COUNCIL OF THE DISTRICT OF COLUMBIA

RULES OF ORGANIZATION AND PROCEDURE FOR THE COMMITTEE ON HOUSING

COUNCIL PERIOD 26

Councilmember Robert C. White, Jr., Chairperson

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ARTICLE I – DEFINITIONS

Sec. 101. Definitions.

Except as otherwise provided by these rules, the definitions contained in Rule 101 of the Rules of Organization and Procedure for the Council of the District of Columbia, Council Period 26, are incorporated by reference.

For purposes of these rules, the term:

(1) “Chairperson” means the Chairperson of the Committee on Housing.

(2) “Committee” means the Committee on Housing.

(3) “Committee Rules” means the Rules of Organization and Procedure for the Committee on Housing, Council Period 26.

(4) “Council Rules” means the Rules of Organization and Procedure for the Council of the District of Columbia, Council Period 26.

(5) “Member” means a member of the Committee.

(6) “Quorum” means 3 Members of the Committee, except as provided in section 601(d).

(7) “Testimony” means an oral or written statement submitted to the Committee on Housing with knowledge or intent that it will be added to the record.

(8) “Witness” means a person who shall appear or is appearing before the Committee, whether voluntarily or by mandatory process.

ARTICLE II – JURISDICTION OF THE COMMITTEE

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

The Committee on Housing is responsible for matters relating to the development, maintenance, preservation, and regulation of housing stock, including rental housing and public housing; neighborhood revitalization, development, improvement, and stabilization; joint jurisdiction for the purpose of oversight (not legislation) with the Committee on Business and Economic Development for New Communities; urban affairs; housing vouchers; matters regarding Advisory Neighborhood Commissions; and matters regarding returning citizens.

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

The following agencies come within the purview of the Committee on Housing:

Advisory Neighborhood Commissions, including the Office of Advisory Neighborhood Commissions;
Board of Real Estate Appraisers;
Commission on Re-Entry and Returning Citizen Affairs;
Department of Housing and Community Development;
District of Columbia Housing Authority;
Housing Finance Agency;
Housing Production Trust Fund;
Office on Returning Citizen Affairs;
Office of the Tenant Advocate;
Real Estate Commission; and
Rental Housing Commission.

ARTICLE III – ORGANIZATION OF THE COMMITTEE

Sec. 301. Chairperson.

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

Sec. 302. Committee Staff.

(a) Committee Director. The Chairperson shall appoint a Committee Director with the approval of the Committee, pursuant to section 406(b)(3)(B) of the District of Columbia Government Comprehensive Merit Personnel Act of 1978, effective March 8, 1979 (D.C. Law 2-139; Official Code § 1-604.06(b)(3)(B)). The Committee Director shall be the secretary and chief administrative officer of the Committee, shall keep records of meetings and Committee business, and shall perform other administrative, legislative, and policy functions assigned by the Committee Rules or the Chairperson.

(b) Additional Staff. The Chairperson may appoint additional staff, subject to the approval of the Committee, pursuant to section 406(b)(3)(B) of the District of Columbia Government Comprehensive Merit Personnel Act of 1978, effective March 8, 1979 (D.C. Law 2-139; Official Code § 1-604.06(b)(3)(B)). The additional staff shall perform administrative, legislative, and policy duties as assigned by the Chairperson or the Committee Director.

(c) Additional Persons. Additional persons not to be compensated by Council funds may be retained by the Committee with the approval of the Chairperson.

(d) Staff Assignments, Removals, and Remuneration. Committee staff assignments, removals, and remuneration shall be determined by the Chairperson.

ARTICLE IV – COMMITTEE MEETINGS

Sec. 401. Quorum.

(a) Quorum. Three Members shall constitute a quorum for the convening of a Committee meeting and for the transaction of Committee business, except that a lesser number shall constitute a quorum for convening hearings as provided in section 601 of the Committee Rules.

(b) Chairman as *Ex Officio* Member. The Chairman of the Council shall be an *ex officio*, voting member of the Committee and may be counted for the purposes of a quorum, but the Chairman shall not increase the quorum requirement for the Committee.

Sec. 402. Regular Meetings.

(a) Time. Regular meetings of the Committee shall be held at 2:00 p.m. on the third Thursday of each month except during periods of Council recess and legal holidays.

(b) Place. Regular meetings of the Committee shall be held virtually unless another method or place is designated by the Chairperson.

(c) Virtual Operations. When authorized by law or the Council Rules, and at the discretion of the Chairperson, the Committee may meet, recognize a quorum, and vote remotely using a virtual platform as described in the meeting notice.

(d) Open to the Public. Each hearing and roundtable shall be open to the public unless a majority of the Committee, upon good cause shown, votes in favor of closure pursuant to Council Rule 376.

(e) Notice. The Chairperson shall circulate a notice, in writing or by electronic mail, of the date, time, and place of all Committee meetings to each Councilmember at least 24 hours prior to the scheduled meeting, along with a copy of the draft agenda of the meeting, a draft of any measures to be considered, and, if required pursuant to Council Rule 803(e)(7), a comparative print, unless at least 4 Members agree, in a written record, to a shorter notice.

