

1           **RULES OF THE COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM**  
2                           **U.S. HOUSE OF REPRESENTATIVES - 115<sup>TH</sup> CONGRESS**

3  
4                           **Rule 1 — General**

5  
6           (a) **Rules of the House.** The Rules of the House are the rules of the Committee on  
7 Oversight and Government Reform (“the Committee”) and its subcommittees so far as  
8 applicable.  
9

10           (b) **Application of the Rules.** Except where the terms “the Committee” and  
11 “subcommittee” are specifically referred to, the following rules shall apply to the Committee and  
12 its subcommittees as well as to their respective chairs, ranking minority members, members, and  
13 staff.  
14

15                           **Rule 2 — Meetings**

16  
17           (a) **Regular Meetings.** The regular meetings of the Committee shall be held on the  
18 second Thursday of each month at 10 a.m., when the House is in session. The Chair of the  
19 Committee is authorized to dispense with a regular meeting or to change the date thereof when  
20 circumstances warrant.  
21

22           (b) **Additional and Special Meetings.** The Chair of the Committee may call and  
23 convene additional meetings, when circumstances warrant. A special meeting of the Committee  
24 may be requested by members of the Committee pursuant to the provisions of House Rule XI,  
25 clause 2(c)(2).  
26

27           (c) **Subcommittee Meetings.** Each subcommittee shall meet at the call of its chair,  
28 subject to Rule 7.  
29

30           (d) **Presiding Member.** The chair of the Committee or a subcommittee shall preside  
31 over each meeting and hearing thereof (“the presiding member”). If the chair of the Committee  
32 or a subcommittee is not present during a meeting or hearing thereof, the Vice Chair of the  
33 Committee or subcommittee, designated pursuant to House Rule XI, clause 2(d), shall serve as  
34 the presiding member during the absence of the chair. If the chair and vice chair of the  
35 Committee or a subcommittee are not present during a meeting or hearing thereof, the ranking  
36 member of the majority party on the Committee or subcommittee who is present shall serve as  
37 the presiding member during the absence of the chair and vice chair.  
38

39           (e) **Notice.** The chair of the Committee or a subcommittee shall announce the date, place,  
40 and subject matter of a meeting or hearing pursuant to House Rule XI, clause 2(g)(3)(A).  
41

42           (f) **Agenda.** Every member of the Committee, unless prevented by unusual  
43 circumstances, shall be provided with a memorandum at least 72 hours before each meeting or  
44 hearing explaining: (1) the purpose of the meeting or hearing; and (2) the names, titles,

1 background and reasons for appearance of any witnesses. The ranking minority member shall be  
2 responsible for providing the same information on witnesses whom the minority may request.  
3

4 (g) **Availability of Text.** To the maximum extent practicable, amendments to a measure  
5 or matter shall be submitted in writing or electronically to the designee of the chair and ranking  
6 minority member of the Committee or a subcommittee at least 24 hours prior to its consideration  
7 of the measure or matter. The chair may exercise discretion to give priority to amendments  
8 submitted in advance.  
9

### 10 **Rule 3 — Quorums**

11  
12 (a) **Generally.** A majority of the members of the Committee or a subcommittee shall  
13 form a quorum for the Committee or subcommittee, respectively, except that two members shall  
14 constitute a quorum for taking testimony and receiving evidence, and one third of the members  
15 shall form a quorum for taking any action other than for which the presence of a majority of the  
16 Committee or subcommittee is otherwise required.  
17

18 (b) **Subcommittee Field Hearings.** The Chair of the Committee may, at the request of a  
19 subcommittee chair, make a temporary assignment of any member of the Committee to such  
20 subcommittee for the purpose of constituting a quorum at and participating in any public hearing  
21 by such subcommittee to be held outside of Washington, DC. A member appointed to such  
22 temporary positions shall not be a voting member. The Chair of the Committee shall give  
23 reasonable notice of such temporary assignment to the ranking minority member of the  
24 Committee and of the respective subcommittee.  
25

