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A RESOLUTION

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IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

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To provide rules of organization and procedure for the Council of the District of Columbia during Council Period 22 and to provide a Code of Official Conduct for the Council of the District of Columbia during Council Period 22.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this resolution may be cited as the “Rules of Organization and Procedure for the Council of the District of Columbia, Council Period 22, Resolution of 2017”.

Sec. 2. The document entitled “Rules of Organization and Procedure for the Council of the District of Columbia, Council Period 22,” attached and made a part of this resolution, shall be the rules of the Council of the District of Columbia.

Sec. 3. The document entitled “Council of the District of Columbia, Code of Official Conduct, Council Period 22,” attached and made a part of this resolution shall be the Code of Official Conduct of the Council of the District of Columbia.

Sec. 4. This resolution shall take effect immediately.



DECLARATION

I, the undersigned, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the records of the Board of Health of the City of New York.

Witness my hand and seal this 10th day of June, 1900.

Attest: I, the undersigned, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the records of the Board of Health of the City of New York.

Witness my hand and seal this 10th day of June, 1900.

I, the undersigned, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the records of the Board of Health of the City of New York.

Witness my hand and seal this 10th day of June, 1900.

I, the undersigned, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the records of the Board of Health of the City of New York.

I, the undersigned, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the records of the Board of Health of the City of New York.

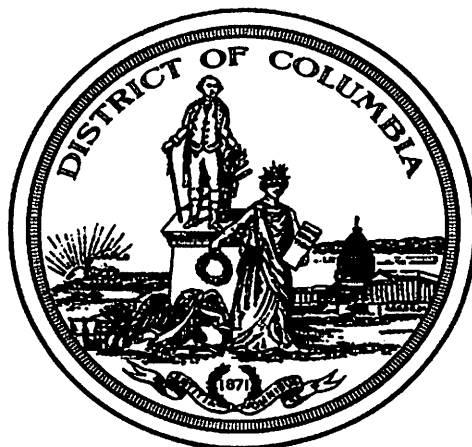
Witness my hand and seal this 10th day of June, 1900.

I, the undersigned, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the records of the Board of Health of the City of New York.

I, the undersigned, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the records of the Board of Health of the City of New York.

Witness my hand and seal this 10th day of June, 1900.

I, the undersigned, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the records of the Board of Health of the City of New York.



1                   **RULES OF ORGANIZATION AND**  
2                   **PROCEDURE FOR THE COUNCIL OF THE**  
3                   **DISTRICT OF COLUMBIA**

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7                   **COUNCIL PERIOD 22**  
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254 **ARTICLE I—DEFINITIONS.**

255 **101. DEFINITIONS.**

256 For the purposes of these Rules, the term:

257 (1) “Agency” includes any of the organizational units of the District,  
258 including a board, commission, department, division, instrumentality, or office, whether  
259 subordinate to or independent of the Mayor; provided, that the term “agency” does not  
260 include the Council or the District of Columbia courts.

261 (2) “Auditor” means the District of Columbia Auditor as established by  
262 section 455 of the Charter (D.C. Official Code § 1-204.55).

263 (3) “Bill” means a proposed act of the Council.

264 (4) “Budget” or “budget request” means the annual budget, including the  
265 Federal Portion Budget Request Act and the Local Budget Act, for all activities of all  
266 agencies, the Council, and the District of Columbia courts, financed from all existing or  
267 proposed resources, including both operating and capital expenditures.

268 (5) “Budget of the Council” means the approved budget for the Council.

269 (6) “Ceremonial resolution” means an expression of appreciation, an  
270 honorarium of limited application, or a declaration of no legal effect. A ceremonial  
271 resolution may be adopted only by unanimous consent.

272 (7) “Chairman” means the Chairman of the Council of the District of  
273 Columbia, as established by section 401 of the Charter (D.C. Official Code § 1-204.01).

274 (8) “Charter” means Title IV of the Home Rule Act (D.C. Official Code §  
275 1-204.01 *et seq.*).

276 (9) “Comprehensive Plan” means the comprehensive plan for the National  
277 Capital, including any elements of the plan, as provided in section 423 of the Charter  
278 (D.C. Official Code § 1-204.23).

279 (10) “Council” means the Council of the District of Columbia established  
280 by section 401 of the Charter (D.C. Official Code § 1-204.01).

281 (11) “Councilmember” or “Member” means a member of the Council  
282 established by section 401 of the Charter (D.C. Official Code § 1-204.01) and includes  
283 the Chairman, unless the context clearly indicates otherwise.

284 (12) “Council Period” means the legislative session of the Council  
285 beginning at noon on January 2nd of each odd-numbered year and ending at noon on  
286 January 2nd of the following odd-numbered year.

287 (13) “Council website” means the website with the domain name of  
288 dccouncil.us.

289 (14) "Emergency declaration resolution" means a resolution declaring the  
290 existence of emergency circumstances within the meaning of section 412(a) of the  
291 Charter (D.C. Official Code § 1-204.12(a)).

292 (15) "Engrossing" or "engrossment" means the process by which there is  
293 finally prepared the text of a bill that has passed any reading prior to final reading.

294 (16) "Enrolling" or "enrollment" means the process by which there is  
295 finally prepared the text of a measure that has passed final reading.

296 (17) "Ethics Board" means the District of Columbia Board of Ethics and  
297 Government Accountability established by section 202 of the Government Ethics Act of  
298 2011, effective April 27, 2012 (D.C. Law 19-124; D.C. Official Code § 1-1162.02).

299 (18) "Fiscal-impact statement" means a statement prepared by the Chief  
300 Financial Officer or the Budget Director that includes an estimate of the costs that will  
301 be incurred by the District as a result of the enactment of a measure in the current and  
302 each of the first 4 fiscal years for which the measure is in effect, together with a  
303 statement of the basis for such estimate.

304 (19) "Grant budget-modification request" means any grant budget-  
305 modification request required to be submitted by the Mayor to the Council pursuant to  
306 section 446B of the Charter (D.C. Official Code § 1-204.46b).

307 (20) "Home Rule Act" means the District of Columbia Home Rule Act,  
308 approved December 24, 1973 (87 Stat. 774; D.C. Official Code § 1-201.01 *et seq.*).

309 (21) "Independent agency" means an agency of the District of Columbia  
310 government not subject to the administrative control of the Mayor.

311 (22) "Legal sufficiency determination" means a statement prepared by the  
312 Office of the General Counsel that shows that the measure has been reviewed by the  
313 Office and includes a legal sufficiency analysis.

314 (23) "Main motion" means a motion relating to the passing of a law or  
315 consideration of a legislative proposal.

316 (24) "Mayor" means the Mayor of the District of Columbia as established  
317 by section 421 of the Charter (D.C. Official Code § 1-204.21).

318 (25) "Measure" means a bill, resolution, or amendment to a bill or  
319 resolution, a main motion pending before the Council or before a committee of the  
320 Council, a proposed reorganization plan, reprogramming request, grant budget  
321 modification request, proposed state plan, contract, or proposed municipal regulation  
322 transmitted by law to the Council for its approval.

323 (26) "Meeting" means, except for purposes of sections 371 through 375, the  
324 formal convening of a committee or the Council, other than solely for the purpose of  
325 receiving testimony, held at a designated time and place for the purpose of transacting  
326 public business, including official action of any kind.

327 (27) "Normal business hours" means 9:00 a.m. through 5:30 p.m., Monday  
328 through Friday, except legal holidays.

329 (28) "Official action" has the same meaning as provided in section 742 of  
330 the Home Rule Act (D.C. Official Code § 1-207.42).

331 (29) "Person" means an individual, partnership, association, corporation,  
332 or any other organization.

333 (30) "Reading" means, within the meaning of section 412 of the Charter  
334 (D.C. Official Code § 1-204.12), an opportunity for the Members to debate and vote on  
335 proposed legislation at a regular or additional legislative meeting of the Council. A  
336 reconsideration of legislation after it has been transmitted to the Mayor is considered a  
337 "reading" when there have been at least 13 days intervening between the last reading  
338 of the legislation and the reconsideration date.

339 (31) "Recess of the Council" or "Council Recess" means periods of time  
340 during which regularly scheduled meetings of the Council are not held; i.e., July 15<sup>th</sup>  
341 through September 15<sup>th</sup>, December 23<sup>rd</sup> through December 31<sup>st</sup> of each year, and April  
342 14<sup>th</sup> through April 22<sup>nd</sup>, 2017 and March 30<sup>th</sup> through April 7<sup>th</sup>, 2018.

343 (32) "Register" means the District of Columbia Register.

344 (33) "Remuneration" means the rate or level of compensation to be paid an  
345 employee for the performance of his or her duties up to and including, but no more  
346 than, the maximum authorized and appropriated by law.

347 (34) "Reprogramming Policy Act" means Subchapter IV of Chapter 3 of  
348 Title 47 of the District of Columbia Official Code (D.C. Official Code § 47-361 *et seq.*).

349 (35) "Reprogramming request" means any reprogramming request  
350 submitted to the Council pursuant to the Reprogramming Policy Act (D.C. Official Code  
351 § 47-363).

352 (36) "Resolution" means an expression of a simple determination, decision,  
353 or direction of the Council of a special or temporary character and includes actions of  
354 the Council concerning its internal management and conduct.

355 (37) "Sense of the Council Resolution" means a resolution to express the  
356 Council's sentiment or opinion regarding a situation, practice, or event;

357 (38) "Short title" means the term by which an act or resolution may be  
358 cited.

359 (39) "State plan approval request" means a request to approve a state  
360 plan submitted by the Mayor to the Council.

361 (40) "Subpoena" means *subpoena ad testificandum* or *subpoena duces*  
362 *tecum*, or both.

363 (41) "Transcription" means a *verbatim* recordation, including a tape or  
364 video recording.

365 **ARTICLE II—ORGANIZATION.**

366 **A. OATH OF OFFICE AND OFFICIAL CONDUCT.**

367 **201. OATH OF OFFICE.**

368 (a) On January 2nd of each odd-numbered year, a Councilmember whose term of  
369 office begins at that time shall take and subscribe an oath of office in accordance with  
370 subsection (c) of this section. The oath of office to a Councilmember shall be  
371 administered by a person of the Councilmember's choosing who is legally authorized to  
372 administer oaths. The Secretary shall supply printed copies of the oath that shall be  
373 subscribed by the Councilmembers and returned to the Secretary and recorded in the  
374 Council records as conclusive proof of the fact that the signer took the oath in  
375 accordance with law.

376 (b) A Councilmember whose term of office does not begin at the beginning of a  
377 Council Period shall take and subscribe the oath of office as soon as practicable after he  
378 or she has been duly certified as having been elected or selected for the position.

379 (c) The oath of office shall be as follows: "I, (Councilmember's name) do solemnly  
380 swear (or affirm) that I will faithfully execute the laws of the United States of America  
381 and of the District of Columbia, and will, to the best of my ability, preserve, protect, and  
382 defend the Constitution of the United States and the District of Columbia Home Rule  
383 Act, and will faithfully discharge the duties of the office on which I am about to enter."

384 **202. CODE OF OFFICIAL CONDUCT.**

385 (a) Councilmembers and staff shall maintain a high level of ethical conduct in  
386 connection with the performance of their official duties and shall refrain from taking,  
387 ordering, or participating in any official action that would adversely affect the  
388 confidence of the public in the integrity of the District government. Councilmembers  
389 and staff shall strive to act solely in the public interest and not for any personal gain or  
390 take an official action on a matter as to which they have a conflict of interest created by  
391 a personal, family, client, or business interest, avoiding both actual and perceived  
392 conflicts of interest and preferential treatment.

393 (b) Councilmembers and staff shall take full responsibility for understanding and  
394 complying with the letter and spirit of all laws and regulations governing standards of  
395 conduct for District public officials, including those relating to conduct, conflicts of  
396 interest, gifts, disclosures, campaign finance, political activity, and freedom of  
397 information.

398 (c) Councilmembers and staff shall specifically adhere to the Code of Official  
399 Conduct of the Council of the District of Columbia.

400 (d)(1) The Council shall proactively review the District's overall ethics program,  
401 including structure, training, enforcement, and overall ethics culture, and work to  
402 comply with national standards for the creation of effective compliance and ethics  
403 programs.

404 (2) The Ethics Counselor for the Council, in coordination with the Ethics  
405 Board and Office of Campaign Finance, shall periodically conduct training on the  
406 conflict of interest and ethics laws and regulations applicable to Councilmembers and  
407 staff. Ethics training materials, including summary guidelines to all applicable laws  
408 and regulations, shall be prepared by the Ethics Counselor for the Council and made  
409 readily available on the Council's website.

410 **B. EXECUTIVE OFFICERS OF THE COUNCIL.**

411 **211. CHAIRMAN.**

412 The Chairman shall be the presiding and chief executive officer of the Council.

413 **212. CHAIRMAN PRO TEMPORE.**

414 In each Council period, the Chairman shall nominate one Councilmember as  
415 Chairman Pro Tempore who will act in the place of the Chairman when the Chairman  
416 is absent or is recused. The Council shall, by resolution, act on the nomination.

417 **213. VACANCY IN OFFICE OF CHAIRMAN.**

418 Whenever a vacancy occurs in the Office of the Chairman or the Chairman is  
419 serving as Acting Mayor, the Chairman Pro Tempore selected pursuant to section 212  
420 shall convene the Council. The Council shall, by resolution, elect one of its at-large  
421 members as Chairman and another at-large member as Chairman Pro Tempore until  
422 the vacancy in the Office of Chairman is filled or until the return of the regularly  
423 elected Chairman.

424 **C. COMMITTEE MEMBERSHIP.**

425 **221. SELECTION.**

426 At the organizational meeting convened in accordance with section 301 at the  
427 beginning of the Council Period, the Chairman shall nominate the chairperson and  
428 members of each committee of the Council and the Council shall, by resolution, act on  
429 the Chairman's nominations.

430 **222. CHAIRMAN AS EX OFFICIO MEMBER.**

431 The Chairman shall be an ex officio, voting member of all committees and  
432 subcommittees. The Chairman may be counted for purposes of a quorum, but does not  
433 increase the quorum requirement for the committee or subcommittee.

434 **223. VACANCIES.**

435 Whenever a vacancy occurs in the membership or chair of a committee, the  
436 Chairman shall nominate a Councilmember to fill the vacancy and the Council shall, by  
437 resolution, act on the Chairman's nomination.

438 **224. DISTRIBUTION OF RESPONSIBILITY.**

439 The Chairman and Council shall endeavor to distribute committee responsibility  
440 as evenly as possible among the members and in no event shall an individual member  
441 chair more than one standing committee. The principle of seniority shall be respected in  
442 the assignment of committee chairs.

443 **225. PARTICIPATION OF MEMBERS IN COMMITTEE MEETINGS.**

444 (a) Any Councilmember may attend the meeting of any committee and may  
445 participate in committee discussions, but only a committee member may make a motion  
446 or cast a vote.

447 (b) Any Councilmember may participate fully in a hearing or roundtable of any  
448 committee.

449 **226. RULES OF COMMITTEES.**

450 (a) Each committee shall adopt written rules, not inconsistent with these Rules  
451 or other applicable law, to govern its procedures. The committee rules shall incorporate  
452 the following requirements:

453 (1) The scheduling of regular meeting days for conducting business;

454 (2) A procedure for rescheduling or cancelling a regular meeting;

455 (3) A procedure for holding additional meetings to be called by the  
456 chairperson;

457 (4) A procedure for holding special meetings, which shall be called at the  
458 request of a majority of the members of the committee;

459 (5) Procedures to govern the chair of a committee meeting in the absence  
460 of the chairperson;

461 (6) Procedures for keeping a complete record of all committee action,  
462 including roll-call votes;

463 (7) If, at the time of approval of a measure by a committee, a member of  
464 the committee gives notice of the intention to submit supplemental, minority, or  
465 additional views, that member shall be entitled to not less than 5 business days within  
466 which to file the views, which shall be included in the report of the committee on the  
467 measure;



468 (8) A procedure for amending the committee rules by a vote of a majority  
469 of the committee;

470 (9) A requirement that if an oral amendment is moved during a committee  
471 meeting, it shall, upon request by a member, be reduced to writing and read by the  
472 Committee Clerk or other staff of the Committee, and made available for public  
473 inspection as soon as practicable;

474 (10) A requirement for the circulation of notice of the date, hour, and place  
475 of all committee meetings to all Councilmembers at least 24 hours before the date of the  
476 meeting, along with a copy of the agenda of the meeting, a draft of any measures to be  
477 considered, and, if required pursuant to section 803(e)(5), a comparative print, unless at  
478 least 4 members of the committee agree, in a written record, to a shorter notice;

479 (11) A procedure for providing at least 24 hours' notice of the cancellation  
480 of a meeting;

481 (12) A procedure to ensure that meetings of the committee do not conflict  
482 with a previously scheduled meeting of another committee; and

483 (13) A procedure for the adoption of a consent agenda.

484 (b) The provisions of these rules shall be considered rules of the committee.

485 (c) When these rules are silent, a committee may adopt additional rules.  
486 Committee rules adopted under this section shall be consistent with these Rules and  
487 other applicable law, and shall be filed with the Secretary.

488

## 489 **227. COMMITTEE-ACTIVITY REPORT.**

490 Each committee shall file a committee-activity report before the end of each  
491 Council period that details the committee's oversight and legislative activities. The  
492 format and content of the committee-activity report shall be determined by the  
493 Secretary.

## 494 **D. STANDING COMMITTEES.**

### 495 **231. COMMITTEE OF THE WHOLE.**

496 (a) The Committee of the Whole is responsible for the annual budget, and  
497 amendments, additions, or supplements to the budget; coordinating the Council's  
498 relationships with the Congress and the Federal executive branch; monitoring the  
499 progress of Council legislation through Congress; monitoring the status of original  
500 legislative proposals in Congress that may affect the District, the Council, or its  
501 legislation; amendments to the District Charter; Council appointments to Boards and  
502 Commissions; public-space naming; street and alley acquisition and closing;  
503 reapportionment and realignment of the political subdivisions of the District; Council  
504 administration and personnel; the scheduling of all matters for consideration by the

505 Council in the legislative meeting; legislative matters related to the District as a  
506 political entity, including voting rights and statehood; grants management; government  
507 procurement; coordinating the Council's relationships with appropriate regional, state,  
508 and national associations and organizations; the Council's relationship with regional  
509 authorities and other regional bodies and organizations not specifically assigned to  
510 other committees; truancy (jointly with the Committee on Education); District  
511 employees' retirement; the development of the Comprehensive Plan and other matters  
512 pertaining to land use; matters related to statehood and self-determination for the  
513 District; revision and codification of Title 49 of the D.C. Official Code; public-education  
514 matters exclusively concerning the University of the District of Columbia or the  
515 Community College of the District of Columbia; international business and affairs;  
516 consumer and regulatory affairs; and other matters assigned to it by these Rules or by  
517 the Chairman.

518 (b) The Chairman is the chairperson of the Committee of the Whole, and its  
519 members include all members of the Council. The Committee of the Whole shall meet  
520 on the third Tuesday of each month, except during periods of Council Recess, in a work  
521 session to consider measures that have been reported and timely filed by committees  
522 pursuant to subsection (c) of this Rule, and for the introduction and referral of  
523 legislation. The Chairman shall prepare the agenda for each meeting of the Committee  
524 of the Whole. The Chairman may not withhold a measure duly reported and timely filed  
525 by another committee from the agenda of a regular Committee of the Whole meeting  
526 and the Chairman may not hold a measure in the Committee of the Whole that has  
527 been properly reported by another committee unless the Committee of the Whole votes  
528 to table, postpone, recommit, or re-refer the measure.

529 (c)(1) Except as provided in section 339, each measure reported by the  
530 committees of the Council identified in sections 232 to 238 shall be referred to the  
531 Committee of the Whole for a review of its legal sufficiency and technical compliance  
532 with the drafting rules of the Council; for ascertaining completion of the record; for a  
533 determination of the sufficiency of the fiscal-impact statement; and for scheduling for  
534 the legislative meeting pursuant to section 302.

535 (2) No measure may be reported by a committee for consideration at the  
536 Committee of the Whole unless the measure was accompanied by a fiscal impact  
537 statement and a legal sufficiency determination, as required by Council rules 309 and  
538 310, respectively, at the time of committee markup.

539 (3) A measure, and accompanying committee report, reported by a  
540 committee for consideration at the Committee of the Whole may be presented by the  
541 chairman of the committee or by another member of the committee designated by the  
542 chairman of the committee. In the absence of the chairman of the committee and the  
543 designation of a member of the committee, the Chairman may present the measure and  
544 committee report for consideration at the Committee of the Whole.

