

**RULES OF ORGANIZATION AND PROCEDURE  
FOR THE  
COMMITTEE ON FINANCE AND REVENUE  
OF THE  
COUNCIL OF THE DISTRICT OF COLUMBIA  
FOR COUNCIL PERIOD 22**

**Effective January 18, 2017**

**Committee on Finance and Revenue Rules**

**Councilmember Jack Evans, Chairperson**

**TABLE OF CONTENTS**

**ARTICLE I – DEFINITIONS.**

101. DEFINITIONS. .... 1

**ARTICLE II – RESPONSIBILITIES OF THE COMMITTEE.**

201. MATTERS UNDER THE PURVIEW OF THE COMMITTEE ..... 1  
202. AGENCIES UNDER THE PURVIEW OF THE COMMITTEE ..... 2

**ARTICLE III – ORGANIZATION.**

301. CHAIRPERSON. .... 2  
302. COMMITTEE STAFF. .... 2  
    (a) COMMITTEE DIRECTOR ..... 2  
    (b) ADDITIONAL STAFF ..... 2  
    (c) ADDITIONAL RESOURCE PERSONS..... 3  
    (d) STAFF ASSIGNMENTS, REMOVALS, AND  
        REMUNERATION. .... 3

**ARTICLE IV – COMMITTEE MEETINGS.**

401. REGULAR MEETINGS. .... 3  
    (a) TIME. .... 3  
    (b) PLACE. .... 3  
    (c) RECESS AND RESCHEDULING. .... 3  
    (d) CANCELLATION. .... 3  
    (e) AGENDA. .... 4  
402. SPECIAL AND ADDITIONAL MEETINGS. .... 4  
    (a) SPECIAL MEETINGS..... 4  
    (b) ADDITIONAL MEETINGS. .... 4  
    (c) NOTICE..... 5  
403. PROCEDURES FOR MEETINGS. .... 5  
    (a) ORDER OF BUSINESS FOR REGULAR  
        MEETINGS. .... 5  
    (b) PROCEEDING OUT OF ORDER. .... 5  
    (c) RECOGNITION OF NON-COMMITTEE  
        MEMBERS. .... 5  
404. RECORDS OF MEETINGS..... 6

**ARTICLE V – REVIEW OF AND REPORTS ON PROPOSED  
LEGISLATION.**

501. APPROVAL OF MEASURES..... 6  
502. REPORTS ON BILLS AND PROPOSED RESOLUTIONS..... 6

(a)	DRAFT REPORTS.....	6
(b)	CONTENTS OF THE REPORTS.....	6
503.	SUPPLEMENTAL, MINORITY, AND ADDITIONAL VIEWS .....	6
<b>ARTICLE VI – HEARINGS AND INVESTIGATIONS.</b>		
601.	HEARING PROCEDURES. ....	7
(a)	CALLING. ....	7
(b)	NOTICE. ....	7
(c)	OPEN HEARING.....	7
(d)	QUORUM.....	7
(e)	QUESTIONING OF WITNESSES.....	7
(f)	HEARING DECORUM. ....	7
(g)	RECESS.....	8
602.	RIGHTS OF WITNESSES.....	8
(a)	RIGHT TO COUNSEL.....	8
(b)	RIGHT TO MAKE OPENING STATEMENT. ....	8
603.	TESTIMONY UNDER OATH. ....	8
604.	DEPOSITIONS.....	8
605.	INVESTIGATIONS. ....	8
<b>ARTICLE VII – NOTICE PROVISION.</b>		
701.	NOTICE.....	9
<b>ARTICLE VIII – RULES.</b>		
801.	RULES OF THE COUNCIL.....	9
802.	AMENDMENT. ....	9
803.	FILING WITH THE COUNCIL. ....	10
804.	EFFECTIVE PERIOD.....	10

**ARTICLE I – DEFINITIONS.**

**101. DEFINITIONS.**

Except as otherwise provided, the definitions contained in Rule 101 of the Rules of Organization and Procedure for the Council of the District of Columbia, Council Period 22, are incorporated by reference.