### 26 **Rule 4 — Committee Reports**

27  
28 (a) **Bills and Resolutions.** Each bill or resolution approved by the Committee shall be  
29 reported by the Chair of the Committee pursuant to House Rule XIII, clauses 2–4.  
30

31 (b) **Approval of Investigative and Oversight Reports.** Only those investigative or  
32 oversight reports approved by a majority vote of the Committee at a meeting at which a quorum  
33 is present may be ordered printed, unless otherwise required by the Rules of the House of  
34 Representatives.  
35

36 (c) **Notice of Investigative and Oversight Reports.** A proposed investigative or  
37 oversight report shall not be considered in the Committee unless the proposed report has been  
38 available to the members of the Committee for at least three calendar days (excluding Saturdays,  
39 Sundays, and legal holidays, unless the House is in session on such days) before consideration of  
40 such proposed report in the Committee. If a hearing has been held on the matter reported upon,  
41 every reasonable effort shall be made to have such hearing printed and available to the members  
42 of the Committee before the consideration of the proposed report in the Committee.  
43

44 (d) **Additional Views.** If at the time of approval of a report, a member of the Committee  
45 gives notice of intent to file supplemental, minority, additional, or dissenting views any member

1 of the Committee shall be entitled to file such views following House Rule XI, clause 2(1) and  
2 Rule XIII, clause 3(a)(1).  
3

#### 4 **Rule 5 — Record Votes** 5

6 (a) **Request for Record Vote.** A record vote of the members may be had upon the  
7 request of any member upon approval of a one-fifth vote of the members present.  
8

9 (b) **Postponement of a Record Vote.** Pursuant to House Rule XI, clause 2 (h)(4), the  
10 presiding member at a meeting is authorized to postpone further proceedings when a record vote  
11 is ordered on the question of approving a measure or matter or on adopting an amendment and to  
12 resume proceedings on a postponed question at any time after reasonable notice. When  
13 proceedings resume on a postponed question, notwithstanding any intervening order for the  
14 previous question, an underlying proposition shall remain subject to further debate or  
15 amendment to the same extent as when the question was postponed. After consultation with the  
16 ranking minority member, the chair shall take reasonable steps to notify members on the  
17 resumption of proceedings on any postponed record vote.  
18

#### 19 **Rule 6 — Subcommittees; Referrals** 20

21 (a)(1) There shall be six subcommittees of the Committee, with appropriate party ratios,  
22 as follows:  
23

24 (A) **Subcommittee on Government Operations**, which shall have  
25 legislative and oversight jurisdiction over government management and  
26 accounting measures; the economy, efficiency, and management of government  
27 operations and activities; procurement; federal property; public information;  
28 federal records; federal civil service; government reorganizations; the U.S. Postal  
29 Service; the National Archives; the Census Bureau; and the District of Columbia.  
30

31 (B) **Subcommittee on Healthcare, Benefits, and Administrative Rules**,  
32 which shall have oversight jurisdiction over health care policy, administration,  
33 and programs; regulatory affairs; government-wide rules and regulations;  
34 financial services; and the administration and solvency of benefit and entitlement  
35 programs; and legislative jurisdiction over regulatory affairs and federal  
36 paperwork reduction.  
37

38 (C) **Subcommittee on the Interior, Energy, and Environment**, which  
39 shall have oversight jurisdiction over energy policy, public lands, environmental  
40 policy, fish and wildlife, mining, energy development, pollution, and related  
41 regulations.  
42

43 (D) **Subcommittee on Information Technology**, which shall have  
44 oversight jurisdiction over information security, including cybersecurity and  
45 federal information security; information technology policy, management, and

1 procurement; emerging technologies; intellectual property; telecommunications;  
2 and privacy.

3  
4 (E) **Subcommittee on Intergovernmental Affairs**, which shall have  
5 legislative and oversight jurisdiction over the relationship between the federal  
6 government and states and municipalities, including unfunded mandates, federal  
7 regulations, grants, and programs.

