technology services for the House community. These services included expansion of the House Cloud file services, the addition of YouTube live streaming, approval of new hardware and software standards, and various cyber security awareness initiatives.

The Committee approved the addition of YouTube live streaming to the House's list of available video services. Member and Committee offices can stream, for free, the official events live from their official websites and safely store archived video for re-use in other communications, such as e-mails and social media.

The Committee worked with HIR to enhance cyber security education in the House through outreach and education by conducting briefing and training on data security, cloud computing safety, and social media tool safety.

At the request of the Committee, HIR began a pilot project for using Voice-over-IP telephony for district offices. The pilot program was designed to test installation, configuration, capabilities, reliability and security. Transitioning to VOIP could potentially result in cost savings for Member offices.

#### *Inspector General*

House Rule II creates the Office of the Inspector General ("OIG") and charges the Committee with oversight of the office. During the past year, the OIG produced eight management advisory reports and six audit reports. Of particular note was the FY 2012 House Financial Statement Audit which the Committee released on May 1st. The House received an unqualified or "clean" opinion on its financial statements and internal controls over financial reporting. This is the second consecutive "clean" audit the House has received since its adverse opinions in 2009 and 2010.

#### *The Architect of the Capitol*

The Architect of the Capitol ("AOC") is responsible for the maintenance, operation, development, and preservation of the entire Capitol Complex, which includes 17.4 million square feet of building space and more than 460 acres of land. Certain decisions regarding management of the House office buildings and the House side of the Capitol reside with the House Office Building Commission, but the Committee supervises and oversees AOC implementation of all its programs.

The Committee met regularly with the House Office Building Superintendent, his senior staff, and other AOC management and staff during the period of this report. The Committee continued to monitor AOC operations, including the American Veterans Disabled for Life Memorial, the AOC's Office of Security Programs,

and the Cannon Building renewal, the O'Neill Building renovations, and the planning and implementation of the Capitol Dome renewal project. The Committee also helped facilitate cooperation and communication occurs between the AOC's Office of Security Programs and the USCP.

*Office of Congressional Accessibility Services*

The Office of Congressional Accessibility Services ("OCAS") was created by the Capitol Visitor Center Act of 2008. OCAS operates under the direction of the Congressional Accessibility Services Board and is charged with providing and coordinating accessibility services for individuals with disabilities including Members of Congress, officers and employees of the House and Senate, and visitors to the U.S. Capitol Complex. The Committee on House Administration is charged with overseeing the agency and meets with OCAS quarterly.

During the year, the Committee met with the OCAS Director on a variety of accessibility issues impacting Member and committee offices and the public including, but not limited to, sign language interpreting services, assistive listening services, accessibility training, accessible tours, and House website improvements for accessibility resources and maps. The Committee also stayed apprised throughout the year of OCAS' progress on the new audio-descriptive tour for Exhibition Hall which was released in July.

*Library of Congress and Joint Committee on the Library*

The Committee continues to monitor the status of the Library's Contracting Office and acquisitions function. In June 2013, the Library appointed a new director of the Library's Contracting Office.

Oversight staff continued to meet with Library personnel and monitor Library initiatives related to Congress.gov, the National Book Festival, the Library's storage needs, and its seven respective service units.

The Joint Committee on the Library ("JCL") has no legislative authority but is tasked with oversight of the Library of Congress and the Congressional Research Service, management of the National Statuary Hall Collection, and the United States Botanic Garden. In this role, the JCL approved adjusting the Garden's hours during the Holiday season, the replacement of certain CVC tunnel artwork, and the maquette of Dr. Norman Borlaug, the Iowa statue set to replace Iowa's James Harlan statue.

The Joint Committee on the Library held its Organizational Meeting on May 7, 2013. Representative Gregg Harper was elected Chairman and Senator Charles Schumer was elected Vice-Chairman for the 113th Congress.

The Committee oversaw the implementation of Public Law 112-174 authorizing the acceptance of the statue of Frederick Douglass from the District of Columbia. The statue was unveiled in Emancipation Hall on June 19, 2013.

*Fine Arts Board*

The House Fine Arts Board is comprised of the five House Members of the Joint Committee on the Library. It has authority over works of fine art and historical objects that are the property of Congress and are for display in the House wing of the Capitol or

in the House Office Buildings. The Board also accepts gifts of fine art and historical objects on behalf of the House, and the Clerk maintains the collection.

During the past year, the Fine Arts Board approved requests to organize portrait fund Committees from Representative Sam Graves, Representative Lamar Smith, Representative Frank Lucas, Representative Bennie Thompson, Representative Dave Camp, Representative Steve Buyer, Representative Darrell Issa, Representative Ileana Ros-Lehtinen, and Representative Harold Rogers. Further, the Board approved the acceptance and deed of gift for the portrait of Representative Barney Frank, which will be added to the House Collection.

*Joint Committee on Printing and U.S. Government Printing Office*

The Government Printing Office (“GPO”) produces, preserves and distributes the official publications and information products of the Congress and Federal government. By House rule, the Committee on House Administration has oversight of and legislative jurisdiction over the Government Printing Office.

By law, the Chairman of the Committee on House Administration and the Chairman of the Senate Committee on Rules and Administration serve with four other Members of each committee on the Joint Committee on Printing (“JCP”). The bicameral JCP exercises certain authority over federal printing policy, congressional printing and administration of the GPO.

On April 10, 2013, the House adopted, via unanimous consent, H. Res. 142, which elected Members to JCP. The following Members were elected: Representative Gregg Harper, Representative Candice Miller, Representative Richard Nugent, Representative Robert Brady and Representative Juan Vargas. On May 7, 2013, the Joint Committee held its organizational meeting. Senator Charles Schumer was elected Chairman of the JCP, and Representative Gregg Harper was elected Vice-Chairman for the 113th Congress.

The Committee on House Administration held an oversight hearing of GPO on December 4, 2013, titled, “GPO in 2023: Keeping America Informed in a Post-Print World.” Committee Members heard from the United States Public Printer, Davita Vance-Cooks, confirmed in August 2013, on her vision for the agency in the next ten years. She specifically addressed challenges surrounding the agency’s business and financial model, its digital publishing and preservation efforts, its human capital, and its facilities as it transitions into the 21st century.

The Committee worked closely with GPO and the Senate Committee on Rules and Administration on the production of both the Congressional Pictorial Directory and The Congressional Directory for the 113th Congress. The Committee worked with GPO to finalize an updated version of Hispanic Americans in Congress, which will be disseminated as both a physical book and e-publication.