- (1) “Chairperson” means the Chairperson of the Committee on Finance and Revenue.
- (2) “Committee” means the Committee on Finance and Revenue.
- (3) “Committee Rules” means the Rules of Organization and Procedure for the Committee on Finance and Revenue for Council Period 22.
- (4) “Council Rules” means the Rules of Organization and Procedure for the Council of the District of Columbia for Council Period 22.
- (5) “Meeting” means the formal convening of the Committee, other than solely for the purpose of receiving testimony, held at a designated time and place for the purpose of transacting public business, including official action of any kind.
- (6) “Member” means a member of the Committee on Finance and Revenue.
- (7) “Quorum” means three members of the Committee, except as provided in Rule 601(d).
- (8) “Testimony” means the oral or written statements 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 – RESPONSIBILITIES OF THE COMMITTEE.**

**201. MATTERS UNDER THE PURVIEW OF THE COMMITTEE.**

The Committee on Finance and Revenue is responsible for matters relating to taxation and revenue for the operation of the government of the District of Columbia; general obligation bond acts, revenue anticipation notes, and industrial revenue bonds; tourism and cultural affairs; the establishment of business-improvement districts; and matters relating to the Washington Metropolitan Area Transit Authority.

**202. AGENCIES UNDER THE PURVIEW OF THE COMMITTEE.**

The following agencies and entities come within the purview of the Committee on Finance and Revenue:

Board of Review of Anti-Deficiency Violations  
 Commission on the Arts and Humanities  
 Destination DC  
 District of Columbia Lottery and Charitable Games  
 Multistate Tax Commission  
 Office of the Chief Financial Officer  
 Office of Finance and Treasury  
 Office of Financial Management  
 Office of Financial Operations  
 Office of Tax and Revenue  
 Office of Revenue Analysis  
 Real Property Tax Appeals Commission for the District of Columbia  
 Sports Authority Subsidy  
 Washington Convention and Sports Authority/Events DC  
 Washington Metropolitan Area Transit Authority

**ARTICLE III – ORGANIZATION.**

**301. CHAIRPERSON.**

The Chairperson shall be the presiding officer of the Committee. The Chairperson may designate a member to act as temporary Chairperson when the Chairperson is absent or recuses himself from certain items before the Committee.

**302. COMMITTEE STAFF.**

- (a) COMMITTEE DIRECTOR. The Chairperson shall appoint a Committee Director with the approval of the Committee, pursuant to section 406 of the District of Columbia Government Comprehensive Merit Personnel Act of 1978 (D.C. Official Code § 1-604.06). The Committee Director shall be the secretary and chief administrative officer of the Committee, shall keep all records of meetings and Committee business and shall perform other administrative, legislative, and policy functions assigned by these Committee Rules or the Chairperson.
- (b) ADDITIONAL STAFF. The Chairperson shall appoint additional staff with the approval of the Committee, pursuant to section 406 of the District of Columbia Government Comprehensive Merit Personnel Act of 1978 (D.C. Official Code § 1-604.06) and subject to appropriations and positions allocated by the Council.

The additional staff shall perform duties that shall be assigned by the Committee Director or the Chairperson.

- (c) ADDITIONAL RESOURCE PERSONS. Additional persons not to be compensated by Council funds may be retained, to the extent permitted by law, 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.**