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

(g) Cancellation. The Chairperson may cancel a future regularly scheduled meeting. To cancel a regularly scheduled meeting, the Chairperson shall provide at least 24 hours' notice of the cancellation, in writing or by electronic mail, to each Councilmember and the Secretary to the Council.

(h) Agenda. The Committee staff shall prepare the agenda at the direction of the Chairperson. The agenda for all meetings, except special meetings called pursuant to Rule 403(b) of the Committee Rules, shall be set by the Chairperson. The Chairperson may prepare a consent agenda for each Committee meeting, which shall include bills and proposed resolutions that the Chairperson believes will be adopted by unanimous vote. The consent agenda shall be approved at the beginning of the Committee meeting. Any Member may strike a bill or proposed resolution from the consent agenda.

Sec. 403. Additional and Special Meetings.

(a) Additional Meetings.

(1) The Chairperson may call additional meetings of the Committee.

(2) Whenever an additional meeting is called, the Committee staff shall notify each Councilmember in writing or by electronic mail at least 24 hours prior to the additional meeting, unless at least 4 Members agree, in a written record, to a shorter notice. The notice shall state the date, hour, and place of the meeting, and include a draft copy of the agenda of the meeting, a draft of any measures to be considered, and, if required pursuant to Council Rule 803(e)(7), a comparative print.

(3) The Chairperson may cancel an additional meeting, provided that each Member is notified in writing or by electronic mail with at least 24 hours' notice.

(b) Special Meetings.

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

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

(3) If the Chairperson does not call the requested meeting, a majority of the Members may file a written notice with the Committee Director that a special meeting will be held, specifying the date, time, place, and agenda for the meeting.

(4) Whenever a special meeting is called, the Committee staff shall notify each Councilmember in writing or by electronic mail at least 24 hours before the special meeting. The notice shall state the date, time, and place of the meeting. A draft copy of the agenda of the meeting, a draft of any measures to be considered, and, if required pursuant to Council Rule 803(e)(7), a comparative print, shall be circulated.

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

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

(7) The Chairperson may cancel a special meeting; provided that each Councilmember is notified in writing or by electronic mail at least 24 hours prior to the scheduled meeting.

Sec. 404. Procedures for Meetings.

(a) Order of Business for Regular Meetings. Except as provided in subsection (b), and subject to subsection (c), the Committee shall conduct business for meetings of the Committee in the following order:

(1) Call to order;

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

(3) Consent agenda, if applicable;

(4) Consideration of proposed reports on and markup of pending measures referred to the Committee pursuant to Council Rule 404;

(5) Other business, if applicable; and

(6) Adjournment.

(b) Order of Business for Additional and Special Meetings. The Committee shall conduct business for Additional and Special Meetings of the Committee in the following order:

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

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

(3) If a quorum is present, consideration of business in the order set forth in the meeting notice.

(c) Proceeding Out of Order. The Chairperson or presiding Member may, without objection or upon the vote of a majority of the Members present and voting, take up any item of business out of order.

(d) Recognition of Non-Committee Members. The Chairperson or presiding Member may recognize an individual when the participation of the individual would, in the judgment of the Chairperson or presiding Member, enhance the understanding of the matter under consideration by the Committee.

Sec. 405. Records of Meetings.

A recording of each Committee meeting, hearing, and roundtable shall be produced and maintained by the Office of the Secretary or the Committee staff. The Committee staff shall also keep records of all Committee actions and a description of each amendment, motion, order, or other proposition on which a roll-call vote was taken; the name of each Member voting for or against the amendment, motion, order, or proposition; and the names of those Members present but not voting.

Sec. 406. Decorum of Members.

Councilmembers shall refrain from private discourse or other acts tending to distract the attention of the Committee from the business before it. In debate, a Councilmember shall confine remarks to the pending question and avoid the use of personalities. It is not the person but the measure that is the subject of debate, and it is not allowable to question or impugn the motives of a Councilmember, but the nature or consequences of a measure may be condemned in strong terms.

Sec. 407. Oral Amendments.

If an amendment is orally moved during a Committee meeting, it shall, upon request by a Member, be reduced to writing and read by Committee staff and be made available for public inspection as soon as possible. At the discretion of the Chairperson, a fiscal impact statement issued by the Council's Office of the Budget Director or a legal sufficiency determination issued by the Council's Office of the General Counsel shall be made available at the markup by a Member offering an oral or written amendment on a measure.

ARTICLE V – REVIEW OF LEGISLATION AND ASSOCIATED REPORTS

Sec. 501. Approval of Measures.

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

Sec. 502. Reports on Bills and Proposed Resolutions.

(a) Draft Reports. Each bill or proposed resolution shall be accompanied by a draft report when it is considered by the Committee.

(b) Contents of Reports. Each adopted report on a bill or proposed resolution assigned to the Committee shall be signed by the Chairperson, accompanied by the final bill or proposed resolution, and include all information required by Council Rule 803(d).

(c) Date of Report. The date of the Committee meeting shall be the date of the report.