545 (4) If amendments have been made to a measure by a committee that are  
546 substantial and outside the legislative jurisdiction of the committee, the Chairman may

547 refer the measure to the relevant committee before the legislation is scheduled for a  
548 legislative meeting.

549 (5) The Secretary shall prepare a log of committee reports that have been  
550 filed timely for review by the Committee of the Whole. The log may be updated to  
551 reflect additional filings as of noon on the third business day before the Committee of  
552 the Whole meeting.

553 (d) Notwithstanding any other provision of the Rules, the Committee of the  
554 Whole may hold a hearing or roundtable, or conduct an investigation, on any matter  
555 relating to District affairs.

556 (e) The following agencies come within the purview of the Committee of the  
557 Whole:

558 Council of the District of Columbia

559 District of Columbia Auditor

560 Board of Zoning Adjustment

561 Commemorative Works Committee

562 Community College of the District of Columbia

563 Community College Transition to Independence Advisory Board

564 Construction Codes Coordinating Board

565 Contract Appeals Board

566 Department of Consumer and Regulatory Affairs

567 District of Columbia Retirement Board, including the District of Columbia Police  
568 Officers and Fire Fighters' Retirement Fund and the Teachers' Retirement Fund

569 District Retiree Health Contribution

570 Historic Preservation Review Board

571 Law Revision Commission

572 Metropolitan Washington Airports Authority

573 Metropolitan Washington Council of Governments

574 National Capital Planning Commission

575 New Columbia Statehood Commission

576 Office of Budget and Planning

577 Office of Contracting and Procurement

578 Office of Planning

579 Office of the Statehood Delegation

580 Office of Zoning

581 Tax Revision Commission  
582 Tobacco Settlement Financing Corporation  
583 University of the District of Columbia  
584 Zoning Commission of the District of Columbia

585 **232. COMMITTEE ON BUSINESS DEVELOPMENT AND ECONOMIC**  
586 **DEVELOPMENT.**

587 (a) The Committee on Business Development and Economic Development is  
588 responsible for matters concerning small- and local business development policy;  
589 matters related to economic, industrial, and commercial development; the disposition of  
590 property for economic-development purposes; the regulation of alcoholic beverages;  
591 public utilities; the operation of business-improvement districts (“BIDs”) and oversight  
592 of BIDS, but not including the establishment of BIDS; the regulation of banks and  
593 banking activities, securities, and insurance, including private health insurance, but  
594 not including the Health Benefit Exchange; and the regulation of for-hire vehicles.

595 (b) The following agencies come within the purview of the Committee on  
596 Business Development Economic Development:

597 Alcoholic Beverage Regulation Administration  
598 Board of Accountancy  
599 Board of Architecture and Interior Designers  
600 Board of Barber and Cosmetology  
601 Board of Consumer Claims Arbitration for the District of Columbia  
602 Board of Funeral Directors  
603 Board of Industrial Trades  
604 Board of Professional Engineering  
605 Captive Insurance Agency  
606 Commission on Fashion Arts and Events  
607 Department of For-Hire Vehicles  
608 Department of Insurance, Securities and Banking  
609 Department of Small and Local Business Development  
610 Deputy Mayor for Planning and Economic Development  
611 District of Columbia Boxing and Wrestling Commission  
612 For-Hire Vehicle Advisory Council  
613 Office of Cable Television, Film, Music and Entertainment  
614 Office of People’s Counsel  
615 Public Service Commission

616 Walter Reed Army Medical Center Site Reuse Advisory Committee

617 **233. COMMITTEE ON EDUCATION.**

618 (a) The Committee on Education is responsible for all matters related to public  
619 education, including authorizing public charter schools, but not including matters  
620 exclusively within the University of the District of Columbia or the Community College  
621 of the District of Columbia; truancy (jointly with the Committee of the Whole); and  
622 public libraries.

623 (b) The following agencies come within the purview of the Committee on  
624 Education:

625 Bullying Prevention Task Force

626 Commission on Out of School Time Grants and Youth Outcomes

627 Common Lottery Board

628 Community Schools Advisory Committee

629 DC Trust (former CYITC)

630 District of Columbia Public Charter School Board

631 District of Columbia Public Library system

632 District of Columbia Public Schools

633 Education Licensure Commission

634 Healthy Youth and Schools Commission

635 Office of the Deputy Mayor for Education

636 Office of the State Superintendent of Education (including Advisory Panel on  
637 Special Education, Early Childhood Development Coordinating Council, Non-  
638 Public Tuition, Special Education Transportation)

639 Office of Out of School Time Grants and Youth Outcomes

640 Public Charter School Credit Enhancement Fund Committee

641 State Board of Education

642 **234. COMMITTEE ON FINANCE AND REVENUE.**

643 (a) The Committee on Finance and Revenue is responsible for matters relating to  
644 taxation and revenue for the operation of the government of the District of Columbia;  
645 general-obligation bond acts, revenue-anticipation notes, and industrial-revenue bonds;  
646 tourism and cultural affairs; the establishment of business-improvement districts; and  
647 matters relating to the Washington Metropolitan Area Transit Authority.

648 (b) The following agencies come within the purview of the Committee on Finance  
649 and Revenue:

650 Board of Review of Anti-Deficiency Violations

651 Commission on Arts and Humanities  
652 Destination DC  
653 District of Columbia Lottery and Charitable Games  
654 Multistate Tax Commission  
655 Office of Finance and Treasury  
656 Office of Financial Management  
657 Office of Financial Operations  
658 Office of Tax and Revenue  
659 Office of the Chief Financial Officer  
660 Real Property Tax Appeals Commission for the District of Columbia  
661 Sports Authority Subsidy  
662 Washington Convention and Sports Authority/Events DC  
663 Washington Metropolitan Area Transit Authority

664 **235. COMMITTEE ON GOVERNMENT OPERATIONS**

665 (a) The Committee on Government Operations is responsible for matters relating  
666 to the conduct of Emancipation Day celebrations within the District of Columbia; cable  
667 television; grants management; matters relating to Latino, African, and Asian and  
668 Pacific Islander affairs; gay, lesbian, bisexual, transgender, and questioning affairs;  
669 issues related to women; veterans affairs; matters affecting administrative law and  
670 procedure; matters relating to the general operations and services of government.

671 (b) The following agencies come within the purview of the Committee on  
672 Government Operations:

673  
674 Advisory Commission on Caribbean Community Affairs  
675 Advisory Committee to the Office of GLBTQ Affairs  
676 Commission for Women  
677 Commission on African Affairs  
678 Commission on African American Affairs  
679 Commission on Asian and Pacific Islander Affairs  
680 Commission on Fathers, Men and Boys  
681 Commission on Latino Community Development  
682 Emancipation Commemoration Commission  
683 Executive Office of the Mayor  
684 Serve DC, and the Office of Community Affairs

685 Interfaith Council  
686 Mayor's Office of Legal Counsel  
687 Office of Asian and Pacific Islanders Affairs  
688 Office of Administrative Hearings (including the Advisory Committee to the  
689 Office of Administrative Hearings)  
690 Office of Gay, Lesbian, Bisexual, Transgender, and Questioning Affairs  
691 Office of Latino Affairs  
692 Office of Partnerships and Grants Services  
693 Office of Public-Private Partnerships  
694 Office of the Chief Technology Officer  
695 Office of the City Administrator  
696 Office of the Inspector General  
697 Office of the Senior Advisor  
698 Office of Veterans Affairs  
699 Office on African Affairs  
700 Public Access Corporation  
701 Secretary of the District of Columbia

702 **236. COMMITTEE ON HEALTH**

703 (a) The Committee on Health is responsible for matters concerning health and  
704 environmental health; the regulation of health occupations and professions, and health-  
705 care inspectors.

706 (b) The following agencies come within the purview of the Committee on Health:

707 Advisory Committee on Acupuncture  
708 Advisory Committee on Anesthesiologist Assistants  
709 Advisory Committee on Clinical Laboratory Practitioners  
710 Advisory Committee on Naturopathic Medicine  
711 Advisory Committee on Physician Assistants  
712 Advisory Committee on Polysomnography  
713 Advisory Committee on Surgical Assistants  
714 Board of Allied Health  
715 Board of Audiology and Speech-Language Pathology  
716 Board of Behavioral Health  
717 Board of Chiropractic

718 Board of Dentistry  
719 Board of Dietetics and Nutrition  
720 Board of Long-Term Care Administration  
721 Board of Marriage and Family Therapy  
722 Board of Massage Therapy  
723 Board of Medicine  
724 Board of Nursing  
725 Board of Occupational Therapy  
726 Board of Optometry  
727 Board of Pharmacy  
728 Board of Physical Therapy  
729 Board of Podiatry  
730 Board of Professional Counseling  
731 Board of Psychology  
732 Board of Respiratory Care  
733 Board of Social Work  
734 Board of Veterinary Medicine  
735 Commission on Health Disparities  
736 Commission on HIV/AIDS  
737 Committee on Metabolic Disorders  
738 Council on Physical Fitness, Health, and Nutrition  
739 Department of Behavioral Health  
740 Department of Health  
741 Department of Health Care Finance  
742 Deputy Mayor for Health and Human Services  
743 District of Columbia Health Benefit Exchange Authority  
744 Health Information Exchange Policy Board  
745 Mental Health Planning Council  
746 Metropolitan Washington Regional Ryan White Planning Council  
747 Not-For-Profit Hospital Corporation

748 **237. COMMITTEE ON HUMAN SERVICES**

749 (a) The Committee on Human Services is responsible for matters concerning  
750 welfare; social services; youth affairs (other than juvenile justice); homelessness (for



751 purposes of legislation, and jointly with the Committee on Housing and Neighborhood  
752 Revitalization for purposes of oversight); and disability services.

753 (b) The following agencies come within the purview of the Committee on Human  
754 Services:

- 755 Advisory Committee on Child Abuse and Neglect
- 756 Child and Family Services Agency
- 757 Citizen Review Panel on Child Abuse and Neglect
- 758 Commission on Persons with Disabilities
- 759 Department of Human Services
- 760 Department on Disability Services
- 761 Department of Youth Rehabilitation Services
- 762 Developmental Disabilities State Planning Council
- 763 Interagency Council on Homelessness
- 764 Juvenile Abscondence Review Committee
- 765 Office of Disability Rights
- 766 State Rehabilitation Council
- 767 Statewide Independent Living Council

768 **238. COMMITTEE ON HOUSING AND NEIGHBORHOOD REVITALIZATION.**

769 (a) The Committee on Housing and Neighborhood Revitalization is responsible  
770 for matters relating to development, maintenance, preservation, and regulation of the  
771 housing stock, including rental housing; neighborhood revitalization, development,  
772 improvement, stabilization, and urban affairs; homelessness (jointly with the  
773 Committee on Human Services for purposes of oversight); and matters regarding  
774 Advisory Neighborhood Commissions; and the concerns of the aging-

775 (b) The following agencies come within the purview of the Committee on Housing  
776 and Neighborhood Revitalization:

- 777 Advisory Neighborhood Commissions
- 778 Age-Friendly DC Task Force
- 779 Board of Condemnation of Insanitary Buildings
- 780 Board of Real Estate Appraisers
- 781 Commission on Aging
- 782 Commission on Re-Entry and Returning Citizen Affairs
- 783 Department of Housing and Community Development
- 784 District of Columbia Housing Authority

785 Housing Finance Agency  
786 Housing Production Trust Fund  
787 Interagency Council on Homelessness  
788 Office of the Tenant Advocate  
789 Office on Aging  
790 Office on Returning Citizen Affairs  
791 Real Estate Commission  
792 Rental Housing Commission

793 **239. COMMITTEE ON THE JUDICIARY AND PUBLIC SAFETY.**

794 (a) The Committee on the Judiciary and Public Safety is responsible for matters  
795 affecting the judiciary and judicial procedure that are within the authority of the  
796 Council; matters affecting decedents' estates and fiduciary affairs; include the Freedom  
797 of Information Act; matters affecting criminal law and procedure; human rights;  
798 juvenile justice; elections; government ethics; campaign finance; matters arising from  
799 or pertaining to the police and fire regulations of the District of Columbia; and other  
800 matters related to police protection, correctional institutions (including youth  
801 corrections), fire prevention, emergency medical services, homeland security, criminal  
802 justice, and public safety. The Committee shall also serve as the Council's liaison to  
803 federal partners in the justice system, including the United States Attorney for the  
804 District of Columbia, the Public Defender Service for the District of Columbia, the  
805 District of Columbia Courts, the Court Services and Offender Supervisory Agency, the  
806 Pretrial Services Agency, the Federal Bureau of Prisons, and the United States Parole  
807 Commission.

808 (b) The following agencies come within the purview of the Committee on the  
809 Judiciary and Public Safety:

810 Access to Justice Initiative  
811 District of Columbia Board of Ethics and Government Accountability  
812 Child Support Guidelines Commission  
813 Commission on Human Rights  
814 Commission on Judicial Disabilities and Tenure  
815 Commission on Selection and Tenure of Administrative Law Judges  
816 Corrections Information Council  
817 Criminal Code Reform Commission  
818 Criminal Justice Coordinating Council  
819 Department of Corrections  
820 Department of Forensic Sciences

821 Deputy Mayor for Public Safety and Justice  
822 District of Columbia Board of Elections  
823 District of Columbia Judicial Nomination Commission  
824 District of Columbia National Guard  
825 District of Columbia Sentencing Commission  
826 Fire and Emergency Medical Services Department  
827 Homeland Security and Emergency Management Agency  
828 Homeland Security Commission  
829 Juvenile Justice Advisory Group  
830 Metropolitan Police Department  
831 Motor Vehicle Theft Prevention Commission  
832 Office of Campaign Finance  
833 Office of Human Rights  
834 Office of Justice Grants Administration  
835 Office of Police Complaints  
836 Office of the Attorney General for the District of Columbia  
837 Office of the Chief Medical Examiner  
838 Office of Unified Communications  
839 Office of Victims Services  
840 Police Complaints Board  
841 Police Officer Standards and Training Board  
842 Uniform Law Commission

843 **240. COMMITTEE ON LABOR AND WORKFORCE DEVELOPMENT.**

844 (a) The Committee on Labor and Workforce Development is responsible for  
845 labor relations; matters related to workforce-development; and employment and  
846 manpower development.

847 (b) The following agencies come within the purview of the Committee on  
848 Labor and Workforce Development:

849 Apprenticeship Council  
850  
851 Department of Employment Services  
852 Department of Human Resources  
853 Deputy Mayor for Greater Economic Opportunity  
854 Disability Compensation Fund

855 Financial Literacy Council  
856 Labor/Management Partnership Council  
857 Occupational Safety and Health Board  
858 Office of Employee Appeals  
859 Office of Labor Relations and Collective Bargaining  
860 Office of Risk Management  
861 Public Employees Relations Board  
862 Unemployment Compensation Fund  
863 Workforce Investment Council

864

865 **241. COMMITTEE ON TRANSPORTATION AND THE ENVIRONMENT.**

866 (a) The Committee on Transportation and the Environment is responsible for  
867 matters relating to environmental-protection regulation and policies; highways,  
868 bridges, traffic, vehicles, and other transportation issues; maintenance of public spaces;  
869 public parks and recreation; recycling; waste management; water supply and  
870 wastewater treatment; maintenance of public buildings; and property management,  
871 including the declaration of government property as no longer required for public  
872 purposes.

873 (b) The following agencies come within the purview of the Committee on  
874 Transportation and the Environment:

875 Commission on Climate Change and Resiliency  
876 Department of Energy and Environment  
877 Department of General Services  
878 Department of Motor Vehicles  
879 Department of Parks and Recreation  
880 Department of Public Works  
881 District Department of Transportation  
882 District of Columbia Bicycle Advisory Council  
883 District of Columbia Water and Sewer Authority  
884 Food Policy Council  
885 Gas Station Advisory Board  
886 Green Buildings Advisory Council  
887 Major Crash Review Task Force  
888 Multimodal Accessibility Advisory Council

889 Pedestrian Advisory Council  
890 Soil and Water Conservation District  
891 Streetcar Financing and Governance Task Force  
892 Sustainable Energy Utility Advisory Board  
893 Transit Rider Advisory Council  
894 Urban Forestry Advisory Council  
895 Washington Aqueduct

896 **E. CREATION OF SUBCOMMITTEES.**

897 **245. SUBCOMMITTEES.**

898 The Chairman shall nominate the chairperson and members of each  
899 subcommittee of the Council. The Council shall, by resolution, act on the Chairman's  
900 nominations. A subcommittee may use subpoenas to obtain testimony or documents  
901 only if the standing committee of which it is a subcommittee authorizes the issuance of  
902 subpoenas. Each bill or resolution reported by a subcommittee shall be referred to its  
903 standing committee for a vote and scheduling for the Committee of the Whole.  
904 Subcommittee shall comply with the requirements of these Rules.

905 **F. SPECIAL COMMITTEES AND SPECIAL PROJECTS.**

906 **251. CREATION OF SPECIAL COMMITTEES.**

907 The Council may, by resolution, establish a special committee to consider  
908 investigations, ethics, and other matters. The resolution shall set forth the jurisdiction,  
909 size, duration, and date for final action of the special committee.

910 **252. USE OF SUBPOENAS BY SPECIAL COMMITTEE.**

911 A special committee may use subpoenas to obtain testimony or documents only if  
912 the resolution creating the special committee authorizes the issuance of subpoenas.  
913 Subpoenas issued by special committees shall comply with the requirements of Article  
914 VI of these Rules.

915 **253. SPECIAL PROJECTS.**

916 The Council may, by resolution, establish a special project related to policy  
917 development or oversight. The resolution shall set forth the timetable, budget, goals,  
918 and deliverables of the special project, and specify whether the project will be  
919 undertaken by a standing or special committee, or another method of organization.

920 **G. APPOINTED OFFICERS OF THE COUNCIL.**

921 **261. APPOINTMENT OF OFFICERS.**

922 The appointed officers of the Council are the Secretary, General Counsel, and  
923 Budget Director. The Chairman shall recommend the assignment and removal of these  
924 officers, and the Council shall, by resolution, act on the Chairman's recommendation.

925 **262. SECRETARY.**

926 The Secretary is the chief administrative officer of the Council and is responsible  
927 for maintaining records of Council actions including the filing of bills and proposed  
928 resolutions, amendments to bills and resolutions, requests for hearings, committee  
929 reports, and other records and reports assigned by these Rules, the Council, or the  
930 Chairman, and for proposing and administering the fiscal-year budget of the Council.

931 **263. GENERAL COUNSEL.**

932 The General Counsel is responsible for advising the Council on matters of  
933 parliamentary procedure; identifying legislative problems; providing members with  
934 alternative policy options to solve those problems; providing representation for the  
935 Council in any legal action to which it is a party or in which the Chairman determines  
936 that the Council has a significant interest; providing legal representation for a  
937 Councilmember or employee for actions taken within the scope of his or her legislative  
938 duties; at the request of the Chairman, providing legal representation to a  
939 Councilmember in any legal action where the member is named as a party; supervising  
940 the publication of the District of Columbia Official Code; preparing technical-  
941 amendment and enactment bills; providing legislative-drafting assistance to all  
942 members; engrossing and enrolling measures; determining the legal sufficiency of  
943 legislation; providing support to the Law Revision Commission; and making necessary  
944 technical and conforming changes in measures during enrollment. The General  
945 Counsel, following consultation with the Chairman, may make a request of the Office  
946 of Attorney General for legal representation for a Member or Council staff person for  
947 actions taken within the scope of the Member or staff person's legislative duties. The  
948 General Counsel shall serve as Ethics Counselor for the Council.

949 **264. BUDGET DIRECTOR.**

950 The Budget Director is responsible for advising members of the Council on  
951 matters related to the budget, including the development of annual and multiyear  
952 budgets and financial plans, review of contracts, analysis of the economic impact of  
953 legislation, and analysis of the fiscal impact of legislation. The budget staff shall also  
954 serve as a resource for all Council committees and members.

955 **H. COUNCIL PERSONNEL AND APPOINTMENTS.**

956 **271. SUBORDINATE STAFF OF APPOINTED OFFICERS.**

957 The appointed officers may assign, remove, and determine the remuneration for  
958 their respective professional and clerical staffs, subject to appropriations and positions  
959 allocated by the Council.

