

RULES OF ORGANIZATION AND PROCEDURE
FOR THE
COMMITTEE ON EXECUTIVE ADMINISTRATION & LABOR

COUNCIL PERIOD 25

COUNCILMEMBER ANITA BONDS, CHAIRPERSON

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ARTICLE I - DEFINITIONS

Sec. 101. Definitions.

Except as otherwise provided by these rules, the definitions contained in section 101 of the Rules of Organization and Procedure for the Council of the District of Columbia, Council Period 25, are incorporated by reference.

For purposes of these rules, the term:

- (1) “Chairperson” means the Chairperson of the Committee on Executive Administration & Labor.
- (2) “Committee” means the Executive Administration & Labor.
- (3) “Council Rules” means the Rules of Organization and Procedure for the Council of the District of Columbia, Council Period 25.
- (4) “Member” means a member of the Committee on Executive Administration & Labor.
- (5) “Minutes” means a summary record of action and proceedings of the Committee including, but not limited to, a description of each item including amendments, motions, or orders on which a vote was taken and the vote of each member concerning the item.
- (6) “Quorum” means three members of the Committee, except as provided in section 601(d).
- (7) “Rules” means the Rules of Organization and Procedure for the Committee on Executive Administration & Labor. for Council Period 25.
- (8) “Testimony” means the oral or written statement of a witness.
- (9) “Witness” means a person who shall appear or is appearing before the Committee whether voluntarily or by mandatory process.

ARTICLE II - COMMITTEE OVERSIGHT RESPONSIBILITIES

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

The Committee on Executive Administration and Labor is responsible for matters related to the Executive Office of the Mayor; matters related to seniors; government ethics; elections and campaign finance; labor relations; matters related to workforce development; and employment.

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

The following agencies come within the purview of the Committee on Committee on Executive Administration and Labor:

- Adult Career Pathways Task Force
- Advisory Committee on Community Use of Public Space
- Age-Friendly DC Task Force
- Apprenticeship Council
- Board of Ethics and Government Accountability
- Campaign Finance Board
- Commission on Aging
- Commission on the Martin Luther King, Jr. Holiday
- Department of Aging and Community Living
- Department of Employment Services
- Department of Human Resources
- District of Columbia Board of Elections
- Employees' Compensation Fund
- Executive Office of the Mayor
- Financial Literacy Council
- Labor/Management Partnership Council
- Mayor's Office of Legal Counsel
- Occupational Safety and Health Board
- Office of Campaign Finance
- Office of Employee Appeals
- Office of Labor Relations and Collective Bargaining
- Office of the City Administrator
- Office of the Inspector General
- Office of the Secretary of the District of Columbia
- Office of the Senior Advisor
- Public Employee Relations Board
- Unemployment Compensation Fund
- Unemployment Insurance Trust Fund
- Universal Paid Leave Fund
- Workforce Investment Council
- Workforce Investment Fund
- Youth Apprenticeship Advisory Committee

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 she is absent or recuses herself from certain items before the Committee.

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)) (“CMPA”). The Committee Director shall be the secretary and chief administrative officer of the Committee, shall keep the minutes and all records of meetings and Committee business, and shall perform other administrative, legislative, and policy functions assigned by these rules or the Chairperson.

(b) Additional Staff. The Chairperson may appoint additional staff with the approval of the Committee, pursuant to section 406 of the CMPA. The additional staff shall perform administrative, legislative, and policy duties that shall be assigned by the Chairperson or the Committee Director.

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

(d) Staff Assignments, Removals, and Remuneration. Committee staff assignments, removals, and remuneration shall be determined by the Chairperson. The Chairperson shall notify the Committee members of any action pertaining to assignments, removals, or remuneration within 3 working days.

ARTICLE IV - COMMITTEE MEETINGS

Sec. 401. Regular Meetings.

(a) Time. Regular meetings of the Committee shall be held at 9:30 a.m. on the third Thursday of each month except during periods of recess of the Council and legal holidays. The Chairperson shall circulate a notice of the date, hour, and place of all committee meetings to all members of the Council at least 24 hours before the date of the meeting, along with a copy of the agenda of the meeting and draft of any measures to be considered, unless at least 4 members of the committee agree to a shorter notice.

(b) Place. Regular meetings of the Committee shall be held in a suitable hearing room in the John A. Wilson Building, 1350 Pennsylvania Avenue, NW, Washington, D.C., 20004, and/or a virtual or hybrid setting, unless another place is designated by the Chairperson. Regular meetings may also be conducted virtually, only when necessary.