(d) Supplemental Report. The Committee may adopt a supplemental committee report on a measure that expounds on the intent of that measure and explains the reasoning for any amendments to the measure by the Council after the filing of the committee report on the measure.

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

If, at the time of approval of any measure by the Committee, any Member of the Committee gives notice of intent to file supplemental, minority, or additional views, that Member shall have 5 business days within which to file the Member's views in writing. Such views shall be filed with the Committee Director and shall be included in the committee report on the measure.

ARTICLE VI – HEARINGS, ROUNDTABLES, AND INVESTIGATIONS

Sec. 601. Hearing and Roundtable Procedures.

(a) Calling.

(1) The Committee shall hold a hearing before the Committee's adoption of any permanent bill. A hearing is not required if a hearing on the same or a similar bill was held in the same or immediately preceding Council Period.

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

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

(b) Notice. Notice of Committee hearings and roundtables shall be provided in the manner provided for in Council Rule 421.

(c) Virtual Operations. When authorized by law or the Council Rules, and at the discretion of the Chairperson, the Committee may hold hearings or roundtables, receive testimony, and question witnesses remotely using an online platform.

(d) Open to the Public. Each hearing and roundtable shall be open to the public unless a majority of the Committee, upon good cause shown, votes in favor of closure pursuant to Council Rule 376.

(e) Quorum. One Member constitutes a quorum for the taking of testimony and receiving of evidence at a hearing or roundtable.

(f) Questioning of Witnesses.

(1) Each Member and participating non-Committee Councilmember shall have a maximum of 10 minutes to question each witness, until after each Member or participating non-Committee Councilmember has had an opportunity to question the witness. Questioning shall proceed in the order that Members arrived, followed by non-Committee Councilmembers. The Chairperson shall have the discretion to limit the time for questions, allow for an additional round, or rounds, of questioning, and shall determine the length of each round.

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

(g) Decorum.

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

(2) No person may engage in loud, threatening, or abusive language, or disruptive conduct with the intent or effect of impeding or disrupting the orderly conduct of business.

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

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

(5) The Chairperson or presiding Member shall maintain order during the hearing or roundtable and if, in the Chairperson's opinion, the removal of any member of the public is necessary to maintain order, the Chairperson or presiding Member may order the removal of any disorderly person after warning the person.

(h) Recess.

(1) A hearing or roundtable may be recessed at any time by the Chairperson or presiding Member.

(2) The Chairperson may reconvene the hearing or roundtable at a future time, day, or place.

(3) If a hearing or roundtable is recessed without specifying the future time, day, or place for the hearing or roundtable, the Chairperson shall circulate notice of the new time, day, or place in accordance with Council Rule 283.

Sec. 602. Witnesses.

(a) Right to Counsel. Any witness who appears before the Committee has the right to be represented by counsel.

(b) Right to Provide Testimony. Individuals interested in providing oral testimony before the Committee shall register with Committee staff pursuant to the guidelines and limitations set out in the notice of the hearing or roundtable. Any other individuals who wish to provide oral testimony shall be permitted to do so only at the discretion of the Chairperson. Any witness may also submit a written statement that shall be placed in the record of the hearing. The Chairperson or presiding Member may permit a witness to read the statement at the hearing or roundtable, subject to time limitations as imposed by the Chairperson or presiding Member.

(c) Time Afforded for Testimony.

(1) Each witness providing oral testimony shall have the time allotted as indicated in the hearing notice to testify, provided that the Chairperson or presiding Member may afford more or less time to a witness in the interest of efficiency, fairness, or sound administration of the hearing or roundtable.

(2) A witness representing the Executive Branch shall be afforded an opportunity to provide testimony, provided that the representative complies with Council Rule 522(a).

Sec. 603. Testimony under Oath or Affirmation.

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

Sec. 604. Questions for the Record.

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

Sec. 605. Investigations.

(a) The Committee may investigate any matter relating to the affairs of the District of Columbia that is properly within the Committee's jurisdiction. The Committee may also direct another person to investigate a matter within the Committee's jurisdiction.

(b) The Committee shall use, report, issue, serve, and enforce subpoenas in accordance with Article VI of the Council Rules.

(c) The rights of witnesses contained in Article VI of the Council Rules are incorporated by reference.

ARTICLE VII – NOTICE PROVISION

Sec. 701. Notice.

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

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

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

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

(4) Use of other news media;

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

(6) Facsimile;

(7) E-mail;

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

(9) Any other manner the Committee considers appropriate.

ARTICLE VIII – RULES

Sec. 801. Rules of the Council.

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

Sec. 802. Amendment.

These rules may be amended by a majority of the Committee at any Committee meeting. Notice of the proposed amendment shall be in writing, signed by the proposing Member, and circulated to each Member at least 5 days prior to the meeting at which the proposed amendment is to be considered, unless the notice is waived by each Member to whom it is not provided.

Sec. 803. Filing with the Council Secretary.

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

Sec. 804. Effective Period.

These rules shall be effective until superseded by Rules of Organization and Procedure for the Committee on Housing in a succeeding Council Period, unless modified by a majority of the Members during Council Period 26.