### **401. REGULAR MEETINGS.**

- (a) TIME. Regular meetings of the Committee shall be held at 10:00 am on the fourth Wednesday of each month except during periods of Council recess 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 twenty-four hours before the date of the meeting in writing or by electronic mail, along with a copy of the agenda of the meeting and a draft of any measures to be considered, unless at least four members of the Committee agree to a shorter notice.
- (b) PLACE. Regular meetings of the Committee shall be held in Room 120 of the Wilson Building, 1350 Pennsylvania Ave., NW, Washington, D.C. 20004, unless another place is designated by the Chairperson.
- (c) RECESS AND RESCHEDULING. If a majority of the Committee is present at a regular meeting, the Chairperson may recess any meeting then in progress to another time, day and place. The Chairperson may reschedule any future regular meeting provided that each member and the Secretary to the Council are notified in writing or by electronic mail at least twenty-four hours in advance of the scheduled meeting.
- (d) CANCELLATION. The Chairperson may cancel a regularly scheduled meeting. To cancel a regularly scheduled meeting, the Chairperson shall provide at least 24 hours notice in writing or by electronic mail of the cancellation to each Councilmember and the Secretary to the Council 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 regularly scheduled meeting, the Chairperson shall provide notice in writing or by electronic mail of the cancellation to each Councilmember and the Secretary to the Council at the earliest possible time prior to the regularly scheduled meeting, but no later than 2 hours prior to the regularly scheduled meeting.

(e) AGENDA.

- (1) The agenda and written material relating to the agenda items shall be available to Councilmembers twenty-four hours prior to the meeting of the Committee.
- (2) The Committee staff shall prepare the agenda at the direction of the Chairperson. The Chairperson shall set the agenda for all meetings, except special meetings called by a majority of the members.
- (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 strike a bill or proposed resolution from the consent agenda.

**402. SPECIAL AND ADDITIONAL MEETINGS.**(a) 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 two members. The Committee Director shall notify the Chairperson and the other members of the filing of the request.
- (2) The Chairperson shall call the special meeting within seventy-two 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 Director that a special meeting will be held, specifying the date, place and agenda for the meeting. Immediately upon the filing of the notice, the Committee staff shall notify all members of the Committee as provide for in subsection(c).

(b) ADDITIONAL MEETINGS.

- (1) The Chairperson may call additional meetings.
- (2) The Chairperson may cancel a scheduled additional meeting. To cancel a scheduled additional meeting, the Chairperson shall provide at least 12 hours written or electronic notice of the cancellation to each Councilmember and the Secretary to the Council unless the circumstances

necessitating the cancellation preclude the provision of such notice. If the circumstances preclude the provision of the notice 12 hours prior to the scheduled additional meeting, the Chairperson shall provide written notice of the cancellation to each Councilmember and the Secretary to the Council at the earliest possible time prior to the scheduled additional meeting, but no less than 2 hours prior to the scheduled additional meeting.

(c) NOTICE.

- (1) Whenever an additional or special meeting is called, the Committee staff shall notify all members in writing or by electronic mail, at least twenty-four hours before the special meeting, unless at least three Committee members agree to a shorter notice. The notice shall state the date, hour, place and purpose of the meeting.
- (2) 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.
- (3) Additional or special meetings to consider emergency matters may be called upon shorter notice, if this shorter notice is agreed upon in writing by at least three of the Committee members.

**403. PROCEDURES FOR MEETINGS.**

- (a) ORDER OF BUSINESS FOR MEETINGS. Subject to subsection (b), the Committee shall conduct business for regular meetings in the following order:
  - (1) Call to order;
  - (2) Ascertainment of the presence of a quorum by the Chairperson;
  - (3) Consideration of proposed reports on and markup of pending measures assigned to the Committee under Rule 405 of the Council Rules;
  - (4) Other business, if applicable; and
  - (6) Adjournment.
- (b) 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.



- (c) 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.

#### **404. RECORDS OF MEETINGS.**

An audio or audiovisual recording of Committee meetings, hearings and roundtables shall be made. The Committee reports will serve as minutes of Committee meetings. The Chairman 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.

### **ARTICLE V – REVIEW OF AND REPORTS ON PROPOSED LEGISLATION.**

#### **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 by the Committee.
- (b) ORAL AMENDMENTS. If an amendment is orally moved during a committee meeting, it shall, upon request by the Chairperson, be reduced to writing and read by the Chairperson or committee staff. The amendment shall be made available for public inspection as soon as practical.