(c) Recess and Rescheduling. The Chairperson may recess any regular meeting then in progress to another time, day, and place. The Chairperson may reschedule any future regular meeting, provided that each member is notified in writing at least one business day in advance of the scheduled meeting.

(d) Cancellation. The Chairperson may cancel a future regularly scheduled meeting, provided that each member of the Council is notified in writing at least 24 hours prior to the scheduled meeting.

(e) Agenda.

(1) The agenda and written material relating to the agenda items shall be available to the members 24 hours prior to the meeting of the Committee.

(2) The Committee staff shall prepare the agenda at the direction of the Chairperson. The agenda for all meetings, except special meetings called by a majority of the members, shall be set by the Chairperson.

Sec. 402. Special and Additional Meetings.

(a) Special Meetings.

(1) Special meetings may be called by filing a written request with the Committee staff director for a special meeting signed by no fewer than 3 members. The Committee staff 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, hour, place, and agenda of 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 staff director that a special meeting will be held, specifying the date, hour, place, and agenda for the meeting. Immediately upon the filing of the notice, the Committee staff shall notify all members of the Committee as provided for in subsection (c) of this section.

(b) Additional Meetings. Additional meetings shall be called by the Chairperson.

(c) Notice.

(1) Whenever an additional or special meeting is called, the Committee staff shall notify each Councilmember in writing, at least 48 hours before the special meeting, unless at least 4 members of the Committee agree to a shorter notice. The notice shall state the date, hour, and place of the meeting. A copy of the agenda of the meeting and draft of any measures to be considered shall be circulated. The Committee staff will contact the Office of Secretary to ensure that the meetings of the committee do not conflict with previously scheduled meetings of another committee.

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

(3) Any written material relating to the agenda items shall be made available to the Committee members by the close of business of the working day prior to the meeting.

(4) Additional or special meetings to consider emergency matters may be called upon shorter notice, if this shorter notice is agreed upon by at least 4 of the Committee members and the basis for the emergency is stated fully in the notice.

(5) The Chairperson may cancel an additional or special meeting, provided that each member of the Council is notified in writing at least 24 hours prior to the scheduled meeting.

Sec. 403. Procedures for Meetings.

(a) Order of Business for Regular Meetings. Subject to subsection (c) of this section, the Committee shall conduct business for regular meetings of the Committee in the following order:

- (1) Call to order;
- (2) Determination by the Chairperson of the presence of a quorum;
- (3) Reading and approval of the minutes, if applicable;
- (4) Consideration of proposed reports on and markup of pending measures assigned to the Committee under section 405 of the Council Rules;
- (5) Scheduling of hearings;
- (6) Other business, if applicable; and
- (7) Adjournment.

(b) Order of Business for Special and Additional Meetings. The Committee shall take up business in the following order at a special or additional meeting:

- (1) Call to order at the date, hour, and place set forth in the notice of the meeting;
- (2) Ascertainment 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 a member of the public or a District government employee when the participation of the person would, in the judgment of the Chairperson or presiding member, enhance the understanding of the matter under consideration by the Committee.

Sec. 404. Minutes of Meetings.

(a) Records. An audio or audiovisual recording of Committee meetings, hearings, and roundtables shall be made. The Chairperson may also direct that minutes of meetings or hearings be taken. The minutes may consist of 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 and 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.

(b) Public Inspection. All records of official Committee action shall be made available to the public during normal business hours through the Committee or the Office of the Secretary to the Council.

Sec. 405. Decorum of Members.

(a) Members shall not engage in private discourse or commit any other act tending to distract the attention of the Committee from the business before it.

(b) In debate, a member must confine remarks to the question at hand, and avoid personalities.

(c) A member, in referring to another member, should avoid using the member's name. Rather, a member should identify the other member by ward or at-large status, as the member who last spoke, or by describing the member in some other manner.

(d) 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 member, but the nature or consequences of a measure may be condemned in strong terms.

Sec. 406. Decorum of the Public.

(a) The Chairperson shall maintain order during Committee meetings. If the Chairperson determines that the removal of a person other than a member is necessary to maintain order, the Chairperson may order the removal of the disorderly person after warning the person.

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

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

(3) Any person who violates the provisions of this subsection, relating to signs, or who shall willfully interrupt or disturb Council proceedings, after being warned to desist, may be removed from the premises.

(4) Models, photographs, maps, charts, drawings, and other such demonstrative materials intended for use in a presentation by a specific person in testimony before the Council shall be permitted.