8  
9 (F) **Subcommittee on National Security**, which shall have oversight  
10 jurisdiction over national security; homeland security; foreign operations,  
11 including the relationships between the United States and international  
12 organizations of which the United States is a member; immigration; defense; and  
13 criminal justice.

14  
15 (2) In addition, each subcommittee shall have specific responsibility for such  
16 other measures or matters as the Chair of the Committee refers to it.

17  
18 (3) Each subcommittee with legislative jurisdiction shall review and study, on a  
19 continuing basis, the application, administration, execution, and effectiveness of those  
20 laws, or parts of laws, the subject matter of which is within its general responsibility.

21  
22 (b) **Referrals.** Bills, resolutions, and other matters may be expeditiously referred by the  
23 Chair of the Committee to subcommittees, as appropriate in the determination of the Chair of the  
24 Committee, for consideration or investigation in accordance with subcommittees' jurisdictions.  
25 Bills, resolutions, and other matters referred to subcommittees may be re-referred or discharged  
26 by the Chair of the Committee when, in the judgment of the Chair, the subcommittee is not able  
27 to complete its work or cannot reach agreement therein.

28  
29 (c) **Membership.** The Chair of the Committee shall assign members to the  
30 subcommittees and shall designate the chair and vice-chair of each subcommittee. Minority  
31 party assignments, including designation of the ranking minority member of each subcommittee,  
32 shall be made only with the concurrence of the Ranking Minority Member of the Committee.

33  
34 (d) **Ex Officio Membership.** The Chair of the Committee and the Ranking Minority  
35 Member of the Committee shall be ex officio members of all subcommittees. They are  
36 authorized to vote on subcommittee matters; but, unless they are regular members of the  
37 subcommittee, they shall not be counted in determining a subcommittee quorum other than a  
38 quorum for taking testimony.

39  
40 **Rule 7 — Subcommittee Hearing and Meeting Procedure**

41  
42 (a) **Generally.** Each subcommittee is authorized to meet, hold hearings, receive  
43 testimony, markup legislation, and report to the Committee on any measure or matter referred to  
44 it.

1 (b) **During Committee Meetings and Hearings.** No subcommittee may meet or hold a  
2 hearing at the same time as a meeting or hearing of the Committee.  
3

4 (c) **Scheduling.** Each subcommittee chair shall set hearing and meeting dates only with  
5 the approval of the Chair of the Committee with a view toward assuring the availability of  
6 meeting rooms and avoiding simultaneous scheduling of meetings or hearings.  
7

### 8 **Rule 8 — Staff**

9

10 (a) **Employment Authority.** Except as otherwise provided by House Rule X, clauses 6,  
11 7 and 9, the Chair of the Committee shall have the authority to hire and discharge employees of  
12 the professional and clerical staff of the Committee and subcommittees.  
13

14 (b) **Duties.** Except as otherwise provided by House Rule X, clauses 6, 7 and 9, the staff  
15 of the Committee and subcommittees shall be subject to the direction of the Chair of the  
16 Committee and shall perform such duties as the Chair of the Committee may assign.  
17

### 18 **Rule 9 — Hearings**

19

20 (a) **Generally.** Hearings shall be conducted according to the procedures in House Rule  
21 XI, clause 2(k). All questions put to witnesses before the Committee or a subcommittee shall be  
22 relevant to the subject matter before the Committee or subcommittee for consideration, and the  
23 presiding member shall rule on the relevance of any question put to a witness.  
24

25 (b) **Recognition and Order of Questioning.** A member may question witnesses only  
26 when recognized by the presiding member for that purpose. In accordance with House Rule XI,  
27 clause 2(j)(2), the five-minute rule shall apply during the questioning of witnesses in a hearing.  
28 The presiding member shall, so far as practicable, recognize alternately based on seniority of  
29 those majority and minority members present at the time the hearing was called to order and  
30 others based on their arrival at the hearing. After that, additional time may be extended at the  
31 direction of the presiding member.  
32

