

**HOUSE COMMUNICATIONS STANDARDS
COMMISSION
118th CONGRESS**

COMMISSION RESOLUTION 118-01

Be it resolved, that pursuant to 2 U.S.C. §§ 501(d), 501(e), 501(f), and clauses (4)-(9) of Rule XXIV of the Rules of the House of Representatives, the Rules of the House Communications Standards Commission for the 118th Congress are hereby adopted, as follows

Rules of the House Communications Standards Commission for the 118th Congress

Rule 1—General Provisions

- (a) The Rules of the House of Representatives and the Rules of the Committee on House Administration are the Rules of the House Communications Standards Commission so far as applicable and are incorporated by reference as if set forth fully herein.
 - (1) Should changes be adopted by the House of Representatives to the Rules of the House of Representatives or by the Committee on House Administration to the Rules of the Committee on House Administration, such new version of the relevant Rules shall be immediately incorporated by reference without intervening Commission action.
- (b) The Commission incorporates by reference all requirements imposed on the Commission by statute as if set forth fully herein.
 - (1) Should new or amended statutory requirements imposed on the Commission be adopted, such new or amended requirements shall be immediately incorporated by reference without intervening Commission action.
- (c) The following motions shall be privileged in the Commission and shall be decided without debate.
 - (1) A motion to recess from day to day, or to recess subject to the call of the Chairman (within 24 hours), shall be privileged; and

(2) A motion to dispense with the first reading (in full) of a resolution shall be privileged if printed copies are available.

(d) The Commission is authorized at any time to conduct such investigations and studies as it may consider necessary or appropriate in the exercise of its responsibilities under 2 U.S.C. §§ 501, 503, 506.

(e) A proposed investigative or oversight report shall be considered as read in Commission if it has been available to the members of the Commission for at least 24 hours (excluding Saturdays, Sundays, or legal holidays except when the House is in session on such a day).

(f) The Commission is authorized to have printed and bound testimony and other data presented at meetings held by the Commission or as otherwise determined by the Chairman, and to make such information available to the public. All costs of stenographic services and transcripts in connection with any meeting, meeting, or other activity of the Commission shall be paid from the applicable accounts of the House described in clause 1(k)(1) of Rule X of the Rules of the House of Representatives.

(g) The Commission's Rules shall be made publicly available in electronic form and the Chairman shall cause them to be published in the Congressional Record not later than 30 days after the Commission is organized in each odd-numbered year.

(h) Unless context clearly requires otherwise,

(1) All words, phrases, and terms of art have the meanings given them in the U.S. Constitution or the Rules of the House of Representatives or, in the alternative, their meanings in usual congressional or parliamentary usage or daily usage.

(2) "Chairman" means the member of the House of Representatives of the Committee of House Administration appointed by the Speaker to lead the House Communications Standards Commission

(3) "Commission" means the House Communications Standards Commission of the U.S. House of Representatives

(4) "Commission Rules" mean this document, as may be duly amended by the Commission.

(5) "House of Representatives" or "House" means the U.S. House of Representatives.

(6) “House Rules” means the Rules of the House of Representatives. When used in the singular, this refers to a specific provision of the Rules of the House of Representatives.

(7) “Committee” means the Committee on House Administration of the U.S. House of Representatives.

(8) “Committee Rules” means rules adopted by the Committee on House Administration of the U.S. House of Representatives on February 2, 2023, pursuant to Committee Resolution 118-01, and as may have been duly amended.

Rule 2—Regular and Special Meetings

(a) The provisions of Rule 9 of these Commission Rules shall apply as applicable to meetings except as described below in this Rule 2.

(b)

(1) The Commission is required to have a regularly scheduled meeting each quarter of each session of Congress.

(2) Additional meetings may be called by the Chairman of the Commission as he deems necessary or at the request of a majority of the members of the Commission in accordance with 2 U.S.C. §§ 501(c), 501(e), 501(f).

(3) The determination of the business to be considered at each meeting shall be made by the Chairman in accordance with 2 U.S.C. §§ 501(c), 501(e), 501(f). A regularly scheduled meeting may be dispensed with, if, in the judgment of the Chair, there is no need for the meeting.

(4) To the extent practicable, the Chairman shall call to order promptly all scheduled meetings.

(c) If the Chairman is not present at any meeting of the Commission, the ranking member of the majority party who is present shall preside at the meeting.

(d)

(1) The Chairman shall make public announcement of the date, place, and subject matter of any meeting to be conducted on any measure or matter. Such meetings shall not commence earlier than the third calendar day (excluding Saturdays, Sundays, or legal holidays except

when the House is in session on such a day) on which members of the Committee have notice thereof.

(2) If the Chairman, with the concurrence of the ranking minority member, determines that there is good cause to schedule or to begin sooner a meeting of the Commission (or if the Commission so determines by majority vote, a quorum being present), the Chair shall make the announcement at the earliest possible date. The announcement shall be made available publicly in electronic form.