The Committee also partnered with GPO and the Office of the Clerk to reduce the number of print publications each committee received. The document reductions took effect November 12th, 2013.

### *Smithsonian*

The Committee serves as the primary legislative and oversight body for the Smithsonian Institution, a federal trust instrumentality composed of 19 museums, numerous research centers, and the National Zoo. Approximately two-thirds of the Institution's funding is from direct federal appropriations.

The Committee has been engaged in oversight of the Institution through ongoing discussions, meetings and briefings with Smithsonian staff and the Inspector General on various topics including construction of the National Museum of African American History and Culture; financial management; agendas for the Board of Regent meetings; the impact of reduced federal appropriations on Smithsonian activities; and budgetary matters. Committee staff also participated in a site visit to view the construction of facilities at the Smithsonian Conservation Biology Institute in Front Royal, Virginia.

On July 17, 2013, the Committee held an oversight hearing on "Collections Stewardship at the Smithsonian." The purpose of the hearing was to discuss the Smithsonian's collections stewardship practices and plans. After several Inspector General reports highlighted deficiencies in collections management, the Smithsonian implemented steps to improve processes. The hearing focused on these steps and their effectiveness. The Committee received testimony from G. Wayne Clough, Secretary of the Smithsonian Institution; Dr. Scott Miller, Deputy Under Secretary for Collections and Interdisciplinary Support of the Smithsonian Institution; and Mr. Scott S. Dahl, Inspector General of the Smithsonian Institution.

On December 11, 2013, the Committee held a hearing on "The Establishment of a Commission to Study the Creation of a National Museum of Women's History." The purpose of the hearing was to examine the need for a national museum dedicated to women's contributions to society and to highlight the issues involved with creating such a museum for a potential commission to address including whether the museum should be part of the Smithsonian. The Committee received testimony from Representative Marsha Blackburn and Representative Carolyn Maloney, sponsors of legislation to establish a commission, and from Joan Wages, President of the National Women's History Museum.

### *Office of Compliance*

The Office of Compliance ("OOC") was created by the Congressional Accountability Act ("CAA") to facilitate the application of statutes identified in the CAA to Congress. The Committee has oversight over the OOC, and bipartisan Committee staff meets monthly with OOC leadership to discuss their initiatives and any issues arising in the course of OOC operations.

### *Elections*

The Committee reviewed and recommended dismissal of three election contests in the first session of this Congress. The Committee ordered reported an original resolution dismissing an election contest for the twenty-eighth district of Texas, H. Res. 127, to the House via voice vote on March 14, 2013. The House adopted the resolution via unanimous consent on March 19, 2013. The Committee ordered reported two other original resolutions dismissing



election contests for the forty-third district of California, and the ninth district of Tennessee, H. Res. 278 and H. Res. 277 respectively, on June 4th, 2013. The House adopted the resolutions via unanimous consent on June 26th, 2013.

The Committee held a hearing on “H.R. 2115, The Voter Registration Efficiency Act” on June 4, 2013. The witnesses at the hearing were Arizona Secretary of State Ken Bennett, Michigan State Elections Director, Mr. Chris Thomas, and the President of the League of Women Voters of the United States, Ms. Elisabeth McNamara. The Committee heard testimony about how H.R. 2115, introduced by Chairman Miller and co-sponsored by Representative Rokita and Representative Nugent, would reduce the burdens on states attempting to comply with the National Voter Registration Act to remove invalid or duplicate registrations by matching driver’s license applications between states.

On November 20th, 2013, the Committee held a hearing on “Military and Overseas Voting in 2012.” The witnesses were Nevada Secretary of State Ross Miller and Federal Voting Assistance Program Director Matt Boehmer. Mr. Miller and Mr. Boehmer testified about their efforts to help improve the voting experience for military and overseas civilian voters covered by the Uniformed and Overseas Citizen Absentee Voters Act (“UOCAVA”). Mr. Miller testified on his office’s efforts to reduce the number of rejected UOCAVA ballots. Mr. Boehmer highlighted the Federal Voting Assistance Program’s outreach efforts to UOCAVA voters.

On June 4, 2013, the Committee held a markup on H.R. 94, H.R. 95, and H.R. 1994. All were ordered reported favorably to the House via voice vote. H.R. 94 would cause significant savings for the taxpayers by no longer funding party nominating conventions from taxpayer grants. It is an idea which is long overdue so that taxpayers no longer foot the bill for politicians’ parties. H.R. 95 would realize significant savings for taxpayers by eliminating the Presidential Election Campaign Fund. The Presidential Election Campaign Fund has seen progressively declining support in the general population, demonstrated by fewer and fewer citizens agreeing to have a portion of their taxes used for the fund. Participation declined from a high of 28.7% in 1980 to only 7.3% in 2010. Candidates, too, have rejected the fund. Major party candidates have begun declining primary election funding from the Presidential Election Campaign Fund in increasing numbers since 2000. In 2008, for the first time, a candidate declined general election funding from the fund and in 2012 neither major party candidate accepted general election funding. H.R. 1994 would eliminate the Election Assistance Commission. Taxpayers would see significant savings from the elimination of a federal agency that has outlived its usefulness.

The Committee staff conducted interviews of staff at the Federal Election Commission as part of a joint investigation with the Committee on Ways and Means into political targeting of certain organizations.

On November 19, 2013, the House adopted H.R. 3487, cosponsored by all Members of the Committee. The bill reauthorizes the Federal Election Commission’s administrative fines program, which provides for streamlined enforcement when reports are filed after the applicable deadline. The program saves costs for the taxpayer

and reduces the need for filers to retain counsel for a full enforcement action. The bill also expands the program to apply to additional categories of reports.

#### *Lapse in Appropriations*

The Committee, in its role as custodian of the accounts of the House, prepared and distributed guidance on House operations during a lapse in appropriations. The guidance informed Members of the relevant legal constraints, including appropriations law and the Constitution. The guidance also informed Members of the appropriate steps to take to ensure they could continue to receive the support necessary to perform their constitutional responsibilities. The guidance further explained the impact of a lapse in appropriations on employees' health benefits, student loan repayment programs, and transit benefits. The Committee advised Members on the appropriate decision-making processes for determining which of their employees are necessary to perform their constitutional responsibilities. The Committee advised Members of the appropriate rules, regulations and laws concerning employment practices and decisions made in the event of a lapse in appropriations.

The Committee also worked with the Officers of the House to ensure that their operations took appropriate actions during a lapse in appropriations. The Committee designed plans with the Officers to maintain a secure Capitol Complex during a lapse in appropriations. The Committee further worked with the Officers to ensure that necessary legislative operations would continue during a lapse in appropriations.