33 (c) **Extended Questioning.** The presiding member, or the Committee or subcommittee  
34 by motion, may permit a specified number of majority and minority members to question a  
35 witness for a specified, total period that is equal for each side and not longer than thirty minutes  
36 for each side.  
37

38 (d) **Staff Questioning.** The presiding member, or the Committee or subcommittee by  
39 motion, may permit Committee or subcommittee staff of the majority and minority to question a  
40 witness for a specified, total period that is equal for each side and not longer than thirty minutes  
41 for each side.  
42

43 (e) **Time for Questioning.** Nothing in paragraph (c) or (d) affects the rights of a member  
44 (other than a member designated under paragraph (c)) to question a witness for 5 minutes in  
45 accordance with paragraph (b). In any extended questioning permitted under paragraph (c) or

1 (d), the presiding member shall determine how to allocate the time permitted for extended  
2 questioning by majority members or staff, and the ranking minority member shall determine how  
3 to allocate the time permitted for extended questioning by minority members or staff.  
4

5 (f) **Witness Statements.** Witnesses appearing before the Committee or a subcommittee  
6 shall, so far as practicable, submit written statements at least 24 hours before their appearance.  
7

8 (g) **Oaths.** The presiding member may administer oaths to any witness before the  
9 Committee or subcommittee. All witnesses appearing in hearings may be administered the  
10 following oath by the presiding member prior to receiving the testimony: “Do you solemnly  
11 swear or affirm that the testimony that you are about to give is the truth, the whole truth, and  
12 nothing but the truth, so help you God?”  
13

#### 14 **Rule 10 — Committee Records, Open Meetings, Transparency**

15

16 (a) **Generally.** The Committee and subcommittee staff shall maintain in the Committee  
17 offices a complete record of Committee and subcommittee actions from the current Congress  
18 including a record of the roll call votes taken at business meetings. The original records, or true  
19 copies thereof, as appropriate, shall be available for public inspection whenever the Committee  
20 offices are open for public business. The staff shall assure that such original records are  
21 preserved with no unauthorized alteration, additions, or defacement.  
22

23 (b) **Transcripts of Proceedings.** A stenographic record of all testimony shall be kept of  
24 public hearings and shall be made available on such conditions as the Chair of the Committee  
25 may prescribe.  
26

27 (c) **Open Meetings.** Meetings and hearings shall be open to the public or closed in  
28 accordance with the Rules of the House of Representatives.  
29

30 (d) **Committee Website.** The Chair of the Committee shall maintain an official website  
31 on behalf of the Committee for the purpose of furthering the Committee’s legislative and  
32 oversight responsibilities, including communicating information about the Committee’s activities  
33 to Committee members and other members of the House. To the greatest extent practicable, the  
34 Chair of the Committee shall ensure that Committee records are made available on the  
35 Committee’s official website in appropriate formats.  
36

37 (e) **Minority Website.** The Ranking Minority Member of the Committee is authorized  
38 to maintain an official website on behalf of the minority members of the Committee for the same  
39 purpose as in paragraph (d), including communicating information about the activities of the  
40 minority to Committee members and other members of the House.  
41

42 (f) **Archived Records.** The records of the Committee at the National Archives and  
43 Records Administration shall be made available for public use in accordance with rule VII of the  
44 Rules of the House. The Chair shall notify the Ranking Minority Member of any decision,  
45 pursuant to clause 3(b)(3) or clause 4(b) of the rule, to withhold a record otherwise available, and

1 the matter shall be presented to the Committee for a determination on written request of any  
2 member of the Committee.

3  
4 **Rule 11 — Audio and Visual Coverage of Committee Proceedings**  
5

6 (a) **Generally.** An open meeting or hearing may be covered, in whole or in part, by  
7 television broadcast, radio broadcast, internet broadcast, and still photography, unless closed  
8 subject to the provisions of House Rules. Any such coverage shall conform to the provisions of  
9 House Rule XI, clause 4.