(e) The Chairman shall make available publicly in electronic form at least 24 hours before a meeting of the Commission the text of any advisory opinion request, resolution, regulation, or other document to be marked up, provided that the text of any advisory opinion, resolution, regulation, or other document to be marked up at a meeting announced with fewer than 24 hours' notice pursuant to Rule 2(c) of the Rules of the Committee shall be made available publicly with such announcement.

Rule 3—

[Reserved]

Rule 4—Records and Roll Calls

(a)

(1) A recorded vote shall be held if requested by any member of the Commission.

(2) The result of each record vote in any meeting of the Commission shall be available for inspection by the public at reasonable times at the Commission offices, including a description of the amendment, motion, order, or other proposition voted upon, the name of each member voting for and against such proposition, and a list of the members present but not voting.

(3) The Chairman shall make available publicly in electronic form the record of the votes on any question on which a record vote is demanded not later than 48 hours after such vote is taken (excluding Saturdays, Sundays, or legal holidays except when the House is in session on such a day). Such record shall include a description of the amendment, motion, order, or other proposition voted upon, the name of each member voting for and against such proposition, and a list of the members present but not voting.

(4) The Chairman shall make available publicly in electronic form the text of any amendment to a measure or matter adopted by the Commission not later than 24 hours after such amendment is adopted.

(b)

(1) Subject to subparagraph (2), below, the Chairman may postpone further proceedings when a record vote is ordered on the question of approving any measure or matter or adopting an amendment. The Chair may resume proceedings on a postponed request at any time.

(2) In exercising postponement authority under subparagraph (1), above, the Chairman shall take all reasonable steps necessary to notify members of the resumption of proceedings on any postponed record vote.

(3) When proceedings resume on a postponed question, notwithstanding any intervening order for the previous question, an underlying proposition shall remain subject to further debate or amendment to the same extent as before the question was postponed.

(c) Pursuant to 2 U.S.C. § 501(g), all Commission meetings, records, data, and files shall be kept separate and distinct from the congressional office records of the Chairman and shall constitute property of the Commission and the House of Representatives and, pursuant to the Rules of the House of Representatives, all members of the House of Representatives shall have access thereto.

(d) Commission records that are held at the National Archives shall be made available pursuant to Rule VII of the Rules of the House of Representatives. The Chairman shall notify the ranking minority member of any decision to withhold a record pursuant to such Rule for disposition upon written request of any Committee member.

(e) To the maximum extent feasible, the Commission shall make its publications available in electronic form, keeping in mind the importance of accessibility standards and machine-readable formats to the Committee's openness and transparency goals.

(f) Unless the Chairman, in consultation with the ranking minority member, deems it appropriate, the Commission shall not conduct business by poll.

Rule 5—Proxies and Remote Participation

(a) No vote by any member of the Commission may be cast other than in person at the location where the Commission is sitting, including, but not limited to, through the use of a remote participation software platform, by proxy, or through other means.

Rule 6—Power to Sit and Act; Subpoena Power

(a) For the purpose of carrying out any of its functions and duties under 2 U.S.C. §§ 501(d), 501(e), 501(f), the Commission is authorized (subject to subparagraph (b)(1), below)

(1) to sit and act at such times and places within the United States, whether the House is in session, has recessed, or has adjourned, and to hold such meetings as it considers necessary; and

(2) to require, by subpoena or otherwise, the attendance and testimony of such witnesses and/or the production of such books, records, correspondence, memoranda, papers, documents, and other materials, whether tangible or intangible, that the Committee deems necessary.

(b) The Chairman or any member of the Commission designated by the Chairman, may administer oaths to any witnesses.

(c)

(1) A subpoena may be authorized and issued by the Chairman or by any member designated by him or by the Commission and may be served by such person or persons as may be designated by such Chairman or member in accordance with 2 U.S.C. §§ 501(e), 501(f) in the conduct of any investigation or activity or series of investigations or activities within the jurisdiction of the Commission.

(2) Following authorization and issuance of such subpoena, the Chairman or any member designated by him shall notify the ranking minority member and shall provide such member a full copy of the proposed subpoena, including any proposed document schedule, at that time.

(3) A subpoena *duces tecum* may specify terms of return other than at a meeting or meeting the Commission.

Rule 7—Quorums

(a) Except for an adjournment until such a time as majority of Commission members are present, no Commission business shall be completed unless four of six members are present.