In addition, the Committee sent out Dear Colleague letters setting forth the appropriate steps to be taken in the event of a lapse in appropriations. The Committee further sent out letters describing the levels of service that would be provided to Members, staff and the public. The Committee also advised Members of methods to return their salary to the Treasury should they wish to do so in the event of a lapse in appropriations.

#### ADDITIONAL OVERSIGHT ACTIVITIES OF THE COMMITTEE

##### *House Office of Legislative Counsel and Law Revision Counsel Modernization Project*

The Committee worked with the House Office of Legislative Counsel ("HOLC"), the Office of Law Revision Counsel ("LRC"), leadership, and the Office of the Clerk on internal modernization projects. The goal of the LRC is to maintain a complete, authoritative, accurate, and consolidated version of the U.S. Code. On July 30th, the U.S. Code was released in XML.

##### *Parking Policy*

At its organizational meeting on February 5, 2013, the Committee adopted a parking policy for the 113th Congress appropriate to meet the needs of the House. Committee staff conducted regular oversight of House Parking Security to ensure compliance with the parking policy. The Committee worked with House Parking Security to implement Public Law 112-70, which established electric car recharging stations in U.S. House of Representatives garages at no cost to taxpayers.

## EDUCATIONAL AND OUTREACH ACTIVITIES

*Congressional Internship Program for Individuals with Intellectual Disabilities*

During the period of this report, the internship program, which started in 2010, had its highest level of participation since its creation. 44 House and Senate offices participated in the program. Over the life of the program—12 semesters to date—more than 84 offices have hosted interns. The Committee intends to continue to build on the success of the program established by Representative Harper.

*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.

There were a total of 48 lectures over the two month period between June 3 and August 2, 2013, with a lecture nearly every day during that time. Notable speakers from this year's series included the Chairman of the Joint Chiefs of Staff Martin Dempsey, House Majority Whip Kevin McCarthy, House Democratic Whip Steny Hoyer, General Colin Powell, and comedian Stephen Colbert.

*Outreach to Member and Committee Offices*

As part of its Member office outreach and education responsibilities, the Committee hosted a series of briefings and focus groups for Member and committee offices to help them improve their own office operations. The first briefing prepared Member office staff for spring constituent visits, by sharing tips and information on tour booking procedures and upcoming spring exhibits in the CVC, Botanic Garden, Library of Congress and Smithsonian. The second provided intern coordinators with rules, regulations, and best practices surrounding summer intern programs. Several weeks following the briefing, the Committee promoted and hosted Intern 101 training to better equip summer interns with the resources to help them have a positive Capitol Hill experience.

In the first half of the year, the Committee hosted a focus group for financial administrators to gather feedback on tools and resources that would aid them in their jobs, as well as one for new Member Chiefs of Staff to gather feedback on the Congressional transition and New Member Orientation. During the second half of the year, the Committee assisted offices by providing guidance on shutdown procedures and Affordable Care Act implementation.

Finally, the Committee planned and hosted its second annual Legislative Data Standards Conference in the Capitol Visitor Center on May 22nd. Approximately 100 legislative branch agency representatives as well as data users and transparency advocates came together to discuss the use and future of legislative data in order to improve legislative efficiency and transparency.

*STEM Academic Competition*

The House approved H. Res. 77, sponsored by Committee Chairman Candice S. Miller, establishing an Academic Competition for high school students in the areas of science, technology, engineering, and mathematics (“STEM”). H. Res. 77 directed the Committee on House Administration to adopt regulations governing the competition. The Committee worked with the Committee on Ethics, House leadership and the other House stakeholders to develop regulations that covered the funding and management of the Competition. The Committee approved the STEM Competition regulations on November 20, 2013. The first competition is expected to begin in February of 2014.

## HEARINGS AND MEETINGS OF THE COMMITTEE

On February 5, 2013, the Committee met to organize for the 113th Congress. During the hearing, the Committee adopted three Committee resolutions: Committee Resolution 113–1, Rules of the Committee on House Administration, Committee Resolution 113–2, the Committee Oversight Plan, and Committee Resolution 113–3, the House Parking Policy for the 113th Congress.

On March 5, 2013, the Committee held a hearing, “Committee Funding for the 113th Congress.” The Committee heard testimony from each of the Chairs and Ranking Members of the standing and select committees regarding their committee budget requests for the 113th Congress.

On March 6, 2013, the Committee continued its hearing, “Committee Funding for the 113th Congress.” The Committee heard testimony from each of the Chairs and Ranking Members of the standing and select committees regarding their committee budget requests for the 113th Congress.

On March 14, 2013, the Committee met to mark up H. Res. 115, the omnibus Committee funding resolution, Committee Resolution 113–5, to approve franked mail allowances for Committees for the 113th Congress, and H. Res. 127, dismissing an election contests for the twenty-eighth district of Texas.

On June 4, 2013, the Committee held a hearing on “H.R. 2115, the Voter Registration Efficiency Act.” The Committee heard testimony from The Honorable Ken Bennett, Secretary of State, Arizona, Mr. Chris Thomas, State Elections Director, Michigan, and Ms. Elisabeth McNamara, President of the League of Women Voters of the United States.

On June 4, 2013, the Committee met to mark up H.R. 94, to amend the Internal Revenue Code of 1986 to the use of public funds for political party conventions, H.R. 95, to reduce federal spending and the deficit by terminating taxpayer financing of Presidential Election Campaigns and Party conventions, H.R. 1994, the Election Assistance Commission Termination Act, H. Res. 278, dismissing an election contest for the forty-third district of California, H. Res. 277, dismissing an election contest for the ninth district of Tennessee.

On July 17, 2013, the Committee held a hearing on “Collections Stewardship at the Smithsonian.” The Committee heard testimony from G. Wayne Clough, Secretary of the Smithsonian Institution, Dr. Scott Miller, Deputy Under Secretary for Collections and Inter-

disciplinary Support for the Smithsonian Institution, and Mr. Scott S. Dahl, Inspector General of the Smithsonian Institution.

On November 20, 2013, the Committee met to mark up Committee Resolution 113–6, the STEM Competition regulations.

On November 20, 2013, the Committee held a hearing on “Military and Overseas Voting in 2012.” The Committee heard testimony from The Honorable Ross Miller, Nevada Secretary of State, and Mr. Matt Boehmer, Director of the Federal Voting Assistance Program.