10  
11 (b) **Committee Broadcast System.** Use of the Committee Broadcast System shall be fair  
12 and nonpartisan, and in accordance with House Rule XI, clause 4(b), and all other applicable  
13 rules of the House and the Committee. Members of the Committee shall have prompt access to a  
14 copy of coverage by the Committee Broadcast System, to the extent that such coverage is  
15 maintained.

16  
17 (c) **Other Coverage.** Personnel providing coverage of an open meeting or hearing of the  
18 Committee by internet broadcast, other than through the Committee Broadcast System shall be  
19 currently accredited to the Radio and Television Correspondents' Galleries. If the Committee  
20 Broadcast System is not available, the Chair of the Committee may, with the concurrence of the  
21 Ranking Minority Member of the Committee, direct staff to provide coverage in a manner that is  
22 fair and nonpartisan and in accordance with House Rule XI, clause 4.

23  
24 **Rule 12 — Additional Duties of the Chair of the Committee**  
25

26 The Chair of the Committee shall:

27  
28 (a) Make available to other committees the findings and recommendations resulting from  
29 the investigations of the Committee, as required by House Rule X, clause 4(c)(2);

30  
31 (b) Direct such review and studies on—

32  
33 (1) the impact or probable impact of tax policies affecting subjects within the  
34 Committee's jurisdiction, as required by House Rule X, clause 2(c);

35  
36 (2) the operation of Government activities at all levels with a view to determining  
37 their economy and efficiency, as required by House Rule X, clause 3(i);

38  
39 (3) the effect of laws enacted to reorganize the legislative and executive branches  
40 of the Government, as required by House Rule X, clause 4(c)(1)(B); and

41  
42 (4) intergovernmental relationships between the United States and the States and  
43 municipalities and between the United States and international organizations of which the  
44 United States is a member, as required by House Rule X, clause 4(c)(1)(C);  
45

1 (c) Submit to the Committee on House Administration and the Committee on  
2 Appropriations the Committee’s authorization and oversight plan as required by House Rule X,  
3 clause 2(d);  
4

5 (d) Report to the House by March 31 in the first session of Congress, after consultation  
6 with the Speaker, the Majority Leader, and the Minority Leader, the authorization and oversight  
7 plans submitted by committees together with any recommendations that the Committee or the  
8 House leadership group described above may make to ensure the most effective coordination of  
9 authorization and oversight pans and otherwise achieve the objectives of House Rule X, clause 2;  
10

11 (e) Submit to the House such recommendations as the Committee considers necessary or  
12 desirable in connection with the reports of the Comptroller General, as required by House Rule  
13 X, clause 4(c)(1)(A);  
14

15 (f) Submit to the Committee on the Budget views and estimates required by House Rule  
16 X, clause 4(f), and to file reports with the House as required by the Congressional Budget Act;  
17

18 (g) Authorize and issue subpoenas as provided in House Rule XI, clause 2(m), in the  
19 conduct of any investigation or activity or series of investigations or activities within the  
20 jurisdiction of the Committee;  
21

22 (h) Prepare, after consultation with the Ranking Minority Member of the Committee, a  
23 budget for the Committee;  
24

25 (i) Make any necessary technical and conforming changes to legislation reported by the  
26 Committee upon unanimous consent; and  
27

28 (j) Offer motions under clause 1 of Rule XXII of the Rules of the House (motion to  
29 request or agree to a conference) whenever the Chair of the Committee considers it appropriate.  
30

### 31 **Rule 13 — Consideration of Certain Bills and Resolutions**

32

33 (a) **Commemorative Stamps.** The determination of the subject matter of  
34 commemorative stamps and new semi-postal issues is properly for consideration by the  
35 Postmaster General and the Committee will not give consideration to legislative proposals  
36 specifying the subject matter of commemorative stamps and new semi-postal issues. It is  
37 suggested that recommendations for the subject matter of stamps be submitted to the Postmaster  
38 General.  
39

40 (b) **Postal Naming Bills.** The consideration of bills designating facilities of the United  
41 States Postal Service shall be conducted so as to minimize the time spent on such matters by the  
42 Committee and the House.  
43