Rule 8—

[*Reserved*]

Rule 9—Meeting Procedures

- (a) The provisions of Rule 2 of the Commission Rules shall only apply as applicable to meetings except as described below in this Rule 9.
- (b) The provisions of this rule shall not apply to complaint or enforcement proceedings governed under the Rules of Practice in Proceedings Before The House Commission on Communication Standards adopted January 7, 2020 pursuant to 2 U.S.C. § 501(e) or future complaint or enforcement procedures the Commission might adopt.
- (c) The Chairman shall make public announcement of the date, time, place, and subject matter of any meeting to be conducted on any measure or matter at least seven days before the commencement of that meeting.
- (d) If the Chairman, with the concurrence of the ranking minority member, determines that there is good cause to schedule or to begin sooner a meeting of the Commission (or if the Commission so determines by majority vote, a quorum being present), the Chair shall make the announcement at the earliest possible date. The announcement shall be made available publicly in electronic form and published in the Daily Digest.
- (e) Pursuant to clause 2(j)(i) of Rule XI of the Rules of the House of Representatives, when any meeting is conducted by the Commission upon any measure or matter, the minority party members of the Commission shall be entitled to offer additional views on advisory opinions, mass mailing requests or other issues considered by the Commission during a meeting.

Rule 10—Amendments

- (a) Any amendment offered to any pending advisory opinion request or other matter before the Commission must be made available in written form. If such amendment is not available in written form, the Chairman will allow an appropriate period of time for the provision thereof.
- (b) In general, members of the Commission shall endeavor to submit all amendments electronically. If such amendment is not available in electronic

form, the Chairman will allow an appropriate period of time for the creation thereof.

(c) The general order of consideration of amendments shall be within the discretion of the Chairman. However, he shall endeavor to apply the following order of precedence in all cases unless circumstances, in his discretion, warrant otherwise:

(1) Amendments submitted in writing and electronically at least 24 hours before the Commission's consideration of the measure or matter.

(2) Amendments submitted in writing and electronically but fewer than 24 hours before the Commission's consideration of the measure or matter.

(3) Amendments submitted in writing but not electronically.

Rule 11—

[Reserved]

Rule 12—

[Reserved]

Rule 13—

[Reserved]

Rule 14—Committee Staff and Materials

(a) The staff, office space, equipment, and facilities of the House Communications Standards Commission will be provided by and within the discretion of the Committee on House Administration as provided under 2 U.S.C. § 501(c) and pursuant to Clause 1(k)(7) of Rule of the Rules of the House of Representatives.

(b) Committee staff shall be appointed by the Chairman of the Committee on House Administration except as provided in paragraph (c), below, may be removed by the Chairman, and shall work under the general supervision and direction of the Chairman of the House Communications Standards Commission.

(c) All staff provided to the ranking minority member and minority party members of the House Communications Standards Commission shall be appointed by the ranking minority member of the Committee on House Administration, may be removed by the ranking minority member of the Committee, and shall be under the general supervision and direction of such member.

Rule 15—

[*Reserved*]

Rule 16—

[*Reserved*]

Rule 17—

[*Reserved*]

Rule 18—

[*Reserved*]

Rule 19—

[*Reserved*]

Rule 20— *Other Procedures and Regulations*

(a) The Chairman, in consultation with the Ranking Member, may establish such other procedures and take such actions as may be necessary to carry out the responsibilities of the Commission or to facilitate its effective operation.

(b) The Chairman may direct staff of the Commission or the Committee on House Administration to make any necessary technical or conforming changes to these Rules without intervening Commission action. In all cases, the Chairman shall cause the most current version of the Rules to be available to members of the Commission.

Rule 21—

[*Reserved*]

Rule 22—

[*Reserved*]

Rule 23—

[*Reserved*]

Rule 24—

[*Reserved*]

Rule 25—*Advisory Opinions, Complaints, and Mass Mailing Requests*

(a) If Commission staff does not issue or approve of an advisory opinion request within fifteen calendar days of a request for advisory opinion being submitted to the Commission (excluding Saturdays, Sundays, or legal holidays except when the House is in session on such a day), the Chair or Ranking Member of the Commission may bring the request forward at a Commission meeting provided they give at least 24 hours' notice (excluding Saturdays, Sundays, or legal holidays except when the House is in session on such a day). If an amended request for an advisory opinion is submitted, Commission staff have fifteen calendar days to issue an advisory opinion from the date of the amended submission.

(b) Pursuant to 2 U.S.C. § 501(c) staff from the Committee may act on any Commission member's behalf for the purposes of paragraph (a), above.

(c) The Commission may adopt, reject, or amend any resolution pertaining to the issuing of an advisory opinion with a majority vote.

(d) The Commission may adopt, reject, or ask for more information from any pending complaints with a majority vote.

(e) This rule shall not be read to prohibit Committee Staff that work for the Commission from disposing of or accepting any pending complaints or advisory opinion requests..

Rule 26—Previous Procedures Incorporated by Reference

(a) The House of Representatives House Communications Standards Manual adopted December 30, 2020 pursuant to 2 U.S.C. § 501, and the Rules of Practice in Proceedings Before The House Commission on Communication Standards adopted January 7, 2020 pursuant to 2 U.S.C. § 501(e), are hereby incorporated into the Commission's rules and shall supersede the Commission rules in the event of any inconsistencies.