On December 4, 2013, the Committee held a hearing on “GPO in 2023: Keeping American Informed in a Post-Print World.” The Committee heard testimony from the Honorable Davita Vance-Cooks, the Public Printer of the United States.

On December 11, 2013, the Committee held a hearing on “Establishing a Commission to Study the Potential Creation of a National Women’s History Museum.” The Committee heard testimony from the Honorable Marsha Blackburn from Tennessee, the Honorable Carolyn B. Maloney from New York, and Ms. Joan Bradley Wages, President and CEO of the National Women’s History Museum.

LEGISLATION WITHIN THE COMMITTEE’S JURISDICTION CONSIDERED BY  
THE HOUSE

On January 21, 2013, the House considered H.R. 325, the No Budget, No Pay Act of 2013 under a closed rule. The House passed the measure by a vote of 285–144.

On February 26, 2013, the House considered H. Res. 77, the Academic Competition Resolution of 2013 under suspension of the rules. The House agreed to the resolution by a vote of 411–3.

On March 6, 2013, the House considered H. Con. Res. 14, permitting the use of the rotunda of the Capitol for a ceremony as part of the commemoration of the days of remembrance of victims of the Holocaust. The House agreed to the measure via unanimous consent.

On March 11, 2013, the House considered H. Con. Res. 20, permitting the use of the rotunda of the Capitol for a ceremony to award the Congressional Gold Medal to Professor Muhamad Yunus. The House agreed to the measure via unanimous consent.

On March 19, 2013, the House considered H. Res. 115, the omnibus committee funding resolution, under a closed rule. The House agreed to the measure 272–136.

On March 19, 2013, the House considered H. Res. 127, dismissing the election contest relating to the twenty-eighth district of Texas. The House agreed to the resolution via unanimous consent.

On April 10, 2013, the House considered H. Res. 142, electing the members of the Joint Committee on Printing and the Joint Committee on the Library. The House agreed to the resolution via unanimous consent.

On April 15, 2013, the House considered H.R. 249, the Federal Employee Tax Accountability Act of 2013 under suspension of the rules. The measure failed by a vote of 250–159.

On May 14, 2013, the House considered S. Con. Res. 10, authorizing the use of Emancipation Hall in the Capitol Visitor Center for an event to celebrate the birthday of King Kamehameha under suspension of the rules. The House agreed to the measure by a vote of 411–0.

On May 21, 2013, the House considered H.R. 324, to grant the Congressional Gold Medal, collectively, to the First Special Service Force, in recognition of its superior service during World War II. The House agreed to the measure by unanimous consent.

On May 22, 2013, the House considered H.R. 45, to repeal the Patient Protection and Affordable Care Act and health care-related provisions in the Health Care and Education Reconciliation Act of 2010. The House passed the measure by a vote of 229–195.

On June 26, 2013, the House considered H. Res. 270, permitting official photographs of the House of Representatives to be taken while the House is in actual session on a date designated by the Speaker. The House agreed to the measure by unanimous consent.

On June 26, 2013, the House considered H. Res. 277, dismissing an election contest relating to the ninth district of Tennessee. The House agreed to the measure by unanimous consent.

On June 26, 2013, the House considered H. Res. 278, dismissing an election contest relating to the forty-third district of California. The House agreed to the measure by unanimous consent.

On July 9, 2013, the House considered H. Con. Res. 43, authorizing the use of Emancipation Hall in the Capitol Visitor Center for a ceremony honoring the life and legacy of Nelson Mandela on the occasion of the 95th anniversary of his birth. The House agreed to the measure via unanimous consent.

On November 18, 2013, the House considered H.R. 3487, to amend the Federal Election Campaign Act to extend through 2018 the authority of the Federal Election Commission to impose civil money penalties on the basis of a schedule of penalties established and published by the Commission, to expand such authority to certain other violations, and for other purposes under suspension of the rules. The House passed the measure via voice vote.

## APPENDIX A

### Rules of the Committee on House Administration

One Hundred Thirteenth Congress

*(Adopted February 5, 2013)*

#### RULE NO. 1

##### *General Provisions*

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

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

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

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

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

#### RULE NO. 2

##### *Regular and Special Meetings*

(a) The regular meeting date of the Committee on House Administration shall be the second Wednesday of every month when the House is in session in accordance with Clause 2(b) of House Rule XI. If the House is not in session on the second Wednesday of a month, the regular meeting date shall be the third Wednesday of that month. Additional meetings may be called by the Chair of the Committee as she or he may deem necessary or at the request of a majority of the members of the Committee in accordance with Clause 2(c) of House Rule XI. The determination of the business to be considered at each meeting shall be made by the Chair subject to Clause 2(c) of House Rule XI. A regularly scheduled meeting

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

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

(c) The Chair, 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 day on which members have notice thereof. If the Chair, 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 Chair 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 Chair, 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 House Rule XI, each meeting for the transaction of business, including the markup of legislation of the Committee shall be open to the public except when the Committee in open session and with a quorum present determines by record vote that all or part of the remainder of the meeting on that day shall be closed to the public because disclosure of matters to be considered would endanger national security, would compromise sensitive law enforcement information, or would tend to defame, degrade or incriminate any person, or otherwise would violate any law or rule of the House. Provided, however, that no person other than members of the Committee, and such congressional staff and such other persons as the Committee may authorize, shall be present in any business or markup session which has been closed to the public. To the maximum extent practicable, the Chair 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 Chairman shall make the record of the votes on any question on which a record vote is demanded available on the Committee's website not later than 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 Chairman 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 Chairman may postpone further proceedings when a record vote is ordered on the question of approving any measure or matter or adopting an amendment. The Chair may resume proceedings on a postponed request at any time.

(2) In exercising postponement authority under subparagraph (1), the Chairman 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 Chair; and such records shall be the property of the House and all members of the House shall have access thereto.

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

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

#### RULE NO. 5

##### *Proxies*

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

#### RULE NO. 6

##### *Power to sit and act; subpoena power*

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

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

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

(b)(1) A subpoena may be authorized and issued by the Committee in the conduct of any investigation or series of investigations or activities, only when authorized by a majority of the members voting, a majority being present. The power to authorize and issue subpoenas under subparagraph (a)(2) may be delegated to the Chair pursuant to such rules and under such limitations as the Committee may prescribe. Authorized subpoenas shall be signed by the Chair or by any member designated by the Committee, and may be served by any person designated by the Chair or such member.