44 (c) **Resolutions.** The Chair of the Committee shall not request to have scheduled any  
45 resolution for consideration under suspension of the Rules, which expresses appreciation,



1 commends, congratulates, celebrates, recognizes the accomplishments of, or celebrates the  
2 anniversary of, an entity, event, group, individual, institution, team or government program; or  
3 acknowledges or recognizes a period of time for such purposes.  
4

#### 5 **Rule 14 — Panels and Task Forces**

6

7 (a) **Generally.** The Chair of the Committee is authorized to appoint panels or task forces  
8 to carry out the duties and functions of the Committee.  
9

10 (b) **Ex Officio Membership.** The Chair and Ranking Minority Member of the  
11 Committee may serve as ex-officio members of each panel or task force established under this  
12 Rule.  
13

14 (c) **Appointment of Leadership.** The chair of any panel or task force shall be appointed  
15 by the Chair of the Committee. The Ranking Minority Member of the Committee shall select a  
16 ranking minority member for each panel or task force.  
17

18 (d) **Application of Rules.** The House and Committee rules applicable to subcommittee  
19 meetings, hearings, recommendations, and reports shall apply to the meetings, hearings,  
20 recommendations, and reports of panels and task forces.  
21

22 (e) **Termination.** No panel or task force appointed under this Rule shall continue in  
23 existence for more than six months. A panel or task force appointed under this Rule may, upon  
24 the expiration of six months, be reappointed by the chair.  
25

#### 26 **Rule 15 — Deposition Authority**

27

28 (a) **Generally.** The Chair of the Committee, upon consultation with the Ranking  
29 Minority Member of the Committee, may order the taking of depositions, under oath and  
30 pursuant to notice or subpoena.  
31

32 (b) **Notices.** Notices for the taking of depositions shall specify the date, time, and place  
33 of examination (if other than within the Committee offices).  
34

35 (c) **Oaths.** Depositions shall be taken under oath administered by a member or a person  
36 otherwise authorized to administer oaths.  
37

38 (d) **Consultation.** Consultation with the Ranking Minority Member of the Committee  
39 shall include three business days' notice before any deposition is taken. All members shall also  
40 receive three business days' notice that a deposition has been scheduled.  
41

42 (e) **Attendance.** Witnesses may be accompanied at a deposition by counsel to advise  
43 them of their rights. No one may be present at depositions except members, Committee staff  
44 designated by the Chair of the Committee or the Ranking Minority Member of the Committee,

1 an official reporter, the witness, and the witness’s counsel. Observers or counsel for other  
2 persons, or for agencies under investigation, may not attend.  
3

4 **(f) Requirement of Member Attendance.** At least one member of the Committee shall  
5 be present at each deposition taken by the Committee, unless—  
6

7 (1) the witness to be deposed agrees in writing to waive this requirement; or  
8

9 (2) the Committee authorizes the taking of a specified deposition pursuant to H.  
10 Res. 5 without the presence of a member of the Committee during a specified period,  
11 provided that the House is not in session on the day of the deposition.  
12

13 **(g) Who May Question.** A deposition shall be conducted by any member or staff  
14 attorney designated by the Chair of the Committee or Ranking Minority Member of the  
15 Committee. When depositions are conducted by Committee staff attorneys, there shall be no  
16 more than two Committee staff attorneys permitted to question a witness per round. One of the  
17 Committee staff attorneys shall be designated by the Chair of the Committee and the other by the  
18 Ranking Minority Member of the Committee. Other Committee staff members designated by the  
19 Chair of the Committee or Ranking Minority Member of the Committee may attend, but may not  
20 pose questions to the witness.  
21

22 **(h) Order of Questions.** Questions in the deposition shall be propounded in rounds,  
23 alternating between the majority and minority. A single round shall not exceed 60 minutes per  
24 side, unless the members or staff attorneys conducting the deposition agree to a different length  
25 of questioning. In each round, a member or Committee staff attorney designated by the Chair of  
26 the Committee shall ask questions first, and the member or Committee staff attorney designated  
27 by the Ranking Minority Member of the Committee shall ask questions second.  
28