960 **272. COMMITTEE STAFF.**

961 (a) The chairperson of each committee shall appoint and shall present for the  
962 approval by resolution of the committee at the first committee meeting of the Council  
963 period the names and responsibilities of each committee staff person. Subsequent  
964 appointments shall be presented for approval of committee members at the meeting of  
965 the committee following the appointment. Staff appointments shall be filed with the  
966 Secretary.

967 (b) The chairperson shall determine the remuneration for the staff of the  
968 committee, subject to appropriations and positions allocated by the Council.

969 (c) The chairperson of each committee may remove staff, and shall notify the  
970 members of the committee of such action within 3 business days.

971 **273. COUNCILMEMBERS' PERSONAL STAFF.**

972 Each Councilmember may assign, remove, and determine the remuneration for  
973 his or her personal staff, subject to appropriations and positions allocated by the  
974 Council.

975 **274. SEPARATION PAY AND BUDGET ACCOUNTING.**

976 (a) Notwithstanding sections 271, 272, and 273 of these Rules, when an employee  
977 is separated for non-disciplinary reasons, a Councilmember may not authorize  
978 severance pay in excess of one week of the employee's basic pay for each year of service  
979 in the District government, unless the Council otherwise authorizes by resolution a  
980 larger amount of severance pay; provided, that in no event shall the amount exceed  
981 that authorized by law.

982 (b) If it is known that a Councilmember will be in office for a time period that is  
983 less than the remaining fiscal year, the Councilmember's budget shall be adjusted to  
984 account for the time to be served, unless the Council otherwise authorizes, by  
985 resolution, a different amount.

986 **275. COUNCIL APPOINTMENT TO OTHER BODIES.**

987 When the law provides for the Council to appoint an individual to another body,  
988 the Chairman shall nominate an individual and the Council shall act, by resolution, on  
989 the nomination. A Council appointee shall report to the Council on a periodic basis. The  
990 Council may instruct, by resolution, its representative as to the position to take on a  
991 particular matter.

992 **276. APPOINTMENT BY COMMITTEES AND MEMBERS.**

993 (a) When the law provides for a committee to appoint an individual to another  
994 body, the committee shall, by resolution, act on the appointment.

995 (b) When the law provides for a Councilmember to appoint an individual to a  
996 board or commission, the Councilmember shall make the appointment by filing a  
997 memorandum with the Secretary that states:

998 (1) The legal capacity in which the Councilmember is acting, e.g., as a  
999 Councilmember or as a chairperson or member of a particular committee;

1000 (2) The date of appointment;

1001 (3) The official name of the board or commission to which the person is  
1002 being appointed;

1003 (4) The name, complete mailing address, and ward designation of the  
1004 person appointed;

1005 (5) The law under which the appointment is being made; and

1006 (6) The term of the appointment.

1007 **277. RESIDENCY REQUIREMENT FOR APPOINTMENTS.**

1008 Each member of a District board or commission who is appointed under sections  
1009 275 or 276, shall become a resident of the District within 180 days of the effective date  
1010 of the appointment and shall remain a District resident for the duration of the  
1011 appointment, unless the law or order that established the board or commission  
1012 specifically authorizes the appointment of a nonresident as a member of the board or  
1013 commission or if a majority of the Council present and voting waives the residency  
1014 requirement.

1015 **I. COMPUTING TIME, CIRCULATION, AND FILING REQUIREMENTS.**

1016 **281. COMPUTING TIME.**

1017 (a) Unless a law or rule specifically provides otherwise, when counting a time  
1018 period:

1019 (1) Stated in days or a longer unit of time:

1020 (A) Exclude the day of the event that triggers the period;

1021 (B) Count every day, including Saturdays, Sundays, and legal  
1022 holidays;

1023 (C) Exclude days of recess; and



1024 (D) Include the last day of the time period, but if the last day is a  
1025 Saturday, Sunday, legal holiday, or day of recess, the period continues to run until the  
1026 end of the next day that is not a Saturday, Sunday, legal holiday, or day of recess.

1027 (2) Stated in hours:

1028 (A) Begin counting immediately on the first business hour after the  
1029 occurrence of the event that triggers the period;

1030 (B) Count each hour, including hours during intermediate  
1031 Saturdays, Sundays, and legal holidays;

1032 (C) Exclude hours during days of recess; and

1033 (D) If the period would end on a Saturday, Sunday, legal holiday, or  
1034 day of recess, the period continues to run until the same time on the next day that is  
1035 not a Saturday, Sunday, legal holiday, or day of recess.

1036 (b) For purposes of these Rules, when counting a time period stated in "business  
1037 days":

1038 (1) Exclude the day of the event that triggers the period;

1039 (2) Exclude intermediate Saturdays, Sundays, legal holidays, and days of  
1040 recess; and

1041 (3) Include the last day of the time period, but if the last day is a  
1042 Saturday, Sunday, legal holiday, or day of recess the period continues to run until the  
1043 end of the next day that is not a Saturday, Sunday, legal holiday, or day of recess.

1044 (c) For purposes of these Rules, when counting a time period for a notice  
1045 requirement under these Rules, include days of recess.

1046 **282. FILING WITH THE SECRETARY.**

1047 (a) Unless a law or rule specifically provides otherwise, when a Councilmember  
1048 is required to file a document with or provide notice to the Secretary, the  
1049 Councilmember shall deliver a hard copy of the document or the notice to the Secretary.

1050 (b) A Councilmember shall also file an electronic copy in Word format of the  
1051 following documents with the Secretary and on the V-drive in a file under the name of  
1052 the committee:

1053 (1) A measure introduced pursuant to sections 401 and 402;

1054 (2) A committee print and report;

1055 (3) Amendments; and

1056 (4) Any other document required to be electronically filed by rule or law or  
1057 that the Secretary determines should be filed electronically.

1058 (c) When an electronic copy is required under subsection (b) of this section, the  
1059 document shall not be considered as filed until the electronic copy is filed.

1060 (d) Notwithstanding subsection (a) of this section, the Secretary may elect to  
1061 receive a document electronically or establish a system or method for electronic filing of  
1062 any document.

1063 **283. CIRCULATION TO MEMBERS AND COMMITTEES.**

1064 (a) The Secretary shall distribute, upon introduction or referral, a hard copy of  
1065 each measure to each Councilmember. The Secretary shall also distribute to each  
1066 Councilmember, upon introduction or filing, a notice of investigation by subpoena, and  
1067 a Mayoral disapproval of a Council act.

1068 (b)(1) Any document that is required to be circulated by a rule or law shall be  
1069 distributed electronically to all members and staff.

1070 (2) A Councilmember may elect to receive an additional hard copy of any  
1071 document that is required to be circulated by a member.

1072 **ARTICLE III—PROCEDURES FOR MEETINGS.**

1073 **A. LEGISLATIVE MEETINGS.**

1074 **301. ORGANIZATIONAL MEETING.**

1075 On the first day of each Council Period that is not a Saturday, Sunday, or legal  
1076 holiday, the Council shall convene an organizational meeting for the purpose of  
1077 considering the adoption of Rules of Organization and Procedure, selecting a Chairman  
1078 Pro Tempore pursuant to section 212, appointing committee chairs and memberships,  
1079 appointing Councilmembers to regional bodies, and appointing Council officers. If a  
1080 quorum is not present, the Chairman shall convene an organizational meeting as soon  
1081 as feasible.

1082 **302. REGULAR MEETINGS.**

1083 (a) The Council shall hold a regular legislative meeting on the first Tuesday of  
1084 every month except during a Council Recess. When the day for a regular legislative  
1085 meeting falls on a legal holiday, the meeting shall be held at the same time on the next  
1086 day. Regular legislative meetings shall begin at 10:00 a.m.

1087 (b) Regular meetings of the Council shall be held in the Council Chamber, Room  
1088 500 of the John A. Wilson Building, 1350 Pennsylvania Avenue, N.W.

1089 (c) The Chairman may designate another time, day, or place for a legislative  
1090 meeting at a prior legislative meeting or meeting of the Committee of the Whole by  
1091 circulating and filing notice with the Secretary at least 48 hours before the meeting.

1092 (d) The Chairman may cancel a future regularly scheduled meeting. The  
1093 Secretary shall circulate notice to each Councilmember and the public of a meeting  
1094 cancellation.

1095 **303. ADDITIONAL AND SPECIAL MEETINGS.**

1096 (a) The Chairman may call additional legislative meetings of the Council.

1097 (b) Any 2 Councilmembers may request that the Chairman call a special  
1098 legislative meeting. The request shall be filed with the Secretary. Immediately upon the  
1099 filing of the request, the Secretary shall notify the Chairman and other  
1100 Councilmembers of the filing of the request. If, within 3 business days after the request  
1101 is filed, the Chairman does not call the requested special meeting, a majority of the  
1102 Councilmembers may file with the Secretary a written notice that a special legislative  
1103 meeting will be held, specifying the date, hour, place, and agenda of the special  
1104 legislative meeting; provided, that the meeting shall not occur less than 48 hours after  
1105 the notice. Immediately upon the filing of the notice, the Secretary shall circulate notice  
1106 to each Councilmember as provided in subsection (c) of this section.

1107 (c) Whenever an additional or special legislative meeting is called, the Secretary  
1108 shall circulate notice to each Councilmember not less than 48 hours before the  
1109 additional or special meeting. An additional legislative meeting to consider an  
1110 emergency and temporary matter may be called upon shorter notice, if a majority of the  
1111 members agree in writing to the shorter notice. The Secretary shall provide prompt  
1112 notice of the meeting to the public. The notice shall state the date, hour, place, and  
1113 agenda of the meeting and may state whether items are to be considered on a consent  
1114 or non-consent agenda.

1115 (d) No matter shall be considered at an additional or special legislative meeting  
1116 except those stated in the request and notification.

1117 (e) The Chairman may add to the agenda of an additional legislative meeting  
1118 that has been noticed, with the written agreement of a majority of the Councilmembers,  
1119 an emergency or temporary measure or, without objection, a permanent measure.

1120 **304. QUORUM.**

1121 (a) A majority of the Councilmembers constitutes a quorum for the lawful  
1122 convening of a meeting and for the transaction of business, except that a lesser number  
1123 may hold hearings.

1124 (b) A meeting may not begin until a quorum is ascertained by the Chairman.

1125 (c) Once a quorum has been ascertained, the meeting shall proceed, unless a  
1126 Councilmember raises the absence of a quorum, whereupon the Chairman shall direct  
1127 the calling of the roll and shall announce the result.

1128 (d) In the absence of a quorum, the Chairman may order a Call of the House,  
1129 during which no debate or motion shall be in order except a motion to adjourn.

1130 (e) During a Call of the House, the Council shall stand in recess for no more than  
1131 20 minutes to find absent members. After the recess, the roll shall be called again. If a  
1132 quorum is present, the meeting shall proceed. If a quorum is not present, the meeting  
1133 shall be adjourned or recessed.

1134 **305. HEARING THE MAYOR.**

1135 The Mayor has the right to be heard by the Council upon request and at  
1136 reasonable times set by the Council.

1137 **306. RECESS.**

1138 (a) Except as set forth in subsection (b) of this section, no measure, other than an  
1139 emergency-declaration resolution, emergency measure, and accompanying temporary  
1140 bill, a veto override, or a resolution to approve or disapprove a contract, to be  
1141 considered at a special or additional meeting called pursuant to these Rules, may be  
1142 introduced during a recess of the Council and no committee may take official action  
1143 during a recess of the Council; except that, when specifically authorized to do so by a  
1144 vote of a majority of the Council, a committee may hold a public hearing or roundtable.  
1145 A notice of future committee action may be filed during a recess of the Council.

1146 (b)(1) A resolution approving or disapproving a contract in excess of \$1 million or  
1147 a multiyear contract may be introduced during any recess period.

1148 (2) A proposed contract that is required to be submitted to the Council  
1149 pursuant to section 451 of the Charter (D.C. Official Code § 1-204.51) may be  
1150 transmitted to the Secretary during the 30-day period before the end of the summer  
1151 recess of the Council, a committee may hold a public hearing and take official action on  
1152 the proposed contract in excess of \$1 million or multiyear contract during this period.

1153 (3) A proposed federal-aid highway contract in excess of \$1 million during  
1154 a 12-month period that is required to be submitted to the Council for its review  
1155 pursuant to section 451 of the Charter (D.C. Official Code § 1-204.51) may be  
1156 transmitted to the Secretary during a recess of the Council, a committee may hold a  
1157 public hearing and take official action on the proposed federal-aid highway contract  
1158 during the recess, and a resolution approving or disapproving the proposed federal-aid  
1159 highway contract may be introduced during the recess and during the 10-day period  
1160 following submission of the proposed federal-aid highway contract to the Council.

1161 (4) The Committee of the Whole may hold a hearing or roundtable on any  
1162 matter relating to the affairs of the District during recess; provided, that this provision  
1163 shall not be used to comply with the requirement of Rule 501(a)(2).

1164 (c) During any period of recess, the Secretary is authorized to receive measures  
1165 returned by the Mayor.

1166 **307. COUNCIL REVIEW OF CONTRACTS.**

1167 (a) Notwithstanding section 402(b), the time period for Council review of a  
1168 proposed contract or contract modification pursuant to section 451 of the Charter (D.C.  
1169 Official Code § 1-204.51) shall begin on the first day (excluding Saturdays, Sundays,  
1170 and holidays) following receipt by the Secretary of the proposed contract or contract  
1171 modification. The Secretary shall ensure that a copy of the proposed contract or  
1172 contract modification is designated as urgent and circulated in a folder of a distinctive  
1173 color to the office of each member of the Council within 24 hours (excluding Saturdays,  
1174 Sundays, and holidays), following its receipt by the Secretary.

1175 (b) Notwithstanding sections 401 and 402, no proposed contract or contract  
1176 modification that is required to be submitted to the Council pursuant to section 451 of  
1177 the Charter (D.C. Official Code § 1-204.51) may be submitted between July 5, 2017 and  
1178 July 15, 2017, or between July 5, 2018 and July 15, 2018.

1179 (c) Notwithstanding sections 401 and 402, a resolution approving or  
1180 disapproving a proposed contract shall be introduced by at least 3 Councilmembers.

1181 (d) Review and approval by the Council of the annual capital program of  
1182 federal-aid highway projects shall constitute Council review and approval of the  
1183 individual contracts that make up the annual program.

1184 (e) The Secretary shall place an electronic copy of the summary of a proposed  
1185 contract on the Legislative Information Management System in a manner that it may  
1186 be accessed through the Council website, and on the Council "v" drive or intranet portal  
1187 within 24 hours (excluding Saturdays, Sundays, and holidays) following its receipt.

1188 **308. ECONOMIC-IMPACT ANALYSES.**

1189 A permanent bill considered on first reading shall be accompanied by an  
1190 economic-impact analysis, prepared by the Budget Director, of the bill's estimated costs  
1191 or economic benefits to the District economy. The Budget Director may, in his or her  
1192 discretion, decline to prepare an economic-impact analysis, which shall not affect the  
1193 Council's consideration of the bill. The findings and conclusions of an economic-impact  
1194 analysis, if any, are not binding on the Council, and the findings and conclusions shall  
1195 not prevent the Council from considering the bill. An economic-impact analysis shall be  
1196 circulated by noon on the business day before the legislative meeting at which the bill is  
1197 to be considered.

1198 **309. FISCAL IMPACT STATEMENTS.**

1199 (a) Except as provided in subsection (b) of this section, a fiscal impact statement  
1200 is required at the time of consideration of:

- 1201 (1) A resolution or bill being marked up by a committee;
- 1202 (2) An emergency resolution or bill;
- 1203 (3) A temporary bill; and

1204 (4) An amendment to a resolution or a bill that is moved at first, second,  
1205 or any subsequent reading of the Council.

1206 (b) A fiscal impact statement is not required for an emergency declaration, a  
1207 ceremonial, a confirmation, or a sense of the Council resolution, or for an amendment to  
1208 those resolutions.

1209 **310. LEGAL SUFFICIENCY DETERMINATIONS.**

1210 (a) Except as provided in subsections (b) and (c) of this section, a legal sufficiency  
1211 determination is required at the time of consideration of:

1212 (1) A resolution or bill being marked up by a committee;

1213 (2) An emergency resolution or bill;

1214 (3) A temporary bill; and

1215 (4) An amendment to a resolution or a bill that is moved at first, second,  
1216 or any subsequent reading of the Council.

1217 (b) A legal sufficiency determination is not required for an emergency  
1218 declaration, a ceremonial, or a sense of the Council resolution, or for an amendment to  
1219 those resolutions.

1220 (c) Subsection (a) of this section may be waived by the Chairman.

1221 **311. PRESENTATION OF LEGISLATION TO THE COUNCIL.**

1222 A measure reported by a committee may be presented by the chairman of the  
1223 committee or by another member of the committee designated by the chairman of the  
1224 committee. In the absence of the chairman of the committee and the designation of a  
1225 member of the committee, the Chairman may present the measure for consideration by  
1226 the Council.

1227 **B. ORDER OF BUSINESS FOR MEETINGS.**

1228 **311. ORDER OF BUSINESS FOR REGULAR MEETINGS.**

1229 During a regular legislative meeting, the Council shall take up business in the  
1230 following order unless a different order has been set for a particular meeting by action  
1231 of the Committee of the Whole:

1232 (1) Call to order at the time and place set forth pursuant to section 302;

1233 (2) Moment of silence;

1234 (3) Determination by the Chairman of the presence of a quorum;

1235 (4) Presentation of ceremonial resolutions;

1236 (5) Secretary's report on the filing of reports by committees, unless the  
1237 formal reading of the report is waived without objection;

1238 (6) Secretary's report on the introduction of new measures filed with that  
1239 office, unless the formal reading of the report is waived, and the introduction by  
1240 Councilmembers of new measures by reading the short title without objection;

1241 (7) Approval of the consent agenda without objection;

1242 (8) Final reading by short title and final vote on bills that have been  
1243 pending at least 13 days since they were previously read except as provided in  
1244 paragraph (7) of this section;

1245 (9) Reading by short title and vote on reported and discharged bills except  
1246 as provided in paragraph (7) of this section;

1247 (10) Reading by short title and vote on proposed resolutions except as  
1248 provided in paragraph (7) of this section;

1249 (11) Reading by short title and vote on resolutions declaring the existence  
1250 of emergencies and accompanying emergency measures;

1251 (12) Reading by short title and vote on temporary legislation;

1252 (13) Official communications received from the Mayor or an agency; and

1253 (14) Other business.

### 1254 **312. ORDER OF BUSINESS FOR ADDITIONAL AND SPECIAL MEETINGS.**

1255 During an additional or special meeting, the Council shall take up business in  
1256 the following order:

1257 (1) Call to order at the time and place set forth in the meeting notice;

1258 (2) Moment of silence;

1259 (3) Determination by the Chairman of the presence of a quorum; and

1260 (4) Such items in the order set forth in the meeting notice.

### 1261 **313. PROCEEDING OUT OF ORDER.**

1262 The Chairman, without objection, or upon the vote of a majority of the  
1263 Councilmembers present and voting, may proceed on any item of business out of order.

## 1264 **C. RULES OF DECORUM.**

### 1265 **321. DECORUM OF MEMBERS.**

1266 (a) Councilmembers shall refrain from private discourse or other acts tending to  
1267 distract the attention of the Council from the business before it.

1268 (b) In debate, a Councilmember shall confine remarks to the pending question  
1269 and avoid use of personalities.

1270 (c) A Councilmember, in referring to another Councilmember, should avoid using  
1271 the Councilmember's name, rather identifying that member by ward or at-large status,  
1272 as the Councilmember who last spoke, or by describing the Councilmember in some  
1273 other manner.

1274 (d) It is not the person but the measure that is the subject of debate, and it is not  
1275 allowable to question or impugn the motives of a Councilmember, but the nature or  
1276 consequences of a measure may be condemned in strong terms.

### 1277 **322. DECORUM OF MEMBERS OF THE PUBLIC.**

1278 (a)(1) No person may commit any act tending to distract the attention of the  
1279 Council from the business before it.

1280 (2) No person may engage in loud, threatening, or abusive language, or  
1281 disruptive conduct in the John A. Wilson Building with the intent and effect of  
1282 impeding or disrupting the orderly conduct of business in the building.

1283 (b) The Chairman shall maintain order during a meeting. If the Chairman  
1284 determines that the removal of a person other than a Councilmember is necessary to  
1285 maintain order, after warning the person, the Chairman may order the removal of the  
1286 person.

1287 (c) Unless permitted by the Chairman, no person may enter the area designated  
1288 as the well or the dais of the Chamber during an official meeting of the Council.