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

#### RULE NO. 7

##### *Quorums*

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

#### RULE NO. 8

##### *Amendments*

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

#### RULE NO. 9

##### *Hearing procedures*

(a) The Chair, in the case of hearings to be conducted by the Committee shall make public announcement of the date, place, and subject matter of any hearing to be conducted on any measure or matter at least one (1) week before the commencement of that hearing. If the Chair, with the concurrence of the ranking minority member, determines that there is good cause to begin the hearing sooner, or if the Committee so determines by majority vote, a quorum being present, the Chair shall make the announcement at the earliest possible date. The clerk of the Committee shall prompt-

ly notify the Daily Digest Clerk of the Congressional Record as soon as possible after such public announcement is made.

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

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

(d) Reserved.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RULE NO. 10

*Procedures for reporting measures or matters*

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

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

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

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

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

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

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

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

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

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

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

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

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

#### RULE NO. 11

##### *Committee oversight*

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

#### RULE NO. 12

##### *Review of Continuing Programs; Budget Act Provisions*

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

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

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

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

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

RULE NO. 13

*Broadcasting of Committee Hearings and Meetings*

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

RULE NO. 14

*Committee staff*

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

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

(b) All staff provided to the minority party members of the Committee shall be appointed by the ranking 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 Chair shall fix the compensation of all staff of the Committee, after consultation with the ranking minority member regarding any minority party staff, within the budget approved for such purposes for the Committee.

## RULE NO. 15

*Travel of members and staff*

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

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

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

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

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

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

## RULE NO. 16

Reserved.

RULE NO. 17

Reserved.

RULE NO. 18

*Other procedures and regulations*

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

RULE NO. 19

*Designation of clerk of the committee*

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



## APPENDIX B

### Committee on House Administration

#### 113th Congress Oversight Plan

##### MEMBER SERVICES

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

##### *New member orientation*

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

##### *Intern program*

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

## CONGRESSIONAL ACCOUNTABILITY ACT OF 1995

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

## FRANKING COMMISSION

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

## HOUSE OFFICERS AND HOUSE OPERATIONS

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

*Chief Administrative Officer*

- Review procedures for processing contracts with the House that exceed the threshold of \$350,000.

- Continue to review the current financial management system and implementation of the Financial System Replacement project.
- Review the structure of House Information Resources and determine organizational direction of technology services in the House.
  - Review and oversee information technology services provided, maintained or hosted by House Information Resources. Continue oversight of failsafe procedures to guarantee continuity of operations.
  - Review new technology initiatives to better serve Members, committees, and the public.
  - Continue the review of administrative operations assigned to the Chief Administrative Officer.
  - Review semi-annual financial and operational status reports; oversee implementation of changes in operations to improve services and increase efficiencies.
  - Review the operations and strategic planning of the House gift shop.
  - Continue review of House restaurant operations; furniture policy, inventory and selection; and alternatives to the current mail delivery process in order to strengthen the services and tools available to Members and staff.
  - Review the printing needs of the Chief Administrative Officer's operation to identify the potential for eliminating duplication.
  - 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.
  - Continue oversight of CAO functions performed for Members, committees and other entities to assure that current model delivers best value for entities served and taxpayers.

*Clerk of the House*

- Review the administration of audio transmission on the House floor.
- Review and approve contracts and requests for proposals by the Clerk that exceed the \$350,000 spending threshold.
  - Oversee the Document Management System.
  - 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.
  - 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.
  - 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 semi-annual financial and operational status reports; recommend changes in operations to improve services and increase efficiencies.
  - Review impact of electronic access to controlled spaces.
  - Continue review of functions and administrative operations assigned to the Sergeant-at-Arms.
  - Review the security operation of House parking facilities, regulations, and allocation of parking spaces.
  - Consult with the Sergeant-at-Arms on policies adopted by the Capitol Police Board.
  - Review the policies and procedures for visitor access to the Capitol.
  - Review the printing needs of the Sergeant-at-Arms and the Capitol Police Board to identify the potential for eliminating duplication.
  - Examine Sergeant-at-Arms' role in assuring accessibility to the House wing of the Capitol, the House Office Buildings, and other House facilities consistent with the Americans with Disabilities Act.
  - Review the use of technology generally in the protection of the House of Representatives.
  - Oversee the Office of Emergency Management, including the implementation of coordinated plans for emergency evacuation and response.

*House Inspector General*

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

## OVERSIGHT OF LEGISLATIVE BRANCH AND OTHER ENTITIES

*Information and technology coordination*

- Oversee, in conjunction with the Senate, forums for the sharing of technology plans and capabilities among the legislative branch agencies.
- Oversee, in conjunction with the Senate, the Legislative Branch Telecommunications group.
- Oversee continuing development of the Congress.gov website.
- Oversee work of the Legislative Branch Financial Managers' Council.

- Oversee, in conjunction with the Senate, proposals to reduce technology costs through consolidation and use of internet-based resources.

#### *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 Library of Congress operations, including inventory and cataloguing systems.
- Continue oversight of Law Library operations.
- Continue oversight of Congressional Research Service operations, and consider any need to modify management of the Service.
- Review implementation of the Library of Congress Fiscal Operations Improvement Act of 2000 (Public Law 106–481), the Veterans’ Oral History Project Act (Public Law 106–380), the National Recording Preservation Act of 2000 (Public Law No: 106–474), and the History of the House Awareness and Preservation Act (Public Law 106–99).
- Consider human-resources legislation proposed by the Library.
- Review the use of technology generally in Library of Congress operations.
- Review printing policies of the Library of Congress to assure compliance with Title 44 of the U.S. Code.
- Review reports by Library of Congress Inspector General and implementation of audit recommendations. Examine options to improve operation and structure of the Library of Congress Inspector General’s office.

#### *United States Capitol Police*

- Monitor administrative operations of the agency, including budgetary management, civilian component, attrition rates, recruitment efforts and incentive programs for officers and civilian employees.
- Review proposals for additional USCP facilities and equipment.
- Review analysis of uniformed officer post/duty assignments to determine and authorize force levels to meet the agency’s security requirements within the Capitol complex to include the Capitol Visitor Center, the Library of Congress and U.S. Botanic Garden.
- 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.
- Monitor the ongoing implementation of the Radio Modernization Project.
- Review reports by USCP Inspector General and implementation of audit recommendations. Examine options to improve operation and structure of the USCP Inspector General’s office.

*Government Printing Office*

- Oversee operations of the Government Printing Office, including the Superintendent of Documents.
- Review and adopt legislative proposals to reform government printing by eliminating redundancies and unnecessary printing, increasing efficiency, and enhancing public access to government publications.
- Examine options to improve operation and structure of the GPO Inspector General's office. Monitor implementation of remedial actions taken to address audit issues identified by the GPO Inspector General.
- Review the printing needs of the House of Representatives to identify the potential for eliminating duplication.
- 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.
- Compare the responsibilities and operations of the GPO Police with the responsibilities and operations of the U.S. Capitol Police, in order to identify duplication and potential future savings.