29 **(i) Objections.** Any objection made during a deposition must be stated concisely and in  
30 a non-argumentative and non-suggestive manner. The witness may refuse to answer a question  
31 only to preserve a privilege. When the witness has objected and refused to answer a question to  
32 preserve a privilege, the Chair of the Committee may rule on any such objection after the  
33 deposition has adjourned. If the Chair of the Committee overrules any such objection and  
34 thereby orders a witness to answer any question to which a privilege objection was lodged, such  
35 ruling shall be filed with the clerk of the Committee and shall be provided to the members and  
36 the witness no less than three days before the reconvened deposition. If a member of the  
37 Committee appeals in writing the ruling of the Chair, the appeal shall be preserved for  
38 Committee consideration. A deponent who refuses to answer a question after being directed by  
39 the Chair in writing to answer may be subject to sanction, except that no sanctions may be  
40 imposed if the ruling of the Chair is reversed by the Committee on appeal.  
41

42 **(j) Record of Testimony.** Committee staff shall ensure that the testimony is either  
43 transcribed or electronically recorded or both. If a witness’s testimony is transcribed, the witness  
44 or the witness’s counsel shall be afforded an opportunity to review a copy. No later than five  
45 days thereafter, the witness may submit suggested changes to the Chair of the Committee.

1 Committee staff may make any typographical and technical changes. Substantive changes,  
2 modifications, clarifications, or amendments to the deposition transcript submitted by the witness  
3 must be accompanied by a letter signed by the witness requesting the changes and a statement of  
4 the witness's reasons for each proposed change. Any substantive changes, modifications,  
5 clarifications, or amendments shall be included as an appendix to the transcript conditioned upon  
6 the witness signing the transcript.  
7

8 (k) **Transcription Requirements.** The individual administering the oath, if other than a  
9 member, shall certify on the transcript that the witness was duly sworn. The transcriber shall  
10 certify that the transcript is a true record of the testimony, and the transcript shall be filed,  
11 together with any electronic recording, with the clerk of the Committee in Washington, D.C.  
12 Depositions shall be considered to have been taken in Washington, D.C., as well as the location  
13 actually taken once filed there with the clerk of the Committee for the Committee's use. The  
14 Chair of the Committee and the Ranking Minority Member of the Committee shall be provided  
15 with a copy of the transcripts of the deposition at the same time.  
16

17 (l) **Release.** The Chair of the Committee and Ranking Minority Member of the  
18 Committee shall consult regarding the release of depositions. If either objects in writing to a  
19 proposed release of a deposition or a portion thereof, the matter shall be promptly referred to the  
20 Committee for resolution.  
21

22 (m) **Provision of Rules to Witnesses.** A witness shall not be required to testify unless  
23 the witness has been provided with a copy of the Committee's rules.  
24

## 25 **Rule 16 — Witness Procedure**

26

27 (a) **Witness Disclosures.** Witnesses appearing at a hearing of the Committee or a  
28 subcommittee in a non-governmental capacity shall include a curriculum vitae and a disclosure  
29 of the amount and source (by agency and program) of each federal grant (or subgrant thereof) or  
30 contract (or subcontract thereof), as well as the amount and source of payments or contracts  
31 originating from foreign governments, insofar as they relate to the subject matter of the hearing,  
32 received during the current calendar year or either of the two previous calendar years, by the  
33 witness or by an entity represented by the witness.  
34

35 (b) **Representation by Counsel.** When representing a witness or entity before the  
36 Committee or a subcommittee in response to a request or subpoena from the Committee, or in  
37 connection with testimony before the Committee or a subcommittee, counsel for the witness or  
38 entity must promptly submit to the Committee a notice of appearance specifying the following:  
39 (1) counsel's name, firm or organization, bar membership, and contact information including  
40 email; and (2) each client or entity represented by the counsel in connection with the proceeding.