



COUNCIL OF THE DISTRICT OF COLUMBIA

**RULES OF ORGANIZATION AND PROCEDURE FOR THE
COMMITTEE ON TRANSPORTATION AND THE ENVIRONMENT**

COUNCIL PERIOD 26

Councilmember Charles Allen, Chairperson
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ARTICLE I – DEFINITIONS

Sec. 101. Definitions.

(a) Except as otherwise provided by this section, the definitions contained in Council Rule 101 are incorporated by reference.

(b) For purposes of these rules, the term:

(1) “Chairperson” means the Chairperson of the Committee on Transportation and the Environment.

(2) “Committee” means the Committee on Transportation and the Environment.

(3) “Committee Rules” means the Rules of Organization and Procedure for the Committee on Transportation and the Environment, 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) “Testimony” means the statement of a witness, whether delivered orally, in writing, or through sign language.

(7) “Witness” means a person who will 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 Transportation and the Environment is responsible for matters relating to environmental protection; highways, bridges, traffic, vehicles, and other transportation issues; maintenance of public spaces; waterways; and water supply and wastewater treatment.

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

The following agencies come within the purview of the Committee on Transportation and the Environment:

- Bicycle Advisory Council
- Commission on Climate Change and Resiliency
- Department of Energy and Environment
- Department of Motor Vehicles
- District Department of Transportation
- District of Columbia Water and Sewer Authority
- Green Buildings Advisory Council
- Green Finance Authority
- Major Crash Review Task Force
- Multimodal Accessibility Advisory Council
- Pedestrian Advisory Council
- Public Space Committee
- Recreational Trails Advisory Committee
- Soil and Water Conservation
- District of Columbia Sustainable Energy Utility
- Transit Rider Advisory Council
- Urban Forestry Advisory Council
- Washington Aqueduct
- Washington Metropolitan Area Transit Authority
- Washington Metrorail Safety 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 presiding Member when the Chairperson is absent or recused 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 3, 1979 (D.C. Law 2-139; D.C. Official Code § 1-604.06(b)(3)(B)). The Committee Director shall be the chief administrative officer of the Committee, keep any records of Committee business, and 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 3, 1979 (D.C. Law 2-139; D.C. Official Code § 1-604.06(b)(3)(B)). The additional staff shall perform administrative, legislative, and policy duties as assigned by the Chairperson or Committee Director.

(c) Additional Persons. Additional persons not to be compensated by Council or with Committee 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 the transaction of Committee business, except that a lesser number shall constitute a quorum for convening hearings, as provided in Committee Rule 601(d).

(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.

Sec. 402. Regular Meetings.

(a) Time. Regular meetings of the Committee shall be held at 10:00 a.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 in the John A. Wilson Building, 1350 Pennsylvania Avenue, N.W., Washington, D.C., 20004, unless another physical or virtual location is designated by the Chairperson.

(c) Notice. The Chairperson shall circulate a notice, in writing or electronically, of the date, time, and place of all Committee meetings to each Member of the Council at least one business day prior to the scheduled meeting, along with a copy of the draft agenda and draft materials to be considered, unless at least 4 Members agree to a shorter notice.

(d) Recess and Rescheduling. The Chairperson may recess any regular meeting that is in progress to another time, date, or location. The Chairperson may reschedule any future regular meeting, provided that each Member is notified in writing or electronically at least one business day before the scheduled regular meeting.

(e) Cancellation. The Chairperson may cancel a future regular meeting by providing at least one business day's notice of the cancellation, in writing or electronically, to each Member of the Council unless the circumstances necessitating the cancellation preclude the provision of such notice. If the circumstances preclude the provision of the notice one business day prior to the regular meeting, the Chairperson shall provide notice of the cancellation in writing or electronically to each Member of the Council at the earliest possible time prior to the regular meeting.

(f) Agenda.

(1) The draft agenda and draft written materials relating to the agenda items shall be available to the Members one business day prior to the regular meeting.

(2) The Committee staff shall prepare the agenda at the direction of the Chairperson. The agenda for all meetings, except special meetings called pursuant to Committee Rule 403(b), shall be set by the Chairperson.

(3) 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 remove 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) The Chairperson shall electronically circulate a notice of the date, time, and location of all additional meetings to each Member of the Council at least one business day prior to the scheduled additional meeting, along with a copy of the draft agenda of the meeting and draft materials to be considered, unless at least 4 Members agree to a shorter notice.

(3) The Chairperson may cancel an additional meeting, provided that each Member of the Council is notified electronically at least 24 hours prior to the additional meeting, unless the circumstances necessitating the cancellation preclude the provision of such notice. If the circumstances preclude the provision of the notice 24 hours prior to the additional meeting, the Chairperson shall provide written notice of the cancellation to each Member of the Council at the earliest possible time prior to the additional meeting.

(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 a majority of the Committee. Notwithstanding Council Rule 222, the Chairman of the Council shall not be considered a Member for purposes of determining whether a majority of the Committee has signed a request for a special meeting. 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 three business days after the written request is received and specify the date, time, location, and agenda for the meeting.

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

(4) Whenever a special meeting is called as described in paragraph (2) or (3) of this subsection, the Committee staff shall notify each Member of the Council in writing or electronically at least one business day before the special meeting. The notice shall state the date, time, and location of the meeting. A draft copy of the agenda and any draft measures to be considered shall be circulated.

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

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

(7) Special meetings to consider emergency matters may be called upon shorter notice, if such notice is agreed to by 4 Members, and the basis for the emergency is stated in the notice.

Sec. 404. Procedures for Meetings.