*Architect of the Capitol*

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

*Office of Congressional Accessibility Services*

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

- 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. Review Smithsonian policies regarding initiation of planning, design and construction of projects.
- Review operations of the National Zoo.
- Review operations and conduct oversight of Smithsonian Enterprises.
- Review the use of technology generally in Smithsonian operations.
- 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 electronic information dissemination.
- Oversee implementation of House Rule XI 2(e)(4) requiring committee documentation to be made available electronically, to the maximum extent feasible.
- Review cyber security measures.
- Oversee implementation of Committee hearing room upgrade program.
- Oversee and continue to implement an enterprise House Disaster Recovery Program for House offices, standing and select committees and Member offices.
- Oversee implementation of the House Office of Legislative Counsel & Law Revision Counsel's Modernization Project.
- Oversee and coordinate the House strategic technology plan.
- Oversee continuation of House technology assessment in new media.

#### OVERSIGHT OF FEDERAL ELECTION LAW AND PROCEDURES

- Recommend disposition of House election contests pending before the Committee; monitor any disputed election counts.
- Review operations of the Federal Election Commission (FEC) and evaluate possible changes to improve efficiency, improve enforcement of the Federal Election Campaign Act, 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 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). Consider authorization issues and make recommendations on the EAC's budget.

- Examine the impact and implementation 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.
- 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.



APPENDIX C

COMMITTEE RESOLUTIONS FOR THE 113TH CONGRESS

ADOPTION OF COMMITTEE RULES FOR 113TH CONGRESS

(Committee Resolution 113–1)

*Adopted February 5, 2013*

ADOPTION OF OVERSIGHT PLAN FOR 113TH CONGRESS

(Committee Resolution 113–2)

*Adopted February 5, 2013*

ADOPTION OF HOUSE PARKING POLICY

(Committee Resolution 113–3)

*Adopted February 5, 2013*

ADOPTION OF COMMITTEE VIEWS AND ESTIMATES

(Committee Resolution 113–4)

*Adopted March 5, 2013*

PROVIDING OFFICIAL MAIL ALLOWANCE TO COMMITTEES OF THE  
HOUSE FOR THE 113TH CONGRESS

(Committee Resolution 113–5)

*Adopted March 14, 2013*

ADOPTION OF REGULATIONS OF THE STEM COMPETITION

(Committee Resolution 113–6)

*Adopted November 20, 2013*

MINORITY VIEWS OF RANKING MINORITY MEMBER  
ROBERT A. BRADY

FEDERAL ELECTIONS

The Committee reviewed and dismissed three election contests during the first session of the 113th Congress. The Democrats on the Committee on House Administration agree with the Majority that these matters should be reviewed on the merits and dealt with quickly and efficiently. We disagree with the manner that two of the “election contests” were disposed. Two election contests were based purely on Members of Congress refusal to entertain frivolous accusations of impeachable offenses by President Barack Obama. As these Members did not act on the unsubstantiated claims, the organization alleges that Congress should call a new election for their seats. The organization did not claim the results of the election were inaccurate. These two matters should have been disposed of without a formal review, under the expressed agreement of the majority and minority.

To bring an Election Contest under the Federal Elections Campaign Act the contestant must establish standing. In these two cases, the association filing the complaint claims to be a registered 501(c)(3) not for profit organization. There is no allegation of irregularity in the voting process nor any other matter which would raise this matter to a level of review.

On its face the association—Project Hurt—is therefore unable to lay claim to either of the Congressional seats. This matter should not have risen to the level of formal dismissal or to any level which requires the Members to act. It should also be noted that Dwayne Anderson, founder of the Project Hurt, would not have qualified to file a contest in his individual capacity because of numerous defects. Arguably the biggest and most obvious defect is that Mr. Anderson was not a candidate in either district in which Project Hurt filed its contests. It is the hope of the Committee Democrats that moving forward the Majority will work with Committee Democrats to dispose of frivolous contests that do not claim a legitimate right to a seat.

We reluctantly acquiesced in the majority’s desire to originate privileged resolutions to dismiss this “election contest” against Rep. Steve Cohen, as well as the identical one against Rep. Maxine Waters. These Members appear to have been chosen essentially at random by the “contestant.” (Cover letter by the Clerk of the House and “Notice of Contested Election” appear in the Appendix following these views)

There is nothing in the House rules which requires the Committee, or the House, to address a matter which is not a proper election contest. Sections 5.1 (p. 348), 6.6 (p. 355), 19.6 (p. 389) and 53.2 (pages 539–542) of volume 2 of Deschler’s Precedents of the

U.S. House of Representatives discuss *In re Plunkett*, a 1945 contest initiated by a non-candidate purporting to challenge the elections of 79 Members. According to these citations, “the committee took no action on the matter, it appearing that the contestant, not being a candidate in the disputed election, was not qualified to initiate the proceedings.” There is no record the committee submitted a report in this case or that the House acted in any way upon the contest.

In the 1941 contest, *Miller v. Kirwan*, *Deschlers* sec. 51.1, p. 525, the Majority Leader brought a resolution to the floor summarily dismissing the case without committee action, on the grounds that Miller had not been a general election candidate and was not competent to bring a contest for the seat.

The Committee on House Administration, its predecessor panels and the House has acted in the past to dismiss frivolous contests, but these new cases should prod the Committee to adopt clearer standards before wasting either our own time or that of the House. The report outlines the reasons why this is not a proper election contest, yet instead of drawing the conclusion that it did not merit a response, the Majority presses ahead anyway to present a resolution to the House.

The Majority would contend that the Committee must act on everything presented to it in the guise of an election contest, in order to ensure that no legitimate future challenge is unfairly buried by a partisan majority. However, our role as elected Members of the House is to make choices, to review issues on behalf of the House, and to make recommendations, or take action, or not, as appropriate. Even if the Committee were to make an egregious error in failing to consider a particular contest, the matter could still be raised independently on the Floor by any Member as a question of the privileges of the House pursuant to Rule IX.