(d) No person, except a member of the Council or Council staff, shall be allowed in the anterooms of the Council Chamber, during the course of any hearing or other proceeding of the Council or any committee of the Council, except upon invitation of the Chairman of the Council or the Chairperson of the Committee holding the public hearing.

ARTICLE V - PREVIEW OF AND REPORTS ON PROPOSED LEGISLATION

Sec. 501. Approval of Measures.

The Committee may not report out a measure or recommendation on a matter assigned to the Committee unless a majority of the members was actually present at the time of approval by the Committee. If an amendment is orally moved during a Committee meeting, it shall, upon request by a member, be reduced to writing and read by the Committee staff.

Sec. 502. Reports on Bills and Proposed Resolutions.

(a) Draft Reports. Each bill or resolution shall be accompanied by a draft report when it is considered by the Committee. The report shall be adopted by the committee at the same meeting at which the measure is approved.

(b) Content of Reports. Each adopted report on a bill or proposed resolution assigned to the Committee shall be in writing, signed by the Chairperson, accompanied by the final bill or resolution and shall contain, in the order listed:

- (1) A section stating the measure's background, need, purpose, and effect. This section shall also include the committee's reasoning, analysis of relevant issues, legislative intent, and, if applicable, guidance on statutory construction;
- (2) A chronology of action, including the date:
 - (A) Of introduction;
 - (B) That the notice of intent to act on the measure was published in the Register;
 - (C) That each notice of hearing or roundtable was published in the Register;
 - (D) Of each hearing or roundtable on the measure; and
 - (E) Of the committee meeting at which the measure and report was adopted;
- (3) The position of the Executive, if any, on the measure;
- (4) The committee's response to each relevant issue and concern raised in a recommendation adopted by a resolution of an affected Advisory Neighborhood Commission, if any, that has been provided to the committee before the close of the record;

- (5) A list of witnesses who testified at the hearing, or who submitted a statement for the record before close of the record, and a brief summary of each witness's position;
 - (6) An explanation of the impact on existing provisions of law that the measure would modify or affect;
 - (7) A summary of the fiscal impact;
 - (8) A detailed section-by-section analysis of the measure's provisions;
 - (9) Any additional information that the committee decides to include; and
 - (10) A summary of the committee's mark-up of the measure, including:
 - (A) Dissenting, separate, and individual views of committee members, if members demanded the opportunity to state their views;
 - (B) A record of the results of a voice vote or, if a roll-call vote, the votes to adopt the legislation and the motion to adopt the report; and
 - (C) Any recorded votes on amendments to the measure or other motions.
- (c) Attached to each report, in the following order, shall be:
- (1) The measure, as introduced, along with the Mayor's transmittal letter, if applicable (but not necessarily any other attachments to the introduction), and the Secretary's memorandum of referral;
 - (2) Any written statements or materials that the committee decides to attach;
 - (3) The fiscal impact statement prepared by the Chief Financial Officer or the Budget Director;
 - (4) A legal sufficiency determination by the General Counsel;
 - (5) If reporting a bill repealing or amending existing law, a comparative print showing, by italic, underscore, strikethrough, or other typographical device, the changes proposed; and
 - (6) A committee print that states the number of the measure; in the top left-hand corner of the measure the name of the committee, the date of the committee markup, and the words "committee print".

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 not less than ten calendar days in which to file his or her views in writing. Such views shall be filed with the Committee staff director and shall be included in the report of the Committee on that measure.

ARTICLE VI - HEARINGS AND INVESTIGATIONS

Sec. 601. Hearing Procedures.

(a) Calling.

(1) The Committee shall hold a hearing on any permanent bill prior to passage by the Committee. 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. The Committee may hold a hearing or roundtable before passage of a proposed resolution if called by the Chairperson.

(2) The Committee may hold a hearing on any matter relating to the affairs of the District that is properly within the Committee's jurisdiction as provided in the Council Rules. Unless a hearing is required by law or regulation, the Committee may also hold a roundtable on any matter relating to the affairs of the District that is properly within the Committee's jurisdiction as provided in the Council Rules.

(b) Notice. Written notice of Committee hearings shall be given in the manner provided for in section 421(b) of the Council Rules.

(c) Open Hearing. Each hearing shall be open to the public unless a majority of the Committee decides in open session or publicly agrees that the hearing should be closed.

(d) Quorum. One member of the Committee constitutes a quorum for the taking of testimony at a hearing.

(e) Questioning of Witnesses.