1289 (d)(1) No signs, placards, posters, or attention-seeking devices of any kind or  
1290 nature shall be carried or placed within the Council hearing or meeting rooms or  
1291 Chamber. No demonstrations are permitted in the Chamber or any area in which a  
1292 Council proceeding or a public hearing is being conducted.

1293 (2) This prohibition shall not apply to armbands, emblems, badges, or  
1294 other articles worn on the personal clothing of individuals; provided, that such  
1295 armbands, badges or emblems are of such a size and nature as not to interfere with the  
1296 vision or hearing of other persons at a meeting nor extend from the body as may cause  
1297 injury to another.

1298 (3) Any person who violates the provisions of this subsection, relating to  
1299 signs, or who willfully interrupts or disturbs Council proceedings, after a warning to  
1300 desist, may be removed from the premises.

1301 (4) Models, photographs, maps, charts, drawings, and other such  
1302 demonstrative materials intended for use in a presentation by a specific person in  
1303 testimony before the Council shall be permitted without objection.

1304 (e) No person, except a Councilmember or staff, shall be allowed in the  
1305 anterooms of the Chamber during the course of any hearing or other proceeding of the



1306 Council or any committee of the Council, except upon invitation of the Chairman or the  
1307 chairman of the committee holding the public hearing.

1308 **D. RULES OF DEBATE.**

1309 **331. OBTAINING THE FLOOR.**

1310 A Councilmember who wishes to speak, give notice, make a motion, submit a  
1311 report, or obtain the floor for any other purpose, shall address and be recognized by the  
1312 Chairman before addressing the Council.

1313 **332. TIME LIMITS FOR DEBATE.**

1314 (a) No Councilmember may be recognized more than once to debate or make a  
1315 motion relating to a pending matter until all Councilmembers who wish to speak have  
1316 been recognized.

1317 (b) A Councilmember may speak no more than 3 minutes during the first round  
1318 of debate on a pending matter, and no more than 2 minutes during a subsequent round.

1319 (c) A Councilmember may yield all or part of his or her time provided by this  
1320 section to another Councilmember.

1321 (d) The Chairman may in his or her discretion modify time limitations with  
1322 respect to specific matters scheduled for debate.

1323 **333. PERSONAL PRIVILEGE.**

1324 Any Councilmember, as a matter of personal privilege, may speak no more than  
1325 10 minutes under new business concerning a matter outside of a legislative meeting  
1326 that may affect the Council collectively, its rights, its dignity, or the integrity of its  
1327 proceedings, or the rights, reputation, or conduct of its individual members in their  
1328 representative capacities only.

1329 **334. POINT OF ORDER.**

1330 A point of order is made when a member raises the question to the Chairman,  
1331 and seeks a determination by the Chairman, as to whether there has been a breach of  
1332 order or Council rule. A point of order is not debatable unless the Chairman permits  
1333 debate. If the Chairman permits debate on a point of order, the Chairman may limit  
1334 debate.

1335 **335. APPEAL.**

1336 An appeal may be taken from any decision of the Chairman. A Councilmember  
1337 shall state the basis for appealing a decision, to which the Chairman may respond. An  
1338 appeal from a decision of the Chairman must be made promptly and before other  
1339 business has intervened. A majority or tie vote of the members present and voting on  
1340 the question (whether the decision of the Chairman shall be sustained) sustains the

1341 decision. An appeal is not debatable; provided, that the Chairman may explain the  
1342 basis for the Chairman's decision.

1343 **336. PARLIMENTARY INQUIRY.**

1344 A parliamentary inquiry is made when a member raises a question to the  
1345 Chairman seeking information about the procedure or business before the Council. The  
1346 Chairman shall answer the question about the procedure or business before the Council  
1347 or when the Chairman does not possess the information sought may direct the question  
1348 to a member who may be in possession of the information. A parliamentary inquiry is  
1349 not debatable or appealable.

1350 **337. RECOGNITION OF NON-MEMBERS.**

1351 The Chairman may recognize a person who is not a Councilmember if the  
1352 participation of the person would, in the judgment of the Chairman, enhance the  
1353 understanding of the matter under consideration by the Council.

1354 **338. PRESENTATION OF CEREMONIAL RESOLUTIONS.**

1355 (a)(1) A ceremonial resolution that has been adopted by the Council may be  
1356 presented from the well of the Chamber during a legislative meeting by the  
1357 Councilmember who introduced the resolution, or another Councilmember designated  
1358 by the Councilmember who introduced the resolution.

1359 (2) Without objection, adopted ceremonial resolutions scheduled for  
1360 presentation at a legislative meeting may be presented at a Committee of the Whole  
1361 meeting scheduled for the same day.

1362 (b) During a Council Period, no Councilmember may present more than 8  
1363 ceremonial resolutions, except that a Councilmember may yield his or her right to  
1364 present a ceremonial resolution under this section to another Councilmember.

1365 (c) No Councilmember may speak for more than 2 minutes on each ceremonial  
1366 resolution.

1367 (d) No recipient of a ceremonial resolution may present a display or performance  
1368 during a legislative meeting.

1369 (e) No more than one recipient for each ceremonial resolution shall be permitted  
1370 to speak during a legislative meeting.

1371 **339. EXPEDITED OPTIONAL PROCEDURE FOR REPROGRAMMINGS,  
1372 REVENUE BONDS, AND REVIEW RESOLUTIONS.**

1373 (a) This section shall apply to:

1374 (1) Revenue bonds resolutions; and

1375 (2) Resolutions regarding reprogramming requests, rules, regulations,  
1376 confirmation resolutions, and other actions that:

1377 (A) Are proposed for promulgation or adoption by the Mayor or an  
1378 independent agency;

1379 (B) Are required by law to be approved, disapproved, or reviewed by the  
1380 Council before taking effect; and

1381 (C) Take effect after a set period of time by operation of law.

1382 (b) A resolution covered by this section may, at the option of the committee  
1383 chairperson, be placed on the non-consent agenda of the next regular legislative  
1384 meeting following approval by a committee, without referral to the Committee of the  
1385 Whole.

1386 (c) If notice of intent to move the resolution and the committee report for the  
1387 resolution are not filed before noon on the third business day before the legislative  
1388 meeting, a resolution may not be placed on the legislative agenda pursuant to this  
1389 section.

1390 (d) If a reported resolution is considered at a legislative meeting under this  
1391 section, the legal sufficiency, technical compliance with the drafting rules of the  
1392 Council, completion of the record of the reported resolution, and the sufficiency of the  
1393 fiscal-impact statement, if required by Rule 309, shall be reviewed at the legislative  
1394 meeting at which it is considered.

1395 **E. MOTIONS.**

1396 **341. MOTIONS RECOGNIZED DURING DEBATE.**

1397 When a question is under debate, the Chairman may entertain only the  
1398 following motions, which shall take precedence in the order listed:

- 1399 (1) To adjourn;
- 1400 (2) To recess;
- 1401 (3) To reconsider;
- 1402 (4) To lay on the table;
- 1403 (5) To move the previous question;
- 1404 (6) To close debate;
- 1405 (7) To postpone to a day certain;
- 1406 (8) To recommit to committee;
- 1407 (9) To amend or substitute; or
- 1408 (10) To postpone indefinitely.

1409 **342. WITHDRAWAL OR MODIFICATION OF MOTIONS.**

1410 Any motion may be withdrawn or modified by the mover at any time before it  
1411 has been amended or voted on.

1412 **343. ADJOURN.**

1413 The Chairman shall adjourn a meeting when there is no more business before  
1414 the Council. A Councilmember may move to adjourn at any time. A motion to adjourn is  
1415 not debatable, but the Chairman may inform the Councilmembers of any unfinished  
1416 business requiring attention of the Council.

1417 **344. RECESS.**

1418 (a) The Chairman may, without a vote, recess a regular or legislative meeting of  
1419 the Council to another time, day, or place.

1420 (b)(1) A Councilmember may move to recess a meeting.

1421 (2) A Councilmember may move to amend a pending motion to recess to  
1422 set a different length of the recess.

1423 (3) If a motion to recess does not specify the time, day, or place at which  
1424 the meeting will reconvene, the Chairman may set a time, day, or place, or call the  
1425 meeting to order and summons the members in accordance with section 367.

1426 (4) Neither a motion to recess nor a motion to amend a pending motion to  
1427 recess is debatable.

1428 (c)(1) A Councilmember may move to recess a hearing or roundtable and  
1429 reconvene the hearing or roundtable at a future time, day, or place.

1430 (2) A recess may be taken under this subsection without a vote.

1431 (3) If the Council recesses a hearing or roundtable without specifying the  
1432 future time, day, or place for the hearing or roundtable, the Chairman must circulate  
1433 notice of the new time, day, or place in accordance with section 283.

1434 **345. RECONSIDER.**

1435 (a) A Councilmember recorded as having voted with the prevailing side on a  
1436 question may move to reconsider the question at any time, except as limited by this  
1437 section.

1438 (b)(1) An act may be reconsidered before it has been approved, deemed approved,  
1439 or vetoed by the Mayor.

1440 (2) A resolution may be reconsidered at any time before its  
1441 implementation.

1442 (3) A committee may reconsider its vote to report a measure at any time  
1443 before the Council votes on the measure.

1444 (4) A motion to reconsider a question considered at a different meeting  
1445 shall not be in order unless the motion to reconsider has been noticed in accordance  
1446 with section 429.

1447 (c) For the purpose of this rule, a Councilmember who was present and voting on  
1448 a question decided by a voice vote will be considered as having voted with the  
1449 prevailing side on the question, unless the Councilmember had asked to be recorded as  
1450 voting against the prevailing side or recorded as "PRESENT".

1451 (d) A motion to reconsider cannot be made by a Councilmember who was absent  
1452 during a voice or roll-call vote on a question.

1453 (e) A motion to reconsider requires the approval of a majority of the  
1454 Councilmembers present and voting.

1455 (f)(1) If the question to which a motion to reconsider applies is debatable, the  
1456 motion to reconsider is debatable and the debate may go to the question.

1457 (2) If the question to which a motion to reconsider applies is not  
1458 debatable, the motion to reconsider is not debatable.

1459 (g) If a motion to reconsider fails, the motion cannot be repeated.

1460 (h) A motion to reconsider is not required to consider amendments accepted or  
1461 rejected on a previous reading of a measure.

1462 (i) Votes to approve or amend these Rules may not be reconsidered pursuant to  
1463 this section.

#### 1464 **346. LAY ON THE TABLE AND TO POSTPONE.**

1465 (a)(1) A Councilmember may make an unqualified motion to lay a question on  
1466 the table, which is not debatable and, if adopted by a majority of Councilmembers  
1467 present and voting, shall immediately end debate on the question.

1468 (2) If an amendment to a measure is pending before the Council, a  
1469 Councilmember may make a motion to lay the amendment on the table, which is not  
1470 debatable and, if adopted by a majority of Councilmembers present and voting, shall  
1471 immediately end debate on the amendment.

1472 (b) A Councilmember may move to postpone a question to a time certain, which  
1473 shall be adopted by a majority of Councilmembers present and voting. A motion to  
1474 postpone to a time certain is debatable, though it is not in order to debate the merits of  
1475 the underlying question.

1476 (c) A Councilmember may move to postpone indefinitely any question pending  
1477 before the Council. A motion to postpone indefinitely is debatable, and it is in order to

1478 debate the merits of the underlying question. Upon adoption of a motion to postpone  
1479 indefinitely, the question may not be reconsidered unless 2/3rds of Councilmembers  
1480 present and voting agree to reconsider the question.

1481 (d) A committee chairperson may carry over a measure reported by that  
1482 committee from Council consideration until the next regular legislative meeting. If a  
1483 measure has been sequentially referred, the committee chairperson of the last-  
1484 reporting committee may carry over a measure under this subsection.

1485 (e) Both a motion to table and a motion to postpone may be applied to main  
1486 motions only.

### 1487 **347. MOTIONS TO LIMIT DEBATE.**

1488 (a) Debate may be limited by a motion to close debate or a motion to move the  
1489 previous question. Neither a motion to close debate nor a motion to move the previous  
1490 question is debatable.

1491 (b) A Councilmember may move to close debate, which shall require approval of  
1492 2/3rds of the Councilmembers present and voting. If a motion to close debate carries, no  
1493 further debate is in order, except that:

1494 (1) Each Councilmember who has not spoken on the pending question may  
1495 speak for no more than 2 minutes; and

1496 (2) The Chairman may recognize the maker of the pending motion.

1497 (c) A Councilmember may make a motion to move the previous question, which  
1498 shall require approval of 2/3rds of the Councilmembers present and voting. If a motion  
1499 to move the previous question carries, no further debate is in order on the pending  
1500 question, and no further amendments to the main motion are in order absent a motion  
1501 to reconsider the motion to move the previous question.

### 1502 **348. RECOMMIT**

1503 A member may move to recommit a measure pending before the Council to a  
1504 standing committee. If a majority of Councilmembers present and voting approve a  
1505 motion to recommit, the Chairman shall refer the measure to a standing committee or  
1506 committees in accordance with section 405(b). A motion to recommit is debatable,  
1507 though debate shall be limited to the desirability of committing the measure to the  
1508 committee. Debate on the merits of the measure is not in order while a motion to  
1509 recommit is pending.

### 1510 **F. AMENDMENTS.**

#### 1511 **351. AMENDMENTS TO BE WRITTEN.**

1512 (a) Councilmembers shall endeavor to file with the Secretary amendments to  
1513 pending measures by noon on the business day before the legislative meeting at which  
1514 they are to be moved.

1515 (b) If a Councilmember has filed an amendment with the Secretary before the  
1516 legislative meeting in accordance with subsection (a) of this section, the Secretary shall  
1517 provide a copy for each Councilmember before the legislative meeting begins. When the  
1518 measure is to be considered, the Chairman shall recognize the Councilmember for a  
1519 motion to amend.

1520 (c)(1) If a Councilmember has not filed an amendment with the Secretary in  
1521 accordance with subsection (a) of this section, the Councilmember shall circulate one  
1522 copy for each Councilmember and 7 additional copies at the legislative meeting.

1523 (2) A Councilmember shall file an amendment in accordance with  
1524 subsections (a) and (b) of section 282 within 24 hours of the legislative meeting at which  
1525 the amendment was offered if the amendment was not previously filed in accordance  
1526 with subsection (a) of this section.  
1527

1528 (d) Before a vote on a measure, oral amendments shall be reduced to writing and  
1529 read by the General Counsel, and made available for public inspection as soon as  
1530 practicable.

1531 (e) As required by Rule 309, no amendment may be approved by the Council  
1532 without a fiscal impact statement presented to the Council at the time of its  
1533 consideration; provided, that the Chairman may waive these requirements if the  
1534 Chairman concurs with the Budget Director that there is no adverse fiscal impact.

1535 (f) As required by Rule 310, no amendment to a measure, including an  
1536 emergency measure, may be approved by the Council without a legal-sufficiency  
1537 determination presented to the Council at the time of its consideration; provided, that  
1538 the Chairman may waive these requirements if the Chairman concurs with the General  
1539 Counsel that the amendment is legally sufficient.

## 1540 **352. NON-GERMANE AMENDMENTS.**

1541 (a) Every amendment proposed to an emergency or temporary measure must be  
1542 germane to the subject matter of the main measure to be amended. A non-germane  
1543 amendment to a permanent bill requires 2 readings and must be approved by 2/3rds of  
1544 the members present and voting.

1545 (b) To be germane to a measure, the amendment is required to relate in an  
1546 appropriate, relevant, and logical way to the subject of the main measure. It may  
1547 entirely change the effect of or be in conflict with the spirit of the main measure and  
1548 still be germane to the subject. An amendment in the nature of a substitute may be  
1549 offered as long as it is germane to the subject matter of the main measure.

1550 (c) An amendment to a prior-offered amendment must be germane to the subject  
1551 of the prior-offered amendment and to the subject matter of the main measure.

1552 **353. FRIENDLY AMENDMENTS.**

1553 Without objection, the mover of a motion or a measure may accept a friendly  
1554 amendment, which, if accepted, shall be voted on simultaneously with the motion or  
1555 measure. A friendly amendment to a second-degree amendment is not considered a  
1556 third-degree amendment.

1557 **354. AMENDMENT IN THE NATURE OF A SUBSTITUTE.**

1558 (a) A notice of intent to move an amendment in the nature of a substitute to a  
1559 measure at a legislative meeting shall be filed with the Secretary and circulated by  
1560 noon on the business day before the legislative meeting. The filed notice shall be  
1561 accompanied by the proposed amendment in the nature of a substitute, which shall  
1562 reflect all substantive changes from the prior version of the legislation (committee print  
1563 or engrossment) by using strikeovers on the language that is proposed to be deleted  
1564 from the prior version and underscore on all new language that is proposed to be added  
1565 by the amendment in the nature of a substitute.

1566 (b) The mover of an amendment in the nature of a substitute may have a  
1567 separate amendment considered simultaneously with the amendment in the nature of a  
1568 substitute.

1569 **G. OTHER MOTIONS.**

1570 **355. DISCHARGE.**

1571 The Council may, by a vote of 2/3rds of the members present and voting,  
1572 discharge a committee from further consideration of a measure that has been referred  
1573 to the committee. Upon approval of the discharge motion, the Council shall consider the  
1574 measure as if it had been reported from the committee without amendment or  
1575 modification or re-refer the measure to another committee.

1576 **356. TAKE FROM THE TABLE.**

1577 (a) When no question is pending before the Council, a Councilmember may move  
1578 to take from the table any measure previously tabled during the legislative meeting.

1579 (b) When a measure is pending before the Council, a Councilmember may move  
1580 to take from the table any amendment to the measure that was previously tabled.

1581 (c) Provided that a Councilmember provided the notice required by section  
1582 429(2), the Councilmember may move to take from the table any measure previously  
1583 tabled.

1584 (d) A motion to take from the table is not debatable and shall be adopted by a  
1585 majority vote of Councilmembers present and voting.

1586 (e)(1) Upon adoption of a motion to take a question from the table, the question  
1587 shall be before the Council in the same status as it was when the Council tabled the  
1588 question.



1589 (2) If the motion to take a question from the table does not occur during  
1590 the legislative meeting at which the question was tabled, each Councilmember shall be  
1591 entitled to debate the question as if the last motion adhering to the question was just  
1592 made.

1593 **H. VOTING.**

1594 **361. FORM OF VOTE.**

1595 Voting shall be in the form of "YES", "NO", and "PRESENT". A vote of  
1596 "PRESENT" shall be deemed the equivalent of an abstention or a non-vote.

1597 **362. VOICE VOTES.**

1598 Except as provided in section 363, votes on all questions shall be by voice, with  
1599 the results determined by the Chairman. A Councilmember's vote upon any matter  
1600 shall be recorded upon request.

1601 **363. DEMAND FOR ROLL-CALL VOTE.**

1602 Any member, in advance of a vote or immediately thereafter, may demand a roll-  
1603 call vote.

1604 **364. CALLING THE ROLL.**

1605 When a roll-call vote is demanded, the Secretary shall call the roll of the  
1606 Councilmembers in rotating alphabetical order so that the Councilmember whose name  
1607 is called first is the same member whose name was called second on the next previous  
1608 vote, and so on through the roll, so that the Councilmember whose name is called last is  
1609 the same Councilmember whose name was called first on the next previous vote. At the  
1610 end of the roll call, the names of those who failed to answer can be called again, or the  
1611 Chairman can ask if anyone entered the room after the Councilmember's name was  
1612 called. Changes of vote are also permitted at this time, before the result is announced.  
1613 No Councilmember may vote "pass" more than once on the same amendment to a  
1614 measure or on the measure in its entirety. A second vote of "pass" shall be considered a  
1615 vote of "present."

1616 **365. RECORDS OF VOTES.**

1617 (a) When a vote on legislation is by voice vote, the Secretary will record all  
1618 members present as voting "yes" unless there has been a request to be recorded as  
1619 having voted "no", a member votes "present", or a member has recused himself or  
1620 herself from voting.

1621 (b) When a roll-call vote is demanded, the Secretary will record the names of  
1622 those voting "YES", "NO", or "PRESENT". Members will be recorded as absent if they  
1623 are not in the Chamber when a vote is taken. Voting records are official records of the  
1624 Council.

1625 (c) After the Chairman has announced the result of a vote, a Councilmember  
1626 may not change his or her vote.

1627 **366. PROXY VOTING PROHIBITED.**

1628 No remote voting or proxy shall be permitted either for the purpose of voting or  
1629 for the purpose of obtaining a quorum.