In the instant case, the “contestant” did not run against the incumbent Member and is not even a person, being described as “Project Hurt,” a name of a purported organization linked to a convicted felon, Dwayne Anderson, incarcerated at Hardeman County Correctional Facility in Whiteville, Tennessee. No allegations were made disputing the validity of Rep. Cohen’s election. As stated in the draft report presented at the House Administration Committee markup of June 4, 2013, this matter gives no basis to contest the outcome of his election, does not meet the definition of contestant under the FCEA, and was filed too late. Notably, the report states, relating to the allegations: “They are outside the scope of the FCEA and outside the Committee on House Administration’s jurisdiction.” The report appears to raise doubts that there was anything before the Members which could be acted upon in the form of a report or resolution, which the Committee claims to be privileged under Rule X, clause 1(k)(12) and clause 5(a)(3) of Rule XIII, relating to the Committee’s authority to file privileged reports at any time on contested elections.

The fact that a person, or entity, does not like a particular Member or Members of the House should not qualify as an election contest. In the Committee’s logic, an otherwise blank sheet of paper stating, as this one does, that Member X is “hereby contested” could set in motion an inexorable chain of events requiring a vote

by and consuming the time of the House in the event it is entertained. This should not be the case.

We are ready to work with the majority to develop standards to facilitate consideration of proper election contests. Perhaps those which are blatantly frivolous could be disposed of through adoption of internal committee resolutions describing, for the historical record, the reasons for such action. These would not require any action by the House.

#### ELECTION HEARINGS

The Committee held only two election focused hearings during the first session of the 113th Congress. The first hearing focused on Chairman Miller's H.R. 2115, the Voter Registration Efficiency Act, which would amend the National Voter Registration Act to update a voter's address for voter registration purposes. We stand ready to work with the majority to improve the legislation; many issues were raised during the hearing concerning the effectiveness of the legislation and have been echoed by several nonpartisan groups since.

The second hearing dealt with issues faced by military and overseas voters during the 2012 election. These issues deserve our attention as do the voting concerns of those with disabilities, students, minorities and other groups who have been historically disadvantaged to improve the voting process for all eligible Americans. It is our hope that the majority holds these and additional hearings during the second session of the 113th Congress.

The Majority ignored calls to investigate the vast number of reported voting problems and irregularities that occurred during the 2012 general election. These problems ranged from voters' names not being in registration books to long lines at the polling stations to poorly trained poll workers. The Majority also ignored the long standing practice of holding a "look back hearing" to hear directly from state and local election officials along with civil rights groups and concerned citizens regarding their experience with the most recent federal election. The Committee has used these hearings in the past to draft legislation and debate the need for changes to the way federal elections are administered. Instead the Majority focused on eliminating the only federal agency tasked with improving the administration of elections, the Election Assistance Commission (EAC). In order to address these concerns, President Obama, using his executive authority, appointed a bipartisan 6 month commission to listen and report on the problems associated with the 2012 election. The Commission's report is expected to be released in January 2014. This is a task that should have been given to the EAC. As the agency continues to lack a quorum, it would have been difficult if not impossible to complete the task.

The majority has now turned its sights on "investigating" employees at the Federal Election Commission (FEC), an agency that is at its lowest staffing levels in 15 years. The FEC is continually being called a toothless tiger for a weakened role as a watchdog agency. Committee Democrats believe that the staff should be allowed to do their jobs without the constant threat of a so-far baseless and inconclusive investigation.

Several members of the House introduced legislation to address problems with the 2012 general election, most notably Representative John Lewis. Congressman Lewis introduced the Voter Empowerment Act of 2013, to improve voter registration, access for people with disabilities and for voters overseas and in the military. It addresses the security and integrity of elections while also preventing deceptive practices. The bill also looks forward in addressing the concepts and practices of voting early and by mail. This comprehensive piece of legislation is needed to continue building the faith of the voting process which has been eroded over the last few election cycles by voter intimidation; supreme court rulings and a move back to pre-voting rights ideas. The Committee should hold hearings on this very important piece of legislation.

The Committee has a responsibility to ensure that these issues are addressed and if necessary take action to prevent further problems from occurring in future elections. The Majority is not ensuring that the voting rights of eligible Americans are being administered in a manner to prevent the problems stated above from occurring during the 2014 election or future elections.

#### SUPREME COURT STRIKES DOWN THE DEFENSE OF MARRIAGE ACT

In June 2013, the Supreme Court struck down the Defense of Marriage act (DOMA) as an unconstitutional violation of the Equal Protection Clause. House Administration authorized millions of dollars to be spent attempting to defend an indefensible law. Luckily for American taxpayers, the Supreme Court's ruling was in line with what Committee Democrats and House Leadership have been arguing for years and Republicans were forced to abandon their expensive defense of an unconstitutional law.

#### HOUSE OFFICERS

We are concerned that during the First Session, the Committee has drastically reduced its capacity to perform sufficient oversight of the House officers. The majority has reduced the standing, bipartisan oversight meeting and, in some cases, the officers now come in for questions only once every two months. And none of them have testified before the Committee at a hearing during the 113th Congress. Several oversight staff members on the Committee have left and not been replaced.

#### THE HOUSE CHIEF ADMINISTRATIVE OFFICER

As with other areas of committee jurisdiction, we are troubled by the marked decrease in Member oversight and corresponding Committee staff designated to oversee the Chief Administrative Officer's operation. In previous Congresses, regularly scheduled, timely House Officer oversight meetings were the rule. The same can also be said of official Committee oversight hearings. During the First Session of this Congress, we have witnessed a decline in Committee oversight. This is a troubling trend particularly when the Committee has the oversight responsibility for an operation as large and important as the CAO. We hope to see an increase in both staff-level oversight meetings and official Committee meetings and Hearings.

The Minority welcomes the appointment of Ed Cassidy as the new CAO and looks forward to working with him on many of these important issues.

The major priority for the minority continues to be greater CAO oversight of vendor contract negotiations and contract management.

#### U.S. CAPITOL POLICE (USCP)

We are greatly concerned that for some unexplained reason the Committee's level of oversight of the Capitol Police has been reduced during this session compared to the levels performed during the preceding Congresses. Moreover, the frequency of staff-level meetings with the Chief of Police or his senior staff fell from approximately weekly in prior sessions to monthly or less; the Committee held no public hearings on police-related matters, not even one to hear from Kim Dine, the new Chief of Police, to learn about his plans for the agency.

Unique among the entities this Committee oversees, the work of the Capitol Police never stops, continuing 24 hours a day, 365 days a year. In addition to the day-to-day operational duties of USCP employees, which require close scrutiny by CHA, the Sergeant at Arms, the GAO and others, this year USCP also devoted thousands of staff hours to the Inauguration and its aftermath, the enormous radio project, and other crucial work performed within an inevitably disruptive context of widespread federal furloughs and ongoing budgetary uncertainty.