#### **502. REPORTS ON BILLS AND PROPOSED RESOLUTIONS.**

- (a) DRAFT REPORTS. Each bill or proposed resolution shall be accompanied by a draft report when the Committee considers it, unless the Committee votes to waive this requirement for a particular bill or proposed resolution. In the event of a waiver, the Committee shall vote on the draft report at a regularly scheduled, additional or special meeting of the Committee before filing the report and the reported bill or proposed resolution with the Secretary.
- (b) CONTENTS OF THE 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 proposed resolution, and shall contain the information required in Rule 803(d) and (e) of the Council rules.

### **503. SUPPLEMENTAL, MINORITY, AND ADDITIONAL VIEWS.**

If, at the time of approval of any measure by the Committee, any Committee member gives notice of intent to file supplemental, minority or additional views, that member shall have five days (excluding Saturdays, Sundays, and legal holidays) in which to file his or her views in writing. Such views shall be filed with the Committee Director and shall be included in the report of the Committee on that measure.

## **ARTICLE VI – HEARINGS AND INVESTIGATIONS.**

### **601. HEARING PROCEDURES.**

- (a) CALLING. The Committee shall hold a hearing or roundtable before passage of any bill. The Committee may hold a hearing or roundtable before the passage of a proposed resolution if called by the Chairperson.
- (b) NOTICE. Written notice of Committee hearings shall be given in the manner provided for in Rule 421 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 and receiving of evidence at a hearing.
- (e) QUESTIONING OF WITNESSES.
  - (1) Each member and participating non-Committee member shall have a maximum of ten minutes to question each witness until after each member or participating non-Committee member has had an opportunity to question the witness. The Chairperson shall have the discretion to allow for an additional round, or rounds, of questioning and shall determine the length of each round.
  - (2) Questioning shall proceed in the order that Committee members arrived, followed by non-Committee members.
  - (3) A witness may be questioned, with the consent of the Chairperson or presiding member, by Committee staff 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, after warning, order the removal of any disorderly person.
  - (4) Members of the public shall not commit any act tending to distract the attention of the Committee from the business before it.
- (g) **RECESS.** The Chairperson or member presiding over the hearing may recess a hearing or roundtable at any time.

## **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.

## **603. TESTIMONY UNDER OATH.**

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

## **604. DEPOSITIONS.**

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

## **605. INVESTIGATIONS**

(a) 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.

- (b) The Committee shall use, report, issue, serve, and enforce subpoenas in

accordance with Article VI of the Rules of Organization and Procedure for the Council of the District of Columbia, Council Period 22.

(c) The rights of witnesses contained in Article VI of the Rules of Organization and Procedure for the Council of the District of Columbia, Council Period 22, are incorporated by reference.

## **ARTICLE VII – NOTICE PROVISION.**

### **701. NOTICE.**

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

- (1) Posting notice in a prominent place in the Wilson Building, 1350 Pennsylvania Ave., NW, and other public buildings or public posting places;
- (2) Publication in one or more newspapers of general circulation;
- (3) Publication in the District of Columbia Register;
- (4) Mailing notice to an established mailing list of organizations and individuals as maintained by the Secretary to the Council;
- (5) Use of other news media;
- (6) Facsimile;
- (7) E-mail; or
- (8) Any other manner the Committee considers appropriate.

## **ARTICLE VIII – RULES.**

### **801. RULES OF THE COUNCIL.**

All of the 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 “Chairperson” means “Chairperson of the Committee,” and the term “Secretary” means “Committee Director or other Committee staff.” Whenever there is inconsistency between these rules and the Council Period 22 Rules, the Council Rules shall govern.

**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 five days prior to the meeting at which the proposed amendment is to be considered, unless the notice is waived by each member to whom notice is not given.

**803. FILING WITH THE COUNCIL.**

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.

**804. EFFECTIVE PERIOD.**

These rules will be effective until superseded by Rules of Organization and Procedure for the Committee on Finance and Revenue adopted in a succeeding Council Period, unless modified by a majority of the Committee members during Council Period 22.