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

(1) Call to order;

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

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

(4) Consent agenda, if applicable;

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

(6) Other business, if applicable; and

(7) 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;

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

Records. A recording of each Committee meeting, hearing, and roundtable shall be produced and maintained by the Office of the Secretary. The Chairperson may direct that minutes of meetings or hearings be taken. The minutes may include a description of all Committee action and a description of each amendment, motion, order, or other proposition on which a roll-call vote was taken; the name of each Member voting for or against the amendment, motion, order, or proposition; and the names of those Members present but not voting. If minutes are taken, the minutes shall be filed with the Secretary to the Council upon approval by the Committee.

ARTICLE V – REVIEW OF AND REPORTS ON PROPOSED LEGISLATION

Sec. 501. Approval of Measures.

(a) Approval Process. 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 at least a majority of the Members present and voting.

(b) Amendments. Members shall endeavor to provide the Committee Director with an electronic copy of amendments to pending measures by 6:00 p.m. on the business day before the meeting at which the amendment is to be moved. The Committee Director shall circulate the amendment shortly after 6:00 p.m. If a Member has not provided an amendment to the Committee Director before the meeting at which the amendment is to be moved, the Member shall electronically circulate copies to each Member.

(1) An amendment to a measure referred to the Committee, pursuant to Council Rule 404, shall not be moved at a meeting of the Committee unless it is germane to the measure, as defined in Council Rule 356(a). Friendly amendments may be accepted in a manner consistent with Council Rule 357.

(2) Before consideration of a written amendment on a measure, the following documents shall be made available at the meeting by the Member offering the amendment:

(A) A legal sufficiency determination issued by the Office of the General Counsel; and

(B) A fiscal impact statement issued by the Office of the Budget Director or Office of Revenue Analysis shall be made available at the meeting by the Member offering the amendment.

(3) If an amendment is orally moved during a meeting, upon request by the Chairperson, it shall be reduced to writing, read by the Chairperson or Committee staff, and made available for public inspection as soon as practicable thereafter.

Sec. 502. Reports on Bills and Proposed Resolutions.

(a) Draft Reports. Unless the resolution pertains to the internal organization of the Committee, 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 include all information required by Council Rule 803.

(c) Date of Report. The date of the Committee meeting at which the report was approved shall be the date of the report.

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

If, at the time of approval of any measure by the Committee, any Member 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 electronically with the Committee Director. Such views shall be added as an attachment or addendum to the report on the measure.

ARTICLE VI – HEARINGS, ROUNDTABLES, AND INVESTIGATIONS

Sec. 601. Hearing and Roundtable Procedures.

(a) Calling.

(1) A hearing shall be held 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 Council Rule 241.

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

(c) Open to the Public. Except as provided in Council Rule 375, each hearing or roundtable shall be open to the public.

(d) Quorum. One Member shall constitute a quorum for the purpose of convening a hearing or roundtable.

(e) Questioning of Witnesses.

(1) Each Member and participating Councilmembers who are not Members of the Committee ("non-Committee Member") shall have the opportunity to question witnesses who attend a hearing or roundtable after the witness has delivered their testimony. Questioning shall proceed in the order in which Members arrived, followed by non-Committee Members. The Chairperson shall have the discretion to determine the length of each round of questioning and to allow for additional rounds of questioning.

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

(f) Decorum.

(1) A witness shall not address a Member except through the Chairperson or presiding Member, except when responding to a direct question of a Member.

(2) A witness shall confine the witness' remarks to the question under discussion and avoid making negative personal comments.

(3) The Chairperson or presiding Member shall maintain order during the hearing or roundtable, and if, in the Chairperson's or presiding Member's opinion, the

removal of any person is necessary to maintain order, the Chairperson or presiding Member may order the person's removal.

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

Sec. 602. Witnesses.

(a) Right to Counsel. Any witness who appears before the Committee has the right to be represented by counsel; provided, that such counsel shall not be provided by the Council or Committee.

(b) Right to Provide Testimony. The right to provide live testimony shall be at the discretion of the Chairperson or presiding Member. Individuals interested in testifying before the Committee shall register with Committee staff no later than one business day prior to the hearing or roundtable or by the date and time specified in the notice, whichever is earlier. Individuals who wish to testify after the registration window preceding a hearing or roundtable has closed may be permitted to do so at the discretion of the Chairperson. Any witness who provides testimony at a hearing or roundtable of the Committee may also submit a written statement that shall be placed in the record of the hearing if submitted by the date specified in the notice for the hearing record to close. The Chairperson or presiding Member may permit a witness to read the statement at the hearing or roundtable, subject to time limitations imposed by the Chairperson or presiding Member.

(c) Time Afforded for Testimony.

(1) Except as provided in paragraph (2) of this subsection, a witness:

(A) Appearing on the witness' own behalf shall be afforded at least 3 minutes to provide testimony;

(B) Appearing on behalf of a bona fide organization shall be afforded at least 5 minutes to provide testimony; and

(C) Representing the government shall be afforded at least 10 minutes to provide testimony.

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

Sec. 603. Testimony under Oath or Affirmation.

The Chairperson or presiding Member may require a witness to provide the witness' testimony under oath or affirmation, except that a witness representing the government shall be required to provide 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 hereby 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) Posting in prominent places in the John A. Wilson Building, 1350 Pennsylvania Avenue, N.W., or other public buildings or public posting places;

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

(3) Posting on the Council of the District of Columbia's website;

(4) Electronic mail; or

(5) 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 business days prior to the meeting at which the proposed amendment is to be considered.

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 Transportation and the Environment adopted in a succeeding Council Period or unless modified by a majority of the Committee Members during Council Period 25.