We wonder whether the Committee's approach to oversight this year, with fewer regular meetings between the USCP, the House Sergeant at Arms and our bipartisan Committee staff who are necessarily a key source of information for us, best serves those we oversee, especially in the wake of events like the Navy Yard massacre in September and the October shooting on the Capitol grounds. Oversight is not a one-way street; it also provides the agency being overseen with the opportunity to bring its concerns to policymakers in a timely way.

#### GOVERNMENT PRINTING OFFICE (GPO)

We want to compliment the new Public Printer, Ms. Davita Vance-Cooks, on her confirmation to lead that important agency without which this Congress could not operate. Since her confirmation and for the prior 18 months during which she served in an "acting" capacity, Ms. Vance-Cooks has demonstrated both great skill and judgment in managing her agency. We can only hope for many more.

In the Committee's hearing on December 4, 2013, we explored how the GPO is in transition from print-centric to digital-centric publishing. This hearing, informative as it was, revealed no surprises in that context. However, the hearing did provide the Public Printer with the opportunity to emphasize that for GPO, transition is nothing new; in fact, for GPO transition is constant, a way of life there driven by changes in technology and the needs of its customers.

The recent study and report on GPO from the National Academy of Public Administration (NAPA) also confirmed this fact of life, validating both the value and need for the work performed by the GPO, loosely described as “Keeping America Informed.” The study lauded GPO’s approach to its work for the Congress and its other agency customers, and offered sundry suggestions for how GPO, working with Congress, might increase its future value in a digital context.

During our December 4 hearing, among other things we learned of the Majority’s willingness to consider legislation to change the name of the agency in the way requested by the Public Printer, designed to make it more descriptive of GPO’s work as a “publisher” and not a mere “printer.” We look forward to working with the Chairman and with the Public Printer on that initiative, on ways to increase revenues and to find savings, including merging the GPO Police with the U.S. Capitol Police.

#### SMITHSONIAN INSTITUTION

In August, Senior Policy Adviser Matt Pinkus from the Democratic staff made a two-day oversight visit to the Smithsonian Astrophysical Observatory (SAO), a research center of the Smithsonian Institution in Cambridge, Massachusetts. It is joined with the Harvard College Observatory to form the Harvard-Smithsonian Center for Astrophysics (CfA). The facilities are spread out at several major sites near the Harvard campus and elsewhere in the city. Since the Committee focuses so much of its work on governance and budget issues of the Smithsonian, as well as care of collections and the National Zoo, it is also important to provide attention to the Smithsonian’s unique contributions to astrophysics and ongoing space exploration.

Oversight activities included meetings with the SAO director and core staff; observing experiments in progress, including preparations for a new spacecraft to study the solar atmosphere at close range; discussing preparation of educational materials sent to schools by SAO; and visiting the SAO labs contained in rented space designed for SAO projects, which also manufactures specialized materials for use in astrophysical research.

Also visited at SAO was NASA’s Chandra X-Ray Center, including the control room. The Chandra X-ray Observatory, which was launched and deployed by Space Shuttle Columbia on July 23, 1999, is the most sophisticated X-ray observatory built to date. The Chandra spacecraft is designed to observe X-rays from high-energy regions of the universe, such as the remnants of exploded stars. The Chandra observatory’s elliptical orbit takes the spacecraft to an altitude of approximately 86,500 miles, more than a third of the distance to the Moon.

On December 18, bipartisan committee staff met with Don Moore, associate director of the National Zoo, to discuss a series of recent events at the Zoo and the Front Royal, Va., facility involving the deaths of animals and the injury to a Zoo employee who was attacked by a zebra when fences within that exhibit were not secured. Following the report of an internal task force, the Zoo assured the committee that it had identified deficiencies and would make improvements.

The Smithsonian had been assuring the Committee consistently that recent budget cuts would not have an impact on animal care, and the results of the meeting indicated that management deficiencies, rather than insufficient funds, had been at the heart of the problems.

#### ARCHITECT OF THE CAPITOL (AOC)

During the 1st Session of the 113th Congress, the Architect of the Capitol (AOC) and House of Representative's Superintendent continued to provide excellent service and support on behalf of the House, its staff, and visitors. This service level, however, is hampered by continued budgetary constraints. While the AOC has found ways to prioritize projects in this fiscal climate, the Committee on House Administration (CHA) Democrats have concerns for the health and safety of House Office Building occupants and visitors.

After some debate as to the need to restore the crumbling Capitol Dome, funding was secured for its restoration; however, we question the need for such prolonged discussion in the case of iconic national landmarks. Planning for the full renovation of the Cannon House Office Building (CHOB) is well underway and has thus far been well executed by the AOC. Unfortunately, the CHOB continues to deteriorate at an unpredictable rate. Examples include failures of ornamental features on the building's exterior and serious water leaks in the building's interior. In both cases, emergency repairs were required to ensure a safe environment for the building's occupants and visitors. This deterioration is not limited to CHOB as both the Longworth, Rayburn, and Ford House Office Buildings continue to cope with the consequences of deferred maintenance due to budget constraints. CHA Democrats view all this as a serious neglect of building maintenance as a result of misguided funding practices for which the AOC is not at fault.

#### LIBRARY OF CONGRESS (LOC)

As with other areas of committee jurisdiction, we are troubled by the marked decrease in oversight activities of the Library of Congress. In previous Congresses, regularly scheduled oversight meetings were the rule. They are now the exception. The same can also be said of official Committee oversight hearings. This is a troubling trend particularly when responsible for an agency and large and important as the Library of Congress. We hope to see an increase in both staff-level oversight meetings and official Committee meetings.

#### COMMISSION ON CONGRESSIONAL MAILING STANDARDS (FRANKING COMMISSION)

During the First Session of this Congress, the Franking Commission continued the task of ensuring compliance with Public Law 93-191. The Commission continued to work towards establishing new regulations and passed two resolutions. The first allows for incidental holiday greetings in an otherwise official and frankable mass mailing. The second expands the amount of space a Member's photograph may occupy in any one page.



In the Second Session, we look forward to expanding opportunities for transparency and improved use of technology. The majority has developed an electronic system for the submission and processing of Franking requests, an effort that we support. However, we feel very strongly that this effort should be coupled with efforts to provide the American people with greater access to final Franked jobs. The current system, which requires an interested party to actually visit the Legislative Resource Center in the basement of the Cannon House Office Building, severely restricts the ability of constituents to research and view franked jobs. The newly developed electronic submission system represents a unique opportunity to address this transparency shortcoming.

ROBERT A. BRADY.