1630 **367. SUMMONS OF MEMBERS.**

1631 (a) Before putting a question to vote, the Chairman may hold open the vote for  
1632 no more than 2 minutes for the purpose of summoning members who are absent.  
1633 During that time, the Secretary shall summon the members who are absent from the  
1634 Chamber. At the Chairman's direction, the Secretary shall call the names of the absent  
1635 members.

1636 (b) No Councilmember may be summoned more than once at the same legislative  
1637 meeting.

1638 **I. OPEN MEETINGS.**

1639 **371. OPEN MEETINGS, GENERALLY.**

1640 (a) Except as provided in section 375, a meeting of the Council shall be open to  
1641 the public.

1642 (b) For the purposes of this part, a "meeting of the Council" means a gathering of  
1643 a quorum of the Council or a committee of the Council for purposes of discussing  
1644 Council business, whether informal or formal. A meeting of the Council does not include  
1645 chance meetings, social gatherings, or press conferences.

1646 **372. MEETINGS OF COUNCIL DEEMED OPEN.**

1647 A meeting of the Council is deemed open if the:

- 1648 (1) Public is permitted to be physically present;
- 1649 (2) News media is permitted to be physically present; or
- 1650 (3) Meeting is televised.

1651 **373. NOTICE OF MEETINGS.**

1652 (a)(1) Except as provided in paragraph (2) of this subsection, before a meeting of  
1653 the Council is held, whether open or closed, at least one Councilmember attending the  
1654 meeting shall notify the Secretary at least 48 hours before the meeting, unless  
1655 emergency circumstances require less notice.

1656 (2) Before a meeting of a committee of the Council is held, whether open  
1657 or closed, at least one Councilmember attending the meeting shall notify the Secretary

1658 at least 24 hours before the meeting, unless emergency circumstances require less  
1659 notice.

1660 (b) Notice provided pursuant to this section shall be posted by the Secretary in  
1661 plain view, the relevant Council office, or on the website of the Council.

1662 (c) A notice for a meeting of the Council provided pursuant to this section shall  
1663 include the:

1664 (1) Date;

1665 (2) Time;

1666 (3) Location; and

1667 (4) Planned agenda, if applicable, for the meeting.

1668 (d) If a meeting of the Council, or any portion of the meeting, is expected to be  
1669 closed, the notice shall include, if feasible, a statement of the intent to close the  
1670 meeting, including the reasons for the closure.

#### 1671 **374. RECORD OF MEETINGS.**

1672 (a) Except as provided in subsection (e) of this section, all meetings, whether  
1673 open or closed, shall be recorded electronically. In accordance with section 808, the  
1674 electronic recording shall be produced and maintained by the Secretary; provided, that  
1675 if a recording is not possible, detailed minutes of the meetings shall be kept by the  
1676 Secretary.

1677 (b) Copies of the records shall be provided to the public or any requester at his or  
1678 her expense.

1679 (c) A copy of the minutes shall be made available to the public or requester no  
1680 more than 3 business days after the meeting.

1681 (d) A copy of the full record, including any recording or transcript, shall be made  
1682 available no later than 7 business days after the meeting.

1683 (e) This section shall not apply to administrative meetings, breakfast meetings,  
1684 open discussions, or other gathering of the Council when no official action is expected to  
1685 take place; provided, that no official action may be taken at such meetings.

#### 1686 **375. EXCEPTIONS TO OPEN MEETINGS.**

1687 A meeting of the Council may be closed for the following reasons:

1688 (1) A law or court order requires that a particular matter or proceeding  
1689 not be public;

1690 (2) To discuss, establish, or instruct a public body's staff or negotiating  
1691 agents concerning the position to be taken in negotiating the price and other material

1692 terms of a contract, including an employment contract, if an open meeting would  
1693 adversely affect the bargaining position or negotiating strategy of the public body;

1694 (3) To discuss, establish, or instruct a public body's staff or negotiating  
1695 agents concerning the position to be taken in negotiating incentives relating to the  
1696 location or expansion of industries or other businesses or business activities in the  
1697 District;

1698 (4)(A) To consult with an attorney to obtain legal advice and to preserve  
1699 the attorney-client privilege between an attorney and a public body, or to approve  
1700 settlement agreements; provided, that, upon request, the public body may decide to  
1701 waive the privilege.

1702 (B) Nothing herein shall be construed to permit a public body to  
1703 close a meeting that would otherwise be open merely because the attorney for the  
1704 public body is a participant;

1705 (5) Planning, discussing, or conducting specific collective-bargaining  
1706 negotiations;

1707 (6) Preparation, administration, or grading of scholastic, licensing, or  
1708 qualifying examinations;

1709 (7) To prevent premature disclosure of an honorary degree, scholarship,  
1710 prize, or similar award;

1711 (8) To discuss and take action regarding specific methods and procedures  
1712 to protect the public from existing or potential terrorist activity or substantial dangers  
1713 to public health and safety, and to receive briefings by staff members, legal counsel,  
1714 law-enforcement officials, or emergency-service officials concerning these methods and  
1715 procedures; provided, that disclosure would endanger the public and a record of the  
1716 closed session is made public if and when the public would not be endangered by that  
1717 disclosure;

1718 (9) To discuss disciplinary matters;

1719 (10) To discuss the appointment, employment, assignment, promotion,  
1720 performance evaluation, compensation, discipline, demotion, removal, or resignation of  
1721 government appointees, employees, or officials, including Councilmembers and staff;

1722 (11) To discuss trade secrets and commercial or financial information  
1723 obtained from outside the government, to the extent that disclosure would result in  
1724 substantial harm to the competitive position of the person from whom the information  
1725 was obtained;

1726 (12) To train and develop members of a public body, including the Council  
1727 and staff;

1728 (13) To deliberate upon a decision in an adjudication action or proceeding  
1729 by a public body exercising quasi-judicial functions; and

1730 (14) To plan, discuss, or hear reports concerning ongoing or planned  
1731 investigations of alleged criminal or civil misconduct or violations of law or regulations,  
1732 if disclosure to the public would harm the investigation.

1733 **ARTICLE IV—LEGISLATION.**

1734 **A. INTRODUCTION OF LEGISLATION.**

1735 **401. WHO MAY INTRODUCE.**

1736 (a)(1) Only a Councilmember may introduce legislation for consideration by the  
1737 Council.

1738 (2) At the time a measure is filed with the Secretary, in accordance with  
1739 section 282, the measure shall be placed on the Council “v” drive or intranet portal.

1740 (b)(1) Proposed legislation transmitted to the Council by the Mayor or an  
1741 independent agency shall be submitted in appropriate form, shall be complete, and  
1742 shall be in compliance with these Rules. It shall be introduced by the Chairman, at the  
1743 request of the Mayor or the independent agency. Legislation transmitted by the Mayor  
1744 or an independent agency shall not be introduced on the dais at a legislative meeting or  
1745 a work session of the Committee of the Whole.

1746 (2)(A) To be considered at a legislative meeting, legislation transmitted by  
1747 the Mayor or an independent agency that proposes Council approval of a contract shall  
1748 be filed with the Secretary, with the required contract summary and contract or  
1749 modification, no later than the close of business the fourth business day before the  
1750 meeting.

1751 (B) To be considered at a legislative meeting, all other measures  
1752 transmitted by the Mayor or an independent agency shall be filed with the Secretary no  
1753 later than noon on the second business day before the meeting.

1754 (3) Proposed legislation from the Mayor or an independent agency shall be  
1755 transmitted to the Council by hard copy and a copy in Word format by email, or any  
1756 other medium as determined by the Secretary. All confirmation resolutions submitted  
1757 to the Council by the Mayor shall include a copy of the current resume of the nominee.  
1758 The Secretary shall place a copy of the proposed legislation on the Council “v” drive or  
1759 intranet portal.

1760 (4) Legislation transmitted under this subsection shall be filed with the  
1761 Secretary during normal business hours, as defined by section 101(25).

1762 (5) The Secretary shall determine whether the proposed legislation is in  
1763 appropriate form, complete, and in compliance with these Rules and may return any  
1764 proposed legislation that is not in appropriate form or complete to the Mayor or the  
1765 independent agency.

1766 **402. MANNER OF INTRODUCTION.**

1767 (a) A Councilmember may introduce a measure either by:

1768 (1) Reading the short title of the measure, except a ceremonial resolution,  
1769 during the period of a legislative meeting or a work session of the Committee of the  
1770 Whole designated for introductions and immediately providing the Secretary the signed  
1771 original of the bill or resolution; or

1772 (2) Filing the signed original of the measure with the Secretary during  
1773 normal business hours.

1774 (b) Unless a law specifically provides otherwise, no matter transmitted for a  
1775 period of Council review before taking effect shall be deemed transmitted to the Council  
1776 or the Chairman, and no time period for Council review shall begin to run until the  
1777 matter has been formally introduced by the Chairman pursuant to subsection (a)(1) of  
1778 this section.

1779 (c) Whenever a measure would require the Secretary to transmit its text or  
1780 anything associated with the text to a person, the Councilmember who introduced the  
1781 measure shall provide the Secretary with the last-known address of the recipient.

1782 (d) Proposed legislation transmitted for introduction by the Mayor or an  
1783 independent agency shall be addressed to the Chairman and filed with the Secretary.  
1784 The Secretary shall circulate the measure in accordance with these rules.

1785 (e) Any filing sheet and other documentation accompanying legislation that is  
1786 required by the Secretary shall be typed or legibly printed and shall be specific to the  
1787 legislation.

1788 **403. INTRODUCTION OF EMERGENCY LEGISLATION.**

1789 Emergency legislation, emergency declaration resolutions, and temporary  
1790 legislation may be introduced as provided in sections 401 and 402, or may be introduced  
1791 at a meeting called to consider the emergency legislation and temporary legislation.

1792 **404. READING INTRODUCTIONS.**

1793 (a) At each legislative meeting and work session of the Committee of the Whole,  
1794 during the period designated for introductions, the Secretary shall read the short titles  
1795 of measures that were introduced pursuant to section 402(a)(2) between the previous  
1796 reporting period and 10 a.m. of the business day before the legislative meeting or  
1797 Committee of the Whole work session, and provide the numbers assigned as provided in  
1798 section 805 and the committee referrals as provided in section 405.

1799 (b) Measures may not be debated or amended when they are read for  
1800 introduction.

1801 (c) The formal reading of the Secretary's report as provided in subsection (a) of  
1802 this section may be waived by unanimous consent.

1803 (d) A Councilmember may raise questions regarding a committee referral  
1804 included in the Secretary's report without a formal reading of the entire Secretary's  
1805 report.

1806 (e) A Councilmember may introduce no more than 3 measures at a legislative  
1807 meeting or Committee of the Whole work session.

1808 (f) A Councilmember may speak for no more than 3 minutes on each measure  
1809 introduced.

1810 (g) Only one Councilmember may speak on each introduced measure; provided,  
1811 that a Councilmember may yield all or a part of the Councilmember's time provided by  
1812 this section to another Councilmember.

#### 1813 **405. COMMITTEE REFERRAL.**

1814 (a)(1) When a measure is introduced at a legislative meeting or Committee of the  
1815 Whole work session, the Chairman may refer it to the appropriate committee or  
1816 committees, taking into account standards of germaneness, unless the Council retains  
1817 the measure. The referral is official unless the Chairman provisionally refers the  
1818 measure to a committee or committees.

1819 (2) If the Chairman provisionally refers the measure to a committee or  
1820 committees, the referral shall be deemed official after 3 business days. If the Chairman  
1821 refers the measure to another committee within the 3-business-day period or any time  
1822 thereafter, the referral shall not become official until the next regular legislative  
1823 meeting or Committee of the Whole work session. The Chairman may refer a measure  
1824 for comments at any time.

1825 (b) When a measure is introduced by filing it with the Secretary, rather than  
1826 introducing it at a meeting pursuant to subsection (a) of this section, the Chairman  
1827 shall refer it to the appropriate committee or committees, unless the Council retains the  
1828 measure. Such referral is not official until it is read at a meeting pursuant to section  
1829 404.

1830 (c)(1) The Chairman may refer a measure to 2 or more committees for sequential  
1831 consideration of all or part of the measure, and may refer all or part of the measure to  
1832 one or more committees for comments.

1833 (2) When there is a sequential referral, the Chairman may make the  
1834 referral and specify a time period within which one or more of the committees must  
1835 report the measure. If a committee fails to file a report within the specified time period,  
1836 the measure shall be deemed discharged from the committee and the Secretary shall  
1837 provide notice that the measure is ready for subsequent action by another committee or  
1838 to be agendized for Council consideration.

1839 (d) The Chairman may re-refer measure from one committee to another  
1840 committee and the new referral shall become official at the next legislative meeting or  
1841 Committee of the Whole work session.

1842 (e) A committee may not consider a measure unless the Chairman has made an  
1843 official referral.

1844 **406. COMMENTS BY EXECUTIVE.**

1845 The Executive may comment on any measure. Unless otherwise required by law,  
1846 neither the Council nor a committee must wait for Executive comments before  
1847 considering a measure.

1848 **407. WITHDRAWAL OF LEGISLATION.**

1849 (a) Whenever a rule, regulation, or resolution is proposed for promulgation by an  
1850 entity other than the Council and is required by law to be approved, disapproved, or  
1851 reviewed by the Council before its taking effect and would take effect automatically by  
1852 operation of law, the proposal may be withdrawn formally by the proposer before final  
1853 Council action or, if the Council takes no action, before any time limit imposed by law.  
1854 The withdrawal shall render the original proposal a nullity as if it were never proposed.  
1855 These proposed rules, regulations, and resolutions may be withdrawn only by written  
1856 request transmitted to the Chairman.

1857 (b) A Councilmember may withdraw any measure before any action has been  
1858 taken by the committee to which the measure has been referred (i.e., hearing, markup,  
1859 or vote). A withdrawal shall be filed with the Secretary. A withdrawal shall render the  
1860 original measure a nullity, as if it were never introduced. If a measure has been  
1861 introduced by more than one Councilmember, all co-introducers must consent to  
1862 withdrawal under this subsection.

1863 (c) Notwithstanding subsection (a) of this section, if a Councilmember withdraws  
1864 a resolution approving or disapproving a contract or reprogramming after the date the  
1865 contract or reprogramming would otherwise have been deemed approved, the measure  
1866 shall be deemed approved on the date the resolution is withdrawn, unless it has been  
1867 deemed approved before that time by operation of law.

1868 **408. COMMITTEE APPROVAL**

1869 (a) Each committee may take action on any measure referred to the committee,  
1870 except as provided for in subsection (b) of this section.

1871 (b) A committee may not vote on a measure sequentially referred to that  
1872 committee until all conditions of the referral have been met to make such measure ripe  
1873 for consideration by the committee.

1874 (c) A hearing on a measure by any committee of the Council shall satisfy the  
1875 requirements of rule 501(a)(2) for measures referred sequentially to committees before  
1876 approval by a committee.

1877 (d) After approval of a committee print on a measure by the Committee of the  
1878 Whole, the Chairperson may file the committee print with the Secretary as specified in  
1879 Rule 282 without the committee report.



1880 **B. COUNCIL APPROVAL.**

1881 **411. CONSENT AGENDA.**

1882 (a) The Chairman shall prepare a consent agenda for each legislative meeting  
1883 that shall include measures that the Chairman believes will be adopted by unanimous  
1884 vote. The consent agenda shall be approved by the Committee of the Whole at a work  
1885 session before the legislative meeting for which the agenda was prepared. Without  
1886 objection, a Councilmember may amend the committee print of a measure without  
1887 removing the bill or resolution from the consent agenda, if the amendment is filed with  
1888 the Secretary at or before the Committee of the Whole meeting and circulated to the  
1889 Councilmembers at the Committee of the Whole meeting.

1890 (b) A Councilmember may remove a measure from the consent agenda at the  
1891 Committee of the Whole meeting or at the legislative meeting before the vote on the  
1892 consent agenda.

1893 (c) Measures removed from the consent agenda shall be considered as provided  
1894 in section 311, except that the Chairman may first consider items removed from the  
1895 consent agenda.

1896 (d) Before the vote on the consent agenda at a legislative meeting, and without  
1897 objection from any other Councilmember, a Councilmember may request that a  
1898 measure on the non-consent agenda be moved to the consent agenda.

1899 (e) Approval of the consent agenda during a legislative meeting will include the  
1900 unanimous approval of all matters included in the consent agenda. If a Councilmember  
1901 asks for his or her vote to be recorded on a particular measure, the measure shall be  
1902 removed from the consent agenda.

1903 **412. EMERGENCY LEGISLATION.**

1904 (a)(1) When a Councilmember proposes a measure to be passed immediately due  
1905 to emergency circumstances, the Council may debate the question of the existence of an  
1906 emergency and then shall vote on whether emergency circumstances exist.

1907 (2) A Councilmember may debate the merits of a measure to determine  
1908 whether emergency circumstances exist.

1909 (3) If 2/3rds of the Councilmembers find that emergency circumstances  
1910 exist, the Council shall consider the measure on its merits.

1911 (b) For the purposes of this section, an "emergency" means a situation that  
1912 adversely affects the health, safety, welfare, or economic well-being of a person for  
1913 which legislative relief is deemed appropriate and necessary by the Council, and for  
1914 which adherence to the ordinary legislative process would result in delay that would  
1915 adversely affect the person whom the legislation is intended to protect.

1916 (c) An emergency resolution shall take effect, according to its terms, either  
1917 immediately or at a specific time. Pursuant to section 412(a) of the Charter (D.C.

1918 Official Code § 1-204.12(a)), an emergency act shall be effective law for no more than 90  
1919 days.

1920 (d) As required by Rule 310, no emergency measure may be approved by the  
1921 Council without a legal sufficiency determination presented to the Council at the time  
1922 of its consideration; provided, that the Chairman may waive this requirement if the  
1923 Chairman concurs with the General Counsel that the measure is legally sufficient.

1924 (e) As required by Rule 309, no emergency measure may be approved by the  
1925 Council without a fiscal impact statement presented to the Council at the time of its  
1926 consideration; provided, that the Chairman may waive this requirement if the  
1927 Chairman concurs with the Budget Director that the measure does not have a negative  
1928 fiscal impact.

1929 (f) An emergency measure on the agenda for the legislative meeting shall be  
1930 moved by the Councilmember who noticed the measure or, in the absence of that  
1931 Councilmember, may be moved by another Councilmember designated by the  
1932 Councilmember who noticed the measure. If no Councilmember has been designated to  
1933 move the measure in the absence of the Councilmember who noticed the measure, the  
1934 measure shall be considered to have been withdrawn.

1935 (g) The Chairman may rule out of order an emergency measure that is subject to  
1936 inclusion in an approved budget and financial plan.

#### 1937 **413. TEMPORARY LEGISLATION.**

1938 If the Council approves an emergency bill under section 412, the Council may, at  
1939 the same legislative meeting, consider a temporary bill on first reading without  
1940 committee referral. The temporary bill must be substantially similar to the emergency  
1941 bill and may remain effective for no more than 225 days.

#### 1942 **414. TECHNICAL-AMENDMENT LEGISLATION.**

1943 (a) On an occasional basis, the General Counsel shall prepare a technical-  
1944 amendment bill for introduction by the Chairman.

1945 (b) Notwithstanding section 501(a), no hearing is required before final adoption  
1946 of a technical-amendment bill prepared in accordance with this section.

1947 (c) A technical-amendment bill shall contain only amendments to existing law  
1948 and no amendment included in the technical-amendment bill may make substantive  
1949 changes to the existing law. Any amendment to the technical-amendment bill must be  
1950 certified as technical by the General Counsel.

1951 (d) An amendment to a technical-amendment bill that has not been certified as  
1952 technical by the General Counsel shall be out of order for Council consideration.

1953 **415. ENACTMENT LEGISLATION.**

1954 (a) On an occasional basis, the General Counsel shall prepare an enactment bill  
1955 for introduction by the Chairman.

1956 (b) Notwithstanding section 501(a), no hearing is required before final adoption  
1957 of an enactment bill prepared in accordance with this section.

1958 (c) An enactment bill shall present, for each title of the District of Columbia  
1959 Official Code proposed to be enacted into positive law, a compilation, restatement, and  
1960 revision of the general and permanent laws of the District of Columbia that conforms to  
1961 the understood policy, intent, and purpose of the Council or Congress in the original  
1962 enactments, with such amendments and corrections as to remove ambiguity,  
1963 contradictions, and other imperfections, both of substance and of form.