(1) Each member and participating non-Committee member shall have not more than ten minutes for the questioning of a witness before the Committee at a time, and questioning shall proceed in the order that Committee members arrived, followed by non-Committee members.

(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) Hearing Decorum.

(1) No witness may 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 his or her remarks to the question under discussion and shall avoid making negative personal comments.

(3) The Chairperson or presiding member shall maintain order during the meeting and if, in his or her 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.

(g) Recess. A hearing may be recessed to another time, day, or place by the Chairperson or member presiding over the hearing. Before recessing the hearing, the Chairperson or presiding member shall state the time, day, and place of the reconvened hearing. The time, day, and place of the reconvened hearing as stated by the Chairperson or presiding officer shall be sufficient public notice.

(h) Regular Recess. There shall be a regular recess of ten minutes scheduled for two hours after the start of a hearing and additional ten minute recesses every hour thereafter.

(i) Public Witnesses. Members of the public shall sign up to testify at a hearing no later than 5 p.m. on the date that is two business days prior to the date of the hearing, unless otherwise indicated by the Chairperson.

Sec. 602. Rights of Witnesses.

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

(b) Right to Make Opening Statement. Any witness who testifies at a hearing of the Committee may submit an opening 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.

Sec. 603. Testimony under Oath.

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

Sec. 604. Depositions.

The Chairperson may authorize a Committee member or Committee staff to take the testimony of witnesses by oral or written deposition.

Sec. 605. Investigations.

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

Sec. 606. Issuance of Subpoenas.

Subject to Council Rules, the Committee may require the attendance and testimony of witnesses and the production of documents, papers, and other tangible items through the use of its subpoena power. If a subpoena is issued and the person named on the subpoena does not respond, the Committee may, by resolution, refer the matter to the Council for referral to the Superior Court of the District of Columbia.

Sec. 607. Report to Secretary Regarding Use of Subpoena.

Prior to issuing a subpoena, the Committee shall submit a report to the Secretary of the Council outlining the nature and scope of the investigation and the type of information sought through the use of the subpoena.

Sec. 608. Service of Subpoenas.

Subpoenas shall be served personally on the witness or his or her designated agent in one of the following ways which may be attempted concurrently or successively:

(1) By a special process server, at least 18 years of age, designated by the Committee from among the staff appointed by the Secretary of the Council who are not directly involved in the investigation; or

(2) By a special process server, at least 18 years of age, engaged by the Committee or the Council for this purpose.

Sec. 609. Enforcement of Subpoenas.

The Committee may refer to the Council any case of contumacy by any person subpoenaed to appear before the Committee.

Sec. 610. Right to Assert Privileges.

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

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

Sec. 611. Notification of Rights.

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

Sec. 612. Right to Transcript.

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

Sec. 613. Rights of Persons Who Are Subjects of Investigations.

Any person who is the subject of an investigation authorized under section 601 of Council Rules may submit written questions for the cross-examination of other witnesses at public hearings called by the Committee. With the consent of the members present and voting, those questions may be put to the witness by any member, by any authorized staff member, or by counsel advising the Council or the Committee.

Sec. 614. Rights of Persons Identified in Investigations.

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

ARTICLE VII - NOTICE PROVISION

Sec. 701. Notice.

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

- (a) Posting in prominent places in the John A. Wilson Building, 1350 Pennsylvania Avenue, N.W., or other public buildings or public posting places;
- (b) Publication in one or more newspapers of general circulation;
- (c) Publication in the District of Columbia Register;
- (d) Mailing notice to an established mailing list of organizations and individuals maintained by the Secretary of the Council;
- (e) Use of other news media;
- (f) Facsimile;
- (g) Electronic mail; or
- (h) Any other manner the Committee considers appropriate.

ARTICLE VIII - RULES

Sec. 801. Rules of the Council.

(a) All Rules of the Council are and shall be considered rules of the Committee and except where the context dictates to the contrary, the term "Council" means "Committee," the term "Member" or "Member of the Council" means "Member of the Committee," the term "Chairman" means "Chairperson of the Committee," and the term "Secretary" means "Committee Director or other Committee staff." The Rules of the Council are and shall be considered rules of the Committee whenever these committee rules are incomplete or silent on a matter of procedure.

(b) Whenever there is conflict between these 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 proposer, 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 given.

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 of the Council.

Sec. 804. Effective Period.

These Rules will be effective until superseded by Rules of Organization and Procedure for the Committee on Executive Administration and Labor adopted in a succeeding Council Period, unless modified by a majority of the Committee members during Council Period 25.