1964 (d) An amendment to an enactment bill that has not been proposed by the  
1965 General Counsel as an amendment consistent with subsection (c) of this section shall be  
1966 out of order for Council consideration.

1967 **416. VETOED LEGISLATION.**

1968 (a) Whenever the Mayor disapproves and returns an act pursuant to section  
1969 404(e) of the Charter (D.C. Official Code § 1-204.04(e)), the disapproved act shall be the  
1970 property of the full Council. The Chairman may solicit comments or recommendations  
1971 on the disapproved act from a committee or committees. A Councilmember may move  
1972 for the Council to reenact the disapproved act before the end of the 30-day review  
1973 period provided in section 404(e) of the Charter. If 2/3rds of the Councilmembers  
1974 present and voting vote to reenact the act, the act shall become law subject to the  
1975 provisions of section 602(c) of the Home Rule Act (D.C. Official Code § 1-206.02(c)).

1976 (b) Whenever the Mayor disapproves and returns any item or provision of a  
1977 budget act pursuant to section 404(f) of the Charter (D.C. Official Code § 1-204.04(f)),  
1978 the act containing the disapproved item or provision shall be the property of the full  
1979 Council. The Chairman may solicit comments or recommendations on the disapproved  
1980 item or provision from a committee or committees. A Councilmember may move for the  
1981 Council to reenact any disapproved item or provision of the budget act before the end of  
1982 the 30-day review period provided in section 404(f) of the Charter. If 2/3rds of the  
1983 Councilmembers present and voting vote to reenact any item or provision of the budget  
1984 act, the item or provision so reenacted shall be incorporated in the budget and become  
1985 law subject to the provisions of section 602(c) of the Home Rule Act (D.C. Official Code §  
1986 1-206.02(c)).

1987 **417. TRANSMISSION OF ACTS.**

1988 The Chairman shall transmit adopted acts to the Mayor and enacted acts to the  
1989 United States Senate and the United States House of Representatives as required by  
1990 the Charter.

1991 **418. EFFECT OF END OF COUNCIL PERIOD.**

1992 (a)(1) A measure that has not been finally adopted by the Council before the end  
1993 of the Council Period in which the measure was introduced lapses without prejudice to  
1994 the measure's reintroduction in a subsequent Council Period.

1995 (2) If temporary legislation has been passed on first reading pursuant to  
1996 section 413 at the last legislative meeting in a Council Period, it may be considered on  
1997 final reading during the next Council Period.

1998 (3) A matter transmitted by the Mayor or an independent agency for a  
1999 designated period of Council review that is pending at the end of a Council period shall  
2000 be in the same status that the matter was at the end of the prior Council period and the  
2001 legislation assigned a new number. If notice required by these Rules has been given in  
2002 the prior Council period, no additional notice shall be required before action on the  
2003 matter.

2004 (b) Legislation that has been finally adopted by the Council during a Council  
2005 Period shall not lapse simply because any of the following occurs:

2006 (1) Approval or veto by the Mayor;

2007 (2) Approval by operation of law;

2008 (3) Reenactment after a veto;

2009 (4) Submission to referendum; or

2010 (5) Transmittal to Congress.

2011 (c) Records of measures that lapsed at the end of a Council Period may be  
2012 incorporated by reference in the records of substantially similar measures considered in  
2013 a later Council Period, including the record of any hearing or roundtable that was held  
2014 in a prior Council Period.

2015 **C. NOTICE AND PUBLICATION OF INTENDED ACTIONS.**

2016 **421. GENERAL NOTICE BY PUBLICATION OF INTENDED ACTIONS AND**  
2017 **HEARINGS.**

2018 (a)(1) Except as provided in these Rules, 15 days' notice by publication in the  
2019 Register is required before Council adoption of a measure.

2020 (2) Abbreviated notice under this subsection may be given upon good  
2021 cause found and published in the Register with the notice.

2022 (b) Except as provided in these Rules, 15 days' notice by publication in the  
2023 Register or abbreviated notice published in the Register is required before the conduct  
2024 of a hearing.

2025 (c) Abbreviated notice under subsection (b) of this section may be given:

2026 (1) For a hearing on a permanent bill for the purpose of rescheduling the  
2027 hearing when the hearing was previously noticed in the Register;

2028 (2) For a hearing on a resolution, when a hearing is required, upon good  
2029 cause found and published in the Register with the notice, and when the abbreviated  
2030 notice provides at least 3 business days' notice;

2031 (3) For an oversight or investigative hearing, when such notice is posted  
2032 on the Council website or published in the Register;

2033 (4) For a hearing that was scheduled on a day when there is an  
2034 unscheduled closing of the government and when the abbreviated notice provides at  
2035 least 3 business days' notice; or

2036 (5) For a hearing on any matter on which a notice has been filed to add  
2037 any item that does not otherwise require a hearing and when the abbreviated notice  
2038 provides at least 3 business days' notice.

2039  
2040 (d) No prior notice by publication is required for the adoption of a ceremonial  
2041 resolution, an emergency bill or resolution, an emergency-declaration resolution, or a  
2042 resolution adopting Council Rules, appointing Council officers and committee  
2043 chairpersons and members, or pertaining to the internal operation or organization of  
2044 the Council.

2045  
2046 **422. PERSONAL SERVICE OR ACTUAL NOTICE.**

2047 Notice by publication is not required if all persons subject to an intended action  
2048 are named, and in accordance with law, either are served personally or have actual  
2049 notice of the Council's intended action.

2050 **423. METHODS OF NOTICE.**

2051 (a) When not otherwise required by these Rules or other provisions of law to be  
2052 done in specific fashion, notice may be given by:

2053 (1) Publication in the Register;

2054 (2) Publication in one or more newspapers of general circulation;

2055 (3) Mailing notices to a mailing list of organizations and individuals  
2056 established and maintained by the Secretary;

2057 (4) Use of other news media;

2058 (5) Posting notice in a prominent place in the John A. Wilson Building and  
2059 other public buildings or posting places;

2060 (6) Facsimile;

2061 (7) E-mail;

2062 (8) Posting on the Council's official website; or

2063 (9) In any other manner directed by the Council.

2064 (b) When notice to the public is required under these Rules, by law, or otherwise,  
2065 the notice shall be posted on the Council website.

2066 **424. NOTICE OF EMERGENCY ACTIONS.**

2067 (a) When an emergency measure is to be considered, a notice that includes a  
2068 statement of the reasons for the emergency and the intended effect of the emergency  
2069 measure shall be filed, and a draft of the emergency measure and emergency-  
2070 declaration resolution shall be circulated, by noon on the third business day before the  
2071 legislative meeting at which the emergency measure is to be considered, unless the  
2072 nature of the emergency precludes such notice. If the nature of the emergency precludes  
2073 the notice, the sponsor of the legislation shall circulate and file the measure with the  
2074 Secretary and take steps to ensure that Councilmembers have notice at the earliest  
2075 possible time before the meeting at which the emergency measure is to be considered.

2076 (b) Notwithstanding the provisions of subsection (a) of this section, public notice  
2077 of intended emergency action shall be given before adoption of an emergency bill or  
2078 resolution by at least one method provided in section 423.

2079 **425. NOTICE OF TEMPORARY LEGISLATION.**

2080 (a) Each temporary bill adopted pursuant to section 413, shall be circulated and  
2081 filed with the accompanying emergency measure in accordance with section 424.  
2082 Following approval on first reading, the Secretary shall publish a notice of intent to  
2083 adopt the temporary bill on second reading in the Register.

2084 (b) When temporary legislation is to be considered under section 413, the notice  
2085 of emergency action under section 424 shall include notice of the temporary legislation.

2086 **426. NOTICE OF WAIVER OF SECTION 231(C).**

2087 (a) A notice of a request to waive section 231(c) shall be filed and circulated no  
2088 later than noon on the third business day before the legislative meeting at which a  
2089 measure is to be considered. The notice shall include a rationale for the request.

2090 (b) If the committee report for a measure is not filed before noon on the third  
2091 business day before the legislative meeting, a motion to waive 231(c) may not be placed  
2092 on the legislative agenda.

2093 (c) Before approval of a motion to waive section 231(c), a certification shall be  
2094 made of a measure's legal sufficiency and technical compliance with the drafting rules  
2095 of the Council; the economic analysis; the completion of the record; and a determination  
2096 made of the sufficiency of the fiscal-impact statement.

2097 (d) Approval of a motion to waive section 231(c) shall require a vote of 2/3rds of  
2098 the members present and voting.

2099 (e) A motion to waive section 231(c) is not in order if the legislation includes  
2100 amendments made by one or more committees that are beyond the jurisdiction of the  
2101 committee or committees.

2102 (f) At the discretion of the Chairman, a notice of a request to waive section 231(c)  
2103 may be considered as notice of a request to consider the measure at a meeting of the  
2104 Committee of the Whole, pursuant to Committee of the Whole Rule 403(b), preceding  
2105 the legislative meeting for which the request to waive was filed.

2106 **427. NOTICE OF CEREMONIAL RESOLUTIONS.**

2107 Each ceremonial resolution shall be circulated and filed by noon on the business  
2108 day before the legislative meeting at which it is to be considered.

2109 **428. NOTICE AND PUBLICATION OF ADOPTED LEGISLATION.**

2110 Each measure adopted by the Council shall be published in the Register. Except  
2111 as provided in section 204 of the District of Columbia Codification Act of 1975, effective  
2112 October 8, 1975 (D.C. Law 1-19; D.C. Official Code § 2-602), no measure shall become  
2113 effective until after its publication. Once notice by publication has been given in  
2114 accordance with this section, no additional publication is necessary for an act  
2115 completing congressional review to become effective law as provided in section 602 of  
2116 the Home Rule Act (D.C. Official Code § 1-206.02).

2117 **429. NOTICE OF NEW BUSINESS.**

2118 Except as provided in these Rules, a Councilmember shall file a notice of intent  
2119 by noon on the third business day before a legislative meeting, to make any of the  
2120 following motions:

2121 (1) A motion to reconsider a measure that was considered at a prior  
2122 legislative meeting;

2123 (2) A motion to take from the table a measure that was laid on the table at  
2124 a prior legislative meeting;

2125 (3) A motion to discharge;

2126 (4) A point of personal privilege; or

2127 (5) Any other motion that brings new business before the Council.

2128 **430. NOTICE OF COMMITTEE MEETINGS.**

2129 (a) A committee shall file and circulate notice, at least 24 hours before a meeting,  
2130 of the date, hour, and place of a committee meeting, along with a copy of the agenda  
2131 and a draft, including a comparative print when required by rule 803(e)(5), of any  
2132 measures to be considered at the meeting.

2133 (b) If at least 4 members of the committee agree, in a written record, to a shorter  
2134 notice, the committee may consider matters not included on the agenda.

2135 (c) A committee shall file and circulate notice, at least 24 hours before a meeting,  
2136 of the cancellation of a committee meeting.

2137 **ARTICLE V—HEARING PROCEDURES.**

2138 **A. PROCEDURES FOR HEARINGS.**

2139 **501. AUTHORITY TO CALL HEARINGS.**

2140 (a)(1) The Council shall hold a hearing when required by law and may hold a  
2141 hearing on any matter relating to the affairs of the District. A Council hearing may be  
2142 called by the Chairman.

2143 (2) A hearing shall be held on all permanent bills before final adoption by  
2144 the Council. A hearing or roundtable is not required when a hearing on the same or a  
2145 similar bill was held in the same or immediately preceding Council Period.

2146 (b) A committee of the Council shall hold a hearing when required by law and  
2147 may hold a hearing on any matter relating to the affairs of the District that is properly  
2148 within the committee's jurisdiction as provided in these Rules.

2149 (c) Unless a hearing is required by law or regulation, a committee may hold a  
2150 roundtable on any matter relating to the affairs of the District that is properly within  
2151 the committee's jurisdiction as provided in these Rules. A roundtable shall comply with  
2152 the hearing requirements set forth in this Article. A committee is not required to meet  
2153 the notice requirements of section 421 to hold a roundtable.

2154 (d) A notice of a hearing or a roundtable shall be filed with the Secretary.

2155 (e) A notice of a cancellation of a hearing or roundtable shall be filed and  
2156 circulated at least 24 hours before the scheduled hearing or roundtable, unless the  
2157 reason for the cancellation precludes such notice.

2158 **502. QUORUM.**

2159 One Councilmember, for the Council, or one member of a committee, for the  
2160 committee, shall constitute a quorum of the Council for the purpose of holding a  
2161 hearing or a roundtable.

2162 **503. PARTICIPATION BY MEMBERS.**

2163 (a) Each Councilmember may participate in hearings of the Council or of a  
2164 committee, without regard to whether the Councilmember is a member of the  
2165 committee conducting the hearing.

2166 (b) Each Councilmember may question witnesses for no more than 10 minutes  
2167 until after each Councilmember has had an opportunity to question the witnesses.



2168 **504. OPEN TO PUBLIC.**

2169 (a)(1) All hearings and roundtables shall be open to the public unless, upon good  
2170 cause shown, a majority of the Council or committee members present approves, either  
2171 in advance or at the hearing or roundtable, the convening of a hearing or roundtable, or  
2172 a portion of a hearing or roundtable, in an executive meeting. An executive meeting  
2173 closed pursuant to this section shall comply with sections 371-375.

2174 (2) A public body that meets in closed session shall not discuss or consider  
2175 matters other than those matters listed under section 375.

2176 (b) Except as provided in subsection (c) of this section, testimony taken and  
2177 evidence received in a closed hearing or roundtable shall be confidential and may not be  
2178 released to the public.

2179 (c)(1) Upon good cause shown and after in the 10-day period described in  
2180 paragraph (3) of this subsection, a majority of the Council or committee members may  
2181 approve the release of testimony or evidence received in a closed hearing or roundtable.

2182 (2) Ten days before the release of testimony or evidence under this  
2183 subsection, the Council or committee must notify, in writing, the affected witness that  
2184 the Council or committee intends to release the testimony or evidence.

2185 (3) Before the expiration of the 10-day period, the affected witness may  
2186 request, in writing directed to the presiding Council or committee member, and the  
2187 Council or committee may consider withholding the testimony or evidence described in  
2188 the notice.

2189 (d)(1) If a committee, in the publication of notice of a hearing or roundtable, sets  
2190 a deadline before which a person must contact the committee to be permitted to be a  
2191 witness at the public hearing, then at the time that the public hearing is held, each  
2192 person who complied with the committee's requirements shall be given an opportunity  
2193 to testify.

2194 (2) A person who fails to comply with the requirements of this subsection  
2195 may not testify unless the presiding member allows the person to testify.

2196 **B. RECEIVING TESTIMONY.**

2197 **511. QUESTIONING WITNESSES.**

2198 Witnesses may be questioned by Councilmembers and, with the consent of the  
2199 presiding member, by authorized staff or counsel.

2200 **512. DECORUM OF WITNESSES.**

2201 (a) A witness may address a Councilmember only through the presiding member.

2202 (b) A witness shall confine his or her remarks to the question under discussion  
2203 and shall avoid making negative personal comments.

2204 (c) The presiding member shall maintain order in the hearing or roundtable and,  
2205 after issuing a warning, may order the removal of a disorderly person as provided in  
2206 section 322.

2207 **C. RIGHTS OF WITNESSES.**

2208 **521. RIGHT TO COUNSEL.**

2209 Any witness who appears before the Council or a committee has the right to be  
2210 represented by counsel.

2211 **522. RIGHT TO MAKE OPENING STATEMENT.**

2212 Any witness testifying at a hearing or roundtable may submit an opening  
2213 statement, which shall be placed in the record of the hearing or roundtable. The  
2214 presiding member may permit the witness to read his or her statement at the hearing  
2215 or roundtable.

2216 **D. RECORD OF HEARINGS.**

2217 **531. HEARING RECORDS, REQUIRED.**

2218 (a) Within 20 business days after the close of the record for a hearing or  
2219 roundtable, a committee chairperson shall file with the Secretary a hearing record,  
2220 which shall be a complete record of the hearing or roundtable. The hearing record shall  
2221 contain the following:

- 2222 (1) A copy of the published notice;
- 2223 (2) A copy of the witness list;
- 2224 (3) Copies of written testimony;
- 2225 (4) Statements or other materials submitted for the record;
- 2226 (5) Important correspondence with the Mayor, if applicable; and
- 2227 (6) Other information that the committee chairperson considers  
2228 necessary.

2229 (b) If new materials are provided to the committee after the close of the record,  
2230 the committee chairperson may supplement the hearing record.

2231 **532. CLOSE OF RECORD.**

2232 Unless otherwise provided, the record for a hearing or roundtable shall close 10  
2233 business days after the hearing or roundtable.

2234 **ARTICLE VI—INVESTIGATIONS AND SUBPOENAS.**

2235 **A. PROCEDURES FOR INVESTIGATIONS USING SUBPOENAS.**

2236 **601. RESOLUTION AUTHORIZING THE USE OF SUBPOENAS IN AN**  
2237 **INVESTIGATION.**

2238 (a) In order to use subpoenas to obtain testimony or documents, the Council shall  
2239 adopt a resolution authorizing an investigation by the Council or a special committee.

2240 (b) In order to use subpoenas to obtain testimony or documents, a committee  
2241 shall adopt a resolution of the committee authorizing an investigation. This resolution  
2242 shall be filed in the Office of the Secretary.

2243 (c) A resolution authorizing an investigation under this section shall delineate  
2244 the purpose of the investigation and the subject matter to be investigated to afford  
2245 witnesses adequate notice of the scope of the inquiry.

2246 **602. NOTICE OF INVESTIGATION.**

2247 The Secretary shall publish a notice of each investigation authorized under  
2248 section 601 in the Register, which notice shall include a copy or description of the  
2249 resolution authorizing the investigation and the date the resolution was filed in the  
2250 Office of the Secretary.

2251 **603. REPORT OF INVESTIGATION.**

2252 (a) Within 90 days of the conclusion of an investigation under this article, a  
2253 committee shall submit to the Council the results of the investigation, unless the  
2254 Council, by majority vote of the members present and voting, extends the time limit.

2255 (b) The committee, by a majority of the members present and voting, may vote  
2256 not to release all or part of its report. The Council, by a majority of members present  
2257 and voting, may direct a committee to release its report under terms that the Council  
2258 sets.

2259 **604. TESTIMONY UNDER OATH.**

2260 A witness may be affirmed or sworn to give truthful testimony.

2261 **605. ISSUING THE OATH.**

2262 Any person authorized by law may issue an oath or affirmation to a witness.

2263 **606. DEPOSITIONS.**

2264 The Council or committee may authorize a Councilmember, staff, or counsel to  
2265 take the testimony of witnesses by oral or written depositions.

2266 **B. SUBPOENAS.**

2267 **611. ISSUANCE OF SUBPOENAS.**

2268 The Council, any standing committee of the Council, and, if authorized by the  
2269 resolution establishing it, any special committee, may subpoena the attendance and  
2270 testimony of witnesses and the production of documents and other tangible items at  
2271 meetings, hearings, and depositions in connection with an investigation. Subpoenas  
2272 shall be issued in the form set forth in Appendix A, and, except as provided in section  
2273 613(b), shall be served not less than 5 business days before the return date.

2274 **612. REPORT TO SECRETARY REGARDING USE OF SUBPOENA.**

2275 Before issuing a subpoena, the Council, a standing committee, or authorized  
2276 special committee shall submit a report to the Secretary outlining the nature and scope  
2277 of the investigation and the type of information sought through the use of the subpoena.

2278 **613. SERVICE OF SUBPOENAS.**

2279 (a) Except as provided in subsection (b) of this section, a subpoena shall be  
2280 served personally on the witness or the witness's designated agent in one of the  
2281 following ways, which may be attempted concurrently or successively:

2282 (1) By a person at least 18 years of age, designated by the committee or  
2283 the Council from among the staff appointed by the Secretary who is not directly  
2284 involved in the investigation; or

2285 (2) By a person, at least 18 years of age, engaged by the committee or the  
2286 Council for this purpose.

2287 (b) If, after a reasonable attempt, personal service on a witness or witness's  
2288 designated agent cannot be obtained, service may be effectuated by registered or  
2289 certified mail not less than 8 business days before the return date.

2290 **614. ENFORCEMENT OF SUBPOENAS.**

2291 A committee may refer to the Council any case of contumacy by a person  
2292 subpoenaed to appear before the committee. The Council may refer by resolution any  
2293 case of contumacy by any person subpoenaed by the Council or a committee to the  
2294 Superior Court of the District of Columbia as provided in section 413 of the Charter  
2295 (D.C. Official Code § 1-204.13).

2296 **C. RIGHTS OF WITNESSES.**

2297 **621. RIGHT TO ASSERT PRIVILEGES.**

2298 (a) A witness has the right to refuse to answer a question that might tend to  
2299 incriminate him or her by claiming his or her Fifth Amendment privilege against  
2300 self-incrimination, other Constitutional privileges, or statutory or common law  
2301 privileges recognized in the Superior Court of the District of Columbia.

2302 (b) If a witness asserts a privilege, the presiding member shall inquire into the  
2303 witness's reasons for claiming the privilege. If the presiding member determines that  
2304 the claim of privilege is not warranted, the presiding member shall direct the witness to  
2305 answer the question. A witness's continued claim of privilege in the face of an order by  
2306 the presiding member to answer a specific question constitutes contumacy by the  
2307 witness.

2308 **622. NOTIFICATION OF RIGHTS.**

2309 When a witness under subpoena is not represented by counsel, the presiding  
2310 member shall advise the witness of his or her privilege against self-incrimination.

2311 **623. RIGHT TO TRANSCRIPT.**

2312 A witness under subpoena is entitled to receive, at the cost of producing it, a  
2313 written transcript or a transcription of his or her testimony in connection with an  
2314 investigation.

2315 **624. RIGHTS OF PERSONS WHO ARE SUBJECTS OF INVESTIGATIONS.**

2316 Any person who is the subject of an investigation authorized under section 601  
2317 may submit written questions for the cross-examination of other witnesses at a public  
2318 investigative hearing called by the Council or a committee. With the consent of the  
2319 Councilmembers present and voting, the questions may be put to the witness by a  
2320 Councilmember, by staff, or by counsel.

2321 **625. RIGHTS OF PERSONS IDENTIFIED IN INVESTIGATIONS.**

2322 Any person, who is named or specifically identified in connection with an  
2323 investigation and who believes that the testimony or other evidence or comment by a  
2324 member of the Council or a committee or its staff does not comport with the truth, may  
2325 file a sworn statement of facts relevant to the testimony or other evidence or comment  
2326 complained of.

2327 **D. CENSURE, REPRIMAND, AND EXPULSION PROCEDURES.**

2328 **651. AD HOC COMMITTEES.**

2329 (a) An ad hoc committee shall be established for the purposes of considering  
2330 evidence of a violation of the Code of Conduct, policy, or law and making  
2331 recommendations for further action. An ad hoc committee shall be established by  
2332 request of any 5 members of the Council, or if a member is censured by the Ethics  
2333 Board.

2334 (b) The ad hoc committee shall be composed of 5 members appointed by the  
2335 Chairman or, if the Chairman is the subject of the request or Ethics Board sanction, by  
2336 the Chairman Pro Tempore. The committee shall not include the member who is the  
2337 subject of the request. The committee's proceedings may be conducted in executive  
2338 session in accordance with section 504, except that its recommendation for further  
2339 action shall be made public

2340 (c) No penalty pursuant to sections 655 and 656, shall be imposed unless first  
2341 recommended by an ad hoc committee of the Council.

2342 **652. AD HOC COMMITTEE INITIATED BY AN ETHICS BOARD CENSURE.**

2343 (a) An ad hoc committee shall be established by the Council within 72 hours of a  
2344 censure of one of its members by the Ethics Board, or as soon as practicable. An ad hoc  
2345 committee shall consider the findings of the Ethics Board, conduct an investigation if  
2346 warranted, and report its findings and penalty recommendations, if any, to the Council  
2347 within 45 days of being convened. The penalty recommendations may include:

2348 (1) Reprimand;

2349 (2) Censure; or

2350 (3) Expulsion.

2351 (b) The Council shall meet to consider the recommendation within 7 days of  
2352 receiving the recommendations from the committee.

2353 **653. AD HOC COMMITTEE BY REQUEST.**

2354 (a) A request for censure or expulsion of a member of the Council may be  
2355 submitted to the Secretary by any 5 members of the Council. The request shall contain  
2356 the specific charges on which the proposed sanction is based.

2357 (b) The Secretary shall deliver a copy of the request for an ad hoc committee and  
2358 the charges to each member of the Council at least 48 hours prior to the first meeting of  
2359 the committee at which the request will be first considered.

2360 (c) The committee's proceedings may be conducted in executive session in  
2361 accordance with section 504. The committee shall permit testimony from both the  
2362 member making the request and the member subject to the request and shall  
2363 determine whether:

2364 (1) Further investigation of the charges is required to determine if a  
2365 hearing is warranted;

2366 (2) The matter is to be set for a hearing; or

2367 (3) No further action should be taken with respect to the request.

2368 (d) If the committee determines no further action should be taken with respect to  
2369 the request, the committee shall report that to the Council at its earliest opportunity. If  
2370 the committee determines that further investigation is required, the committee shall  
2371 conduct an investigation and report a summary of its proceedings and its findings,  
2372 along with penalty recommendations, if any, to the Council at its earliest opportunity.  
2373 The penalty recommendations, if any, may include:

2374 (1) Reprimand;

2375 (2) Censure; or

2376 (3) Expulsion.

2377 (e) If the committee does not report its recommendation and findings to the  
2378 Council within 90 calendar days of the receipt of the request to convene the committee,  
2379 the matter shall be sent to the Council for its consideration.

2380 (f) Upon receipt of the report of the committee, or at the expiration of the time for  
2381 the committee to report to the Council, the Chairman shall place the matter on the  
2382 Council's agenda to determine whether or not a hearing is warranted. If the Chairman  
2383 decides to set the matter for a hearing, it shall be scheduled for no sooner than one  
2384 week after the determination to hear the matter. Written notice of the hearing shall be  
2385 delivered in person to the member of the Council who is the subject of the request or to  
2386 the member's Council office at least 48 hours in advance of the scheduled hearing.

2387 (g)(1) The hearing shall be conducted by the Chairman or, if the Chairman is the  
2388 subject of the hearing, by the Chairman Pro Tempore. At the hearing, the member of  
2389 the Council who is the subject of the request shall be given the opportunity to make an  
2390 opening and a closing statement, to call witnesses on his or her behalf, and to question  
2391 his or her accusers. The member who is the subject of the request may be represented  
2392 by a person of the member's choice whether or not the person is an attorney at law and  
2393 may have that representative speak or question witnesses on the member's behalf.

2394 (2) The questioning or cross-examining of witnesses may be reasonably  
2395 limited by the presiding member.

2396 (3) Testimony shall be taken only from witnesses having direct knowledge  
2397 of facts or circumstances relevant to the specific charges under consideration.

2398 (4) The rules of evidence and judicial procedure applicable in courts of law  
2399 shall not be applicable to this hearing, and the procedures shall be generally informal.

2400 (h) Notwithstanding any other provision of this rule, the Chairman, pursuant to  
2401 an authorizing resolution, may appoint any person or a standing or special committee  
2402 to perform any investigation authorized by the rule.

2403 **654. REPRIMAND.**

2404 (a) A reprimand is a formal statement of the Council officially disapproving the  
2405 conduct of one of its members. A reprimand shall be directed to a particular member of  
2406 the Council based on a particular action or set of actions that is determined to be in  
2407 violation of the Council's Rules, law, or policy, but is considered to be not sufficiently  
2408 serious to require censure. A reprimand is distinguished from censure in that it is not  
2409 punishment or discipline and, therefore, does not require an investigation or hearing.

2410 (b) The Council may adopt a resolution of reprimand in the same manner as  
2411 provided for the adoption of any resolution; provided, that the Councilmember who is  
2412 the subject of the resolution is permitted to speak in his or her defense prior to action

2413 on the motion for adoption of the resolution. The fact that the Councilmember who is  
2414 the subject of a reprimand does not choose to respond to the resolution or does not  
2415 attend the meeting at which the resolution is to be adopted shall not prevent the  
2416 Council from adopting the resolution; provided, that the Councilmember had actual  
2417 notice of the inclusion of the resolution on the agenda and had a reasonable opportunity  
2418 to attend the meeting.

2419 **655. CENSURE.**

2420 (a) Censure is a formal statement of the Council officially disciplining one of its  
2421 members. It is a punitive action, which serves as a penalty imposed for wrongdoing, but  
2422 it carries no fine or suspension of the rights of the member as an elected official.  
2423 Censure should be used for cases in which the Council determines that the violation of  
2424 law or policy is a serious offense. To protect the overriding principle of freedom of  
2425 speech, the Council shall not impose censure on any member for the exercise of his or  
2426 her First Amendment right, no matter how distasteful the expression of that right was  
2427 to the Council and the District. Nothing in this rule shall be construed to prohibit the  
2428 Council, as a body, from condemning and expressing its strong disapprobation.

2429 (b)(1) The Council may, by a 2/3rd vote of Councilmembers present and voting,  
2430 adopt a resolution of censure if it finds, based on substantial evidence, that a  
2431 Councilmember took an action that amounts to a gross failure to meet the highest  
2432 standards of personal and professional conduct.

2433 (2) Substantial evidence is proof that a reasonable person would accept as  
2434 adequate to support a conclusion or decision in favor of censure.

2435 **656. EXPULSION.**

2436 (a) Expulsion is the most severe punitive action, serving as a penalty imposed for  
2437 egregious wrongdoing. Expulsion results in the removal of the member. Expulsion  
2438 should be used for cases in which the Council determines that the violation of law is of  
2439 the most serious nature, including those violations that substantially threaten the  
2440 public trust. To protect the exercise of official councilmember duties and the overriding  
2441 principle of freedom of speech, the Council shall not impose expulsion on any member  
2442 for the exercise of his or her First Amendment right, no matter how distasteful the  
2443 expression of that right was to the Council and the District, or in the official exercise of  
2444 his or her office.

2445 (b)(1) The Council may, by a 5/6 vote of Councilmembers, adopt a resolution of  
2446 expulsion if it finds, based on substantial evidence, that a Councilmember took an  
2447 action that amounts to a gross failure to meet the highest standards of personal and  
2448 professional conduct.

2449 (2) Substantial evidence is proof that a reasonable person would accept as  
2450 adequate to support a conclusion or decision in favor of expulsion.



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**ARTICLE VII—BUDGET PROCEDURES.**

**A. BUDGET REVIEW PROCEDURES.**

**701. ROLE OF THE COMMITTEE OF THE WHOLE.**

The Mayor's annual budget request for the District government and any supplement or amendments to the budget submitted to the Council pursuant to section 442 of the Charter (D.C. Official Code § 1-204.42) shall be referred to the Committee of the Whole.

**702. BUDGET-REVIEW SCHEDULE.**

The Budget Director, at the direction of the Chairman, shall prepare a budget-review schedule that includes a hearing schedule, establishes dates for closing hearing records, provides a template for the required format of and the submitting and filing of committee budget reports, and schedules other budget activities as necessary or appropriate. The budget-review schedule shall be presented to the Committee of the Whole for approval. The Budget Director, at the direction of the Chairman, may change the schedule as necessary or appropriate and shall circulate the updated budget-review schedule and publish it on the Council website.

**703. ROLE OF COUNCIL COMMITTEES.**

(a) Each standing committee shall be responsible, in accordance with the budget-review schedule, for reviewing the budget requests for agencies within its purview, including:

(1) Holding public hearings on the proposed budget requests of agencies and receiving testimony on those budget requests from agency representatives, Advisory Neighborhood Commissions, other organizations, and private citizens;

(2) Recommending funding and personnel levels for each agency;

(3) Recommending appropriations language changes;

(4) Identifying additional budget needs not included in the committee's recommendation under paragraph (2) of this subsection, for which funding is sought;

(5) Identifying legislative actions required to implement the committee's budget recommendations; and

(6) Identifying issues for further analysis by the Mayor pursuant to section 442(a)(6) of the Charter (D.C. Official Code § 1-204.42(a)(6)).

(b) Each committee shall submit, in accordance with the budget-review schedule, the original committee markup and report with the Committee of the Whole. No committee may submit a markup or report that results in a net increase in the total amount of the budget request for all agencies under its purview, unless that markup or report also identifies additional revenue sources, additional budget reductions, or both,

2487 within the committee jurisdiction, sufficient to provide funding for the increase, unless  
2488 another committee has directed funds to the committee for a specific purpose.

2489 **704. COMMITTEE OF THE WHOLE CONSIDERATION OF BUDGET**  
2490 **REQUEST.**

2491 (a) The Budget Director, at the direction of the Chairman, upon receipt of  
2492 committee reports and markups, shall prepare a summary of committee  
2493 recommendations for presentation to the Committee of the Whole. This summary shall  
2494 also include a comparison of the budget levels recommended by committees with any  
2495 revenue level recommended by the Budget Director, at the direction of the Chairman,  
2496 and the Chairman.

2497 (b) The Budget Director, at the direction of the Chairman, shall refer any  
2498 additional budget reductions recommended by a committee pursuant to section 703(b)  
2499 to the committee having purview over the agency affected by the additional budget  
2500 reduction for review and comment.

2501 (c) The Committee of the Whole shall meet to consider committee reports,  
2502 recommendations, and comments, and the Chairman's recommendations, if any, and  
2503 shall proceed to mark up the Mayor's budget request. No amendment shall have the  
2504 effect of putting the budget out of balance. The Budget Director, at the direction of the  
2505 Chairman, shall prepare a draft report and act reflecting the Committee of the Whole  
2506 action.

2507 **705. COUNCIL CONSIDERATION OF THE BUDGET REQUEST.**

2508 Following the markup and report on the budget by the Committee of the Whole,  
2509 the reported budget shall be presented for 2 readings at the next legislative meetings or  
2510 additional meetings called by the Chairman for that purpose.

2511 **B. REPROGRAMMING POLICY ACT PROCEDURES.**

2512 **711. EFFECT OF RECESS ON PROCEDURES.**

2513 Reprogramming requests and grant budget-modification requests may not be  
2514 submitted to the Council during a recess of the Council. No time period provided in this  
2515 part for the consideration of the requests will continue to run during a recess of the  
2516 Council.

2517 **712. COMMITTEE REFERRAL OF REQUESTS.**

2518 The Chairman may refer reprogramming requests and grant budget-  
2519 modification requests to the Committee of the Whole. The Chairman may also refer  
2520 reprogramming requests for comments to the standing committee having oversight  
2521 responsibility for the program or agency affected.

2522 **713. CIRCULATION OF REQUESTS.**

2523 The Secretary shall circulate a copy of a reprogramming request within one  
2524 business day of the filing of the request with the Secretary.

2525 **714. PUBLICATION OF NOTICE.**

2526 Upon receipt of a reprogramming request or a grant budget-modification request,  
2527 the Secretary shall publish a "notice of reprogramming request" or a "notice of grant  
2528 budget-modification request", as the case may be, in the Register that, at a minimum,  
2529 includes:

2530 (1) A description of the action requested;

2531 (2) The date the request was received by the Council; and

2532 (3) A statement that the request will be deemed approved 14 days from  
2533 the date it was received by the Council unless a notice of disapproval has been filed  
2534 before that time by a member of the Council, and that, if a notice of disapproval is filed,  
2535 the request will be deemed approved 30 days from the date the request was received  
2536 unless, before that time, the Council adopts a resolution to disapprove the request.

2537 **715. WITHDRAWAL OF REPROGRAMMING REQUESTS.**

2538 The Mayor may withdraw a reprogramming request or grant budget-  
2539 modification request at any time before the Council's taking final action on the request,  
2540 or before its taking effect without Council action.

2541 **716. REQUIREMENTS FOR DISAPPROVAL OF REQUESTS.**

2542 (a) To initiate disapproval of a reprogramming request or a grant budget-  
2543 modification request, a Councilmember shall file a written notice of disapproval with  
2544 the Secretary within 14 days after the Council receives the request. The Secretary shall  
2545 circulate copies of the written notice of disapproval.

2546 (b) If this notice is given, the Council may consider and take final action, as  
2547 provided in this section, to disapprove the request within 30 calendar days after the  
2548 Council receives the request.

2549 **717. AUTOMATIC APPROVAL OF REQUESTS.**

2550 If the notice of disapproval provided in section 716 is not given within 14 days  
2551 after the Council receives the request, the reprogramming request shall be deemed  
2552 approved. If the notice is given as provided in section 716(a) and the Council does not  
2553 take final action to disapprove the request as provided in section 716(b), the  
2554 reprogramming request shall be deemed approved.

2555 **718. TRANSMITTAL TO MAYOR.**

2556 The Chairman shall transmit, by letter to the Mayor, notification of the Council's  
2557 disapproving or failure to disapprove a reprogramming request.

2558 **C. FUNDS CONTROL ACT PROCEDURES.**

2559 **[RESERVED].**

2560 **D. SPECIFIED FUNDING ALLOCATION PROCEDURES.**

2561 **730. REQUIRED INFORMATION PRIOR TO APPROVAL.**

2562 (a) To receive an earmarked grant through the budget process or a supplemental  
2563 budget, each grantee shall submit 2 copies of the following, postmarked or hand  
2564 delivered to the Budget Director no later than 7 days following the date of the first  
2565 reading of the Council on the budget:

2566 (1) The organization's Articles of Incorporation;

2567 (2) Internal Revenue Service certification that the organization is  
2568 tax-exempt under section 501(c)(3) of the Internal Revenue Code of 1986, approved  
2569 August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));

2570 (3)(A) The organization's most recent financial audit, not more than 2  
2571 years old; or

2572 (B) A recent financial statement, not more than one year old,  
2573 prepared by a certified accountant that shows that the organization is in good financial  
2574 standing and that delineates its:

2575 (i) Existing assets and liabilities;

2576 (ii) Pending lawsuits, if any; and

2577 (iii) Pending and final judgments, if any;

2578 (4) Internal Revenue Service Form 990 covering the organization's most  
2579 recently completed fiscal year;

2580 (5) A notarized statement from the grantee certifying that:

2581 (A) The organization is current on District and federal taxes;

2582 (B) The Council of the District of Columbia is authorized to verify  
2583 the organization's tax status with the District of Columbia Office of Tax and Revenue  
2584 and the Office of Tax and Revenue is authorized to release this information to the  
2585 Council, the Mayor, and the Auditor;

2586 (C) The organization focuses primarily on services to District of  
2587 Columbia; and

2588 (D) The District government shall have access to its financial,  
2589 administrative, and operational records, including specific consent for the Auditor to  
2590 access its books, accounts, records, findings, and documents related to the grant; and

2591 (6) A comprehensive program statement that includes a detailed:  
2592 (A) Scope of work; and  
2593 (B) Budget that describes how the grant funds shall be spent.  
2594 (b) Nothing in this title shall be construed as waiving the requirements to  
2595 submit information required of all grantees by the grantor agencies or organizations.  
2596 (c)(1) If an organization cannot meet the submission requirements established in  
2597 subsection (a) of this section, the organization shall be required to submit:  
2598 (A) A notarized statement designating a nonprofit organization  
2599 that does meet the criteria to serve as its fiscal agent or fiscal sponsor postmarked or  
2600 hand delivered to the Council's Office of the Budget Director no later than the time  
2601 prescribed in subsection (a) of this section; and  
2602 (B) The information required by subsection (a)(5) of this section.  
2603 (2) The fiscal agent or fiscal sponsor shall be required to submit the  
2604 following, postmarked or hand delivered to the Council's Office of the Budget Director  
2605 no later than the time prescribed in subsection (a) of this section.  
2606 (A) A notarized statement agreeing to serve as fiscal agent or fiscal  
2607 sponsor; and  
2608 (B) The information required by subsection (a) of this section.  
2609 (d) All earmarked grants shall be listed in the Budget Support Act to include the  
2610 grantee name, grant amount, and purpose of the grant. Before the second reading of the  
2611 Budget Support Act, the Council's Budget Director shall certify which grantees have  
2612 met the requirements of subsection (a) of this section. Any grantee that has not met the  
2613 requirements shall be removed from the Budget Support Act on second reading, and  
2614 shall not receive funding through an earmarked grant.

2615 **731. PROHIBITION ON CONSECUTIVE ALLOCATIONS.**

2616 (a) An organization may not receive a specified funding allocation if the  
2617 organization has received an award in the prior fiscal year.  
2618 (b) An organization that receives a specified funding allocation for a capital  
2619 project shall be limited to only one capital award, annually.

2620 **732. LIMITS ON AWARD AMOUNTS.**

2621 Specified funding allocations per fiscal year shall be limited to \$250,000 for  
2622 non-capital projects and \$1 million for all capital projects.

2623 **733. AUDIT REQUIREMENTS.**

2624 (a) Grantees shall be notified that the District of Columbia Auditor will  
2625 randomly audit grant recipients.

2626 (b) The District of Columbia Auditor's report shall be issued no later than March  
2627 1st of the fiscal year immediately following the year for which the grant was awarded.

2628 **734. DISCLOSURE REQUIREMENTS.**

2629 Councilmembers and staff and the officers and directors of a proposed grantee  
2630 shall be required to disclose the existence of any personal, familial, or financial  
2631 relationship between a Councilmember or staff and any officer or director of the  
2632 grantee.

2633 **E. REPORTS ON BILLS SUBJECT TO INCLUSION IN THE BUDGET AND**  
2634 **FINANCIAL PLAN.**

2635 **735. REPORTS ON BILLS SUBJECT TO INCLUSION IN THE BUDGET AND**  
2636 **FINANCIAL PLAN.**

2637 The Budget Director shall circulate quarterly reports in accordance with section  
2638 283(b) no later than 15 days after the end of each quarter, identifying the bills adopted  
2639 by the Council that reference that the bills are subject to inclusion in the financial plan  
2640 and budget or subject to appropriations.

2641 **736. REPEAL OF LAWS SUBJECT TO APPROPRIATIONS**

2642 (a) A law, or provision of a law, that will be applicable subject to inclusion in a  
2643 financial plan and budget that remains unfunded for 2 fiscal years shall be subject to  
2644 repeal in the Budget Support Act on the third fiscal year following its enactment.

2645 (b) The Budget Director shall prepare and submit a list of the laws, or provisions  
2646 thereof, that meet the criteria for repeal to the Chairman that the Chairman may  
2647 propose for approval by the Committee of the Whole for inclusion in the Budget Support  
2648 Act.

2649 **ARTICLE VIII—COUNCIL RECORDS**

2650 **A. COUNCIL RECORDS.**

2651 **801. RESPONSIBILITY FOR RECORDS.**

2652 (a) The Secretary shall maintain accurate and up-to-date Council records,  
2653 described in sections 806 and 807, and shall make the records available to the public.

2654 (b) Each committee shall make records on legislation assigned to the committee  
2655 and on other committee activities and shall file the records with the Secretary. When  
2656 records are in the custody of the committee, the committee shall make them available  
2657 to the public.

2658 **802. FORM FOR INTRODUCTIONS.**

2659 (a) Each measure shall be introduced in typewritten form, signed by the  
2660 Councilmember introducing it, include a long title that identifies the subject matter of  
2661 the measure, and be in substantial compliance with the form required for final  
2662 adoption. The Secretary shall make the determination as to whether the measure  
2663 complies with this subsection.

2664 (b) Co-introduction of a measure shall be evidenced by the signature of the  
2665 co-introducer on the face of the measure. Co-sponsorship shall be permitted up to the  
2666 close of business the day following the legislative meeting or Committee of the Whole  
2667 work session at which the measure was officially referred or by indication on the record  
2668 at the legislative meeting.

2669 (c) A Councilmember may withdraw as a co-introducer or a co-sponsor by filing a  
2670 notice of withdrawal with the Secretary within one business day of the legislative  
2671 meeting or Committee of the Whole work session at which the measure was officially  
2672 referred.

2673 **803. REPORTS ON LEGISLATION.**

2674 (a) Each measure that is adopted by a committee shall be accompanied by a  
2675 report.

2676 (b) The report shall be adopted by the committee at the same meeting at which  
2677 the measure is approved.

2678 (c) Each adopted report on a measure shall be in writing, signed by the  
2679 committee's chairperson, accompanied by the final measure, and dated as of the date of  
2680 the markup.

2681 (d) Each adopted report shall contain the following information, in the order  
2682 listed, regarding the reported legislation:

2683 (1) A section stating the measure's background, need, purpose, and effect.  
2684 This section shall also include the committee's reasoning, analysis of relevant issues,  
2685 legislative intent, and, if applicable, guidance on statutory construction;

2686 (2) A chronology of action, including the date:

2687 (A) Of introduction;

2688 (B) That the notice of intent to act on the measure was published in  
2689 the Register;

2690 (C) That each notice of hearing or roundtable was published in the  
2691 Register;

2692 (D) Of each hearing or roundtable on the measure; and

2693 (E) Of the committee meeting at which the measure and report  
2694 were adopted;

2695 (3) The position of the Executive, if any, on the measure;

2696 (4) The committee's response to each relevant issue and concern raised in  
2697 a recommendation adopted by a resolution of an affected Advisory Neighborhood  
2698 Commission, if any, that has been provided to the committee before the close of the  
2699 record;

2700 (5) A list of witnesses who testified at the hearing, or who submitted a  
2701 statement for the record before close of the record, and a brief summary of each  
2702 witness's position;

2703 (6) An explanation of the impact on existing provisions of law that the  
2704 measure would modify or affect;

2705 (7) A summary of the fiscal impact;

2706 (8) A detailed section-by-section analysis of the measure's substantive  
2707 provisions;

2708 (9) Any additional information that the committee decides to include; and

2709 (10) A summary of the committee's mark-up of the measure, including:

2710 (A) Dissenting, separate, and individual views of committee  
2711 members, if members demanded the opportunity to state their views;

2712 (B) A record of the results of a voice vote or, if a roll-call vote, the  
2713 votes to adopt the legislation and the motion to adopt the report; and

2714 (C) Any recorded votes on amendments to the measure or other  
2715 motions.

2716 (e) Attached to each report, in the following order, shall be:

2717 (1) The measure, as introduced, along with the Mayor's transmittal letter,  
2718 if applicable (but not necessarily any other attachments to the introduction), and the  
2719 Secretary's memorandum of referral;

2720 (2) Any written statements or materials that the committee decides to  
2721 attach;

2722 (3) As required by Council rule 309, a fiscal-impact statement;

2723 (4) As required by Council rule 310, a legal-sufficiency determination;

2724 (5) If reporting a bill repealing or amending existing law, a comparative  
2725 print showing, by italic, underscore, strikethrough, or other typographical device, the  
2726 changes proposed; except, that when a new section, or greater part is being added, such



2727 as a new chapter or title, a comparative print shall not be required but a reference to  
2728 the new section or part shall be included in the committee report;

2729 (6) A committee print that states the number of the measure and, in the  
2730 top left-hand corner of the measure, the name of the committee, the date of the  
2731 committee markup, and the words "committee print".

2732 (f) Each report prepared by the Committee of the Whole on a Council  
2733 appointment to another body and each report prepared by another committee on a  
2734 confirmation shall include a current resume of the nominee.

2735 (g) As required by Rule 309, no measure may be approved by a committee  
2736 without a fiscal-impact statement on the measure; that is included in the committee  
2737 report at the time of its consideration.

2738 (h) As required by Rule 310, no measure may be approved by a committee  
2739 without a legal-sufficiency determination on the measure that is included in the  
2740 committee report at the time of its consideration.

2741 (i)(1) A committee chairperson shall file a reported bill or resolution with the  
2742 Secretary within 20 business days of committee action on the bill or resolution unless  
2743 the committee votes to reconsider the bill or resolution.

2744 (2) If a committee chairperson has failed to file a reported measure within  
2745 the period of time specified in paragraph (1) of this subsection, the committee, by a  
2746 majority vote of the members of the committee, may vote to have the measure as  
2747 reported filed immediately with the Secretary, to be agendized at the next scheduled  
2748 Committee of the Whole meeting.

2749 (j) This section shall not apply to a budget support act or a budget or budget  
2750 request act.

2751 (k) The Secretary shall determine whether the report complies with this section.

#### 2752 **804. SUPPLEMENTAL COMMITTEE REPORT.**

2753 A committee may adopt a supplemental committee report on a measure that  
2754 explains the reasoning for any amendments to the measure by the Council after the  
2755 filing of the committee report on the measure. A supplemental committee report  
2756 adopted by a Committee shall be filed with the Secretary.

#### 2757 **805. IDENTIFICATION OF COUNCIL DOCUMENTS.**

2758 (a) Legislative documents shall be identified by a name that describes the type of  
2759 document and a 2-part document number.

2760 (b) Legislative documents shall be identified by the following names:

2761 (1) A bill, whether permanent, temporary, or emergency, shall be known  
2762 as a "Bill";

- 2763 (2) A resolution, before its adoption, shall be known as a "Proposed  
2764 Resolution";
- 2765 (3) An enacted bill signed by the Mayor, a bill vetoed by the Mayor and  
2766 approved by members of the Council, or an approved initiative certified by the Board of  
2767 Elections shall be known as a "District of Columbia Act";
- 2768 (4) An adopted resolution shall be known as a "Resolution";
- 2769 (5) A ceremonial resolution, whether proposed or adopted, shall be known  
2770 as a "Ceremonial Resolution";
- 2771 (6) An act that has taken effect following a congressional-review period  
2772 shall be known as a "District of Columbia Law";
- 2773 (7) A proposed reorganization plan shall be known as a "Reorganization  
2774 Plan";
- 2775 (8) A request for a reprogramming shall be known as a "Reprogramming  
2776 Request";
- 2777 (9) A proposed state plan shall be known as a "Proposed State Plan"; and
- 2778 (10) A request for a grant budget modification shall be known as a "Grant  
2779 Budget Modification".

2780 (c) The Secretary shall assign 2-part numbers to Council documents identified in  
2781 subsection (b) of this section in the order of introduction, filing, adoption, or approval.  
2782 The first part of the number consists of the current Council Period, and the second part  
2783 consists of a consecutive serial number beginning with the number "1" in each Council  
2784 Period.

2785 (d) A report on a measure or a topic shall be titled as a "Report on  
2786 \_\_\_\_\_" (with the name to be filled in as appropriate under subsection (b) of  
2787 this section). Titled reports shall be further identified by:

2788 (1) A number corresponding to the number, if any, assigned to a measure;  
2789 or

2790 (2) If the report is not on a measure, a sequential number preceded by the  
2791 year filed.

## 2792 **806. LEGISLATIVE FILES.**

2793 (a) The Secretary shall maintain an official file on each bill and proposed  
2794 resolution, which shall include the original of the following:

2795 (1) The introduced version of the bill or proposed resolution;

2796 (2) Any recordings, transcripts, or items submitted for the record of  
2797 hearings on the legislation;

- 2798 (3) The committee report on the legislation;
- 2799 (4) Files transmitted from the committee regarding committee  
2800 consideration of the bill or resolution;
- 2801 (5) Any amendments to the bill or proposed resolution presented in  
2802 legislative meetings;
- 2803 (6) The engrossed and enrolled versions of the legislation;
- 2804 (7) Records of the publication and notice given of Council consideration of  
2805 the legislation;
- 2806 (8) Records of official transmittal of the legislation to the Mayor, to  
2807 Congress, or other agencies or entities as required by law or the legislation; and
- 2808 (9) Records from the Mayor, including vetoes and other statements  
2809 transmitted to the Council by the Mayor, records from independent agencies or entities,  
2810 such as the Office of the Chief Financial Officer and the Washington Metropolitan Area  
2811 Transit Authority, and records from Congress or a member of Congress.
- 2812 (b) The posting of draft measures and associated notices on the Council's website  
2813 shall not be considered official documents unless expressly incorporated in the official  
2814 file by the Secretary pursuant to subsection (a) of this section.

2815 **807. OTHER OFFICIAL RECORDS.**

2816 The Secretary shall maintain other official Council records, including, but not  
2817 limited to the following:

- 2818 (1) Transcripts and recordings of all legislative meetings;
- 2819 (2) Tape recordings and minutes of all committee meetings;
- 2820 (3) Tape recordings and documents submitted for the record of all  
2821 legislative hearings;
- 2822 (4) Tape recordings and documents submitted for the record of  
2823 investigative hearings, recordings and transcripts of depositions and other testimony  
2824 taken in connection with investigations, and reports of investigations;
- 2825 (5) Records of all committee meetings to include the meeting agenda, the  
2826 draft committee print considered at the meeting, and each amendment to a measure  
2827 moved at the meeting. Each record under this paragraph shall be filed with the  
2828 Secretary not later than the close of business on the second business day after the  
2829 conclusion of the meeting; and
- 2830 (6) Any other document or record required by law or these Rules to be  
2831 filed with the Council or with the Secretary.

2832 **808. RECORDS OF LEGISLATIVE MEETINGS.**

2833 A recording of each legislative meeting shall be produced and maintained by the  
2834 Secretary. A written transcript or a transcription of each legislative meeting shall be  
2835 made available upon request. The Council may establish a fee to cover the cost of  
2836 production of any recording or transcript.

2837 **809. COMMITTEE RECORDS.**

2838 Whenever there is a change in the chairperson of a committee, the incumbent  
2839 committee chairperson shall ensure that official committee files and records are  
2840 maintained and transmitted to the incoming committee chairperson.

2841 **B. FREEDOM OF INFORMATION AND SERVICE OF PROCESS.**

2842 **811. FOIA PROCEDURES.**

2843 (a) For the purposes of the Freedom of Information Act (D.C. Official Code  
2844 § 2-531 *et seq.*), the Secretary, or the Secretary's designee, shall be the Council's FOIA  
2845 Officers.

2846 (b) To ensure accurate and timely compliance with the law, whenever a request  
2847 is received under the Freedom of Information Act (D.C. Official Code § 2-531 *et seq.*), it  
2848 shall be forwarded to the Secretary within one business day of receipt. The FOIA  
2849 Officer shall endeavor to provide documents under FOIA to requesters as soon as  
2850 possible, and within the 15-day requirement established by D.C. Official Code § 2-532.

2851 (c) Within one business day after receiving a FOIA request, the FOIA Officer  
2852 shall inform the Councilmember or Council office that is the subject of the request. The  
2853 FOIA Officer shall instruct the subject to put a preservation hold on, to search for, and  
2854 to provide copies of any documents, emails, or other records responsive to the request.

2855 (d)(1) Upon receipt of a written request for access to a record, the FOIA Officer  
2856 shall make a good-faith effort to determine if the record requested is a public record and  
2857 whether the Council possesses the identified record.

2858 (2) If a requester specifically identifies an email that is a public record  
2859 that is not in the possession of the Council, and when the requester has made a  
2860 reasonable showing that the record is in the possession of a Council employee, including  
2861 the Chairman and each Councilmember, the FOIA Officer shall request that the  
2862 employee search for and produce the record believed to be in the employee's possession.  
2863 An employee receiving a request under this paragraph shall make reasonable efforts to  
2864 search for and produce the record to the FOIA Officer within the time and in the form  
2865 prescribed by the FOIA Officer.

2866 (e) Before releasing any documents, emails, or materials, the FOIA Officer shall  
2867 give the subject 48 hours to review the documents, emails, and materials, and to assert  
2868 any legally cognizable privileges or statutory exemptions from disclosure for a specific  
2869 document, email, or material.

2870 (f) The General Counsel shall make the final determination on whether  
2871 particular records are privileged or otherwise subject to disclosure.

2872 **812. TRANSACTION OF PUBLIC BUSINESS BY ELECTRONIC FORMAT.**

2873 A Council employee, including the Chairman and each Councilmember, shall use  
2874 the employee's government-provided email account to transact public business,  
2875 including official action of any kind, unless the employee takes steps to ensure that any  
2876 emails transmitted or received on an account other than the account provided by the  
2877 government are otherwise incorporated into the Council's records.

2878 **813. SERVICE OF PROCESS.**

2879 (a) For the purpose of receiving legal correspondence (including summonses,  
2880 complaints, and subpoenas), only the Secretary and the General Counsel, or their  
2881 designees, may accept service of process for the Council or any Councilmember in an  
2882 official capacity.

2883 (b) To ensure timely responses to legal pleadings, and to timely assert the  
2884 Council's legislative privilege for actions taken within the scope of a Member's  
2885 legislative duties, legal correspondence shall be transmitted to the Office of the General  
2886 Counsel within one business day of receipt.

2887 (c) A Member may not accept service of process of a legal document on behalf of  
2888 the Council or for another Member.

2889 **ARTICLE IX—AUDITOR.**

2890 **901. SELECTION.**

2891 The Chairman shall nominate the Auditor and the Council shall, by resolution,  
2892 act on the nomination.

2893 **902. TERM AND COMPENSATION.**

2894 The Auditor shall serve for a term of 6 years and shall be paid at a rate of  
2895 compensation as may be established from time to time by the Council.

2896 **903. VACANCY.**

2897 A vacancy in the Office of the Auditor shall be filled in the manner prescribed for  
2898 full-term appointments to that office and any person appointed to fill the vacancy shall  
2899 serve until the end of the predecessor's term.

2900 **904. STAFF.**

2901 The Auditor shall appoint, remove, and set the relative remuneration (pursuant  
2902 to the budget of the Office of the Auditor) of the Auditor's subordinate staff.

2903 **905. REPORTS AVAILABLE TO THE PUBLIC.**

2904 The Council shall make audit reports submitted to the Council by the Auditor,  
2905 and any other material it deems pertinent to the report, available for public inspection.

2906 **ARTICLE X—CONSTRUCTION, SUSPENSION, AND AMENDMENT OF**  
2907 **RULES.**

2908 **1001. PARLIAMENTARY AUTHORITY.**

2909 Matters not covered by these Rules shall be governed by Mason's Manual of  
2910 Legislative Procedure. It is the duty of the Chairman to interpret the Rules. Matters  
2911 not covered by Mason's Manual of Legislative Procedure shall be determined by the  
2912 Chairman subject to the right of a member to appeal the Chairman's ruling.

2913 **1002. GENDER RULE OF CONSTRUCTION.**

2914 Unless the context indicates otherwise, words importing one gender include the  
2915 other gender.

2916 **1003. SUSPENSION OF RULES.**

2917 (a) Except for rules regarding notice, quorum, or amendment of these Rules and  
2918 any requirement of the Charter or other law, any Rule governing procedures of the  
2919 Council may be suspended during the consideration of a specified matter by motion to  
2920 suspend the Rules approved by 2/3rds of the members present and voting.

2921 (b) A motion to suspend the rules is not debatable and may not be reconsidered.

2922 **1004. AMENDMENT OF RULES.**

2923 (a) These rules may be amended by a vote of a majority of the Council.

2924 (b) The proposed rules to be adopted at the organizational meeting pursuant to  
2925 section 301 shall be filed by the Chairman with the Secretary no later than the  
2926 business day before the organizational meeting. An amendment to the Rules moved at a  
2927 meeting other than the organizational meeting shall be noticed and a draft circulated  
2928 by noon on the third business day before the meeting.

2929 (c) The current version of these rules shall be featured prominently on the  
2930 Council website, including any amendments adopted since the rules were first adopted  
2931 at the organizational meeting held pursuant to section 301.

2932 **1005. EFFECTIVE PERIOD.**

2933 These rules shall be effective until superseded by Rules of Organization and  
2934 Procedure adopted in a succeeding Council Period as provided in section 301.

**APPENDIX A.**

TO: \_\_\_\_\_

\_\_\_\_\_

(Address)

PURSUANT TO D.C. Official Code § 1-204.13, YOU ARE COMMANDED TO APPEAR before the (Council/Committee on) \_\_\_\_\_, of the Council of the District of Columbia, at \_\_\_\_ (a.m./p.m.) on the day of \_\_\_\_\_, 20\_\_, to testify before the Council/Committee concerning: \_\_\_\_\_ and bring with you: \_\_\_\_\_.

ISSUED BY: \_\_\_\_\_ ATTEST: \_\_\_\_\_

Chairman/Member of the Secretary to the Council

Council of the District of Columbia (Seal of the District)

IMPORTANT: If you fail to appear at the time and place stated or to bring with you the documents or items requested, the Council may refer the matter to the Superior Court of the District of Columbia for an order compelling your attendance or the production of the documents or items requested.

Failure to obey such an order may be punished as contempt of Court. DO NOT FAIL TO APPEAR OR PRODUCE THE REQUESTED ITEMS AT THE REQUIRED TIME.

RETURN:

I, \_\_\_\_\_ certify that I served a copy of this subpoena on the named party at \_\_\_\_\_ (address), on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_, (a.m./p.m.) by the following means:

PROCESS SERVER: \_\_\_\_\_

(Address) Washington, D.C.

DISTRICT OF COLUMBIA: SS

SUBSCRIBED AND AFFIRMED TO ME BEFORE THIS \_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_

NOTARY PUBLIC, D.C.

MY COMMISSION EXPIRES:

You may obtain a copy of the Rules of Organization and Procedure for the Council of the District of Columbia and the Resolution authorizing this investigation from the Council's Legislative Services Division, John A. Wilson Building, Room 10, 1350 Pennsylvania Avenue, N.W., Washington, D.C. 20004