

Remote Committee Proceedings Regulations Pursuant to House Resolution 965

A. Presence and Voting

1. Members participating remotely in a committee proceeding must be visible onscreen within the software platform when joining the proceeding for the purposes of identity verification.
2. Members participating remotely in a committee proceeding must continue to use the software platform's video function for the remainder of the time they are attending the proceeding unless they experience connectivity issues or other technical problems that render the member unable to fully participate on camera (except as provided in regulations A.3 and A.4).
3. The exception in regulation A.2 for connectivity issues or other technical problems does not apply if a point of order has been made that a quorum is not present. Members must be visible to the committee chair in order to be counted for the purpose of establishing a quorum.
4. The exception in regulation A.2 for connectivity issues or other technical problems does not apply during a vote. Members must be visible to the committee chair in order to vote.
5. Members experiencing connectivity issues or other technical problems hindering their participation in the proceeding should inform committee majority or minority staff.
6. The chair shall make a good faith effort to provide every member experiencing connectivity issues an opportunity to participate fully in the proceedings.
7. Members may not participate in more than one proceeding simultaneously.

B. Technology

1. When a proceeding is conducted at a remote "place" pursuant to section 4(a)(6) of House Resolution 965, streaming the proceeding on the committee's website constitutes sufficient public, Member, and press access for the purposes of section 4(e) of such resolution. Proceedings may be streamed on a reasonably short delay if necessary for technical reasons.
2. Any text based or private messaging function in the software platform used for virtual proceedings must be disabled unless it is used to provide technical or logistical support to members, witnesses, or staff, which may be excluded from the public video stream and will not be considered a committee record.
3. When providing notice of a remote proceeding, chairs must also provide notice of the software platform to be used for participation. Notice of such software platform constitutes proper notice of a "place" for purposes of section 4(a)(6) of House Resolution 965.
4. Members must have the opportunity to participate in a non-public rehearsal on the committee's chosen software platform prior to the first remote full committee hearing, prior to the first remotely-attended full committee markup, and prior to the first remote deposition held using that platform, and members shall be given

reasonable notice (no less than 48 hours) regarding the timing of any such rehearsal. Subcommittee chairs are encouraged to provide the same non-public rehearsal opportunities to subcommittees.

5. Members participating remotely must be provided access to technical support via telephone throughout any proceeding.
6. Only members, witnesses, temporarily designated participating staff, and necessary support staff may have participatory access on the software platform, meaning access which enables an individual to speak and be seen, as opposed to simply viewing the proceeding.
7. The committee majority staff, in consultation with the committee minority staff, must prepare a list of individuals with participatory access on the software platform and share the list with members at least 24 hours prior to any proceeding, to the greatest extent practicable.
8. Official reporters should be given direct access to the platform itself rather than the livestream.
9. Members of the press and the public may view remote proceedings via the committee website, as outlined in regulation B.1.
10. Committees must conduct remote proceedings using software platforms certified by the Chief Administrative Officer. The Chief Administrative Officer should inform committees, including the ranking minority members, each time a software platform is certified.
11. To the greatest extent practicable, the software platform used for remote proceedings must enable participants to view proceedings in a “grid view” format.
12. Committee chairs should inform the chair and ranking minority member of the Committee on House Administration of any impactful technical issues arising from conducting proceedings remotely.

C. Deliberations

1. Committee chairs must allow members participating remotely reasonable latitude when they are seeking recognition for motions, points of order, or any other procedures where timeliness is a factor in the event that there are problems with technology such as lag or having the microphone muted.
2. Members participating remotely must seek recognition verbally. It is the responsibility of the member seeking recognition to unmute their microphone prior to speaking.
3. No one may unmute a member’s microphone absent an explicit request from the member, which may be via another channel.
4. The chair or an individual designated by the chair may mute participants’ microphones when they are not under recognition for the purposes of eliminating inadvertent background noise. This policy must be carried out uniformly and should be announced at the outset of the proceeding. Members should have a clear understanding of the need to unmute their microphone each time they wish to speak.

D. Decorum

1. Member microphones may not be muted for the purposes of enforcing decorum.
2. Members participating remotely must conform to the same standards for proper attire as are required to participate in a committee proceeding in person.
3. Members and witnesses participating remotely should appear before a nonpolitical, professionally appropriate background that is minimally distracting to other members and witnesses, to the greatest extent possible.
4. Members are expected to follow proper decorum with respect to the display of exhibits when participating remotely and should refrain from displaying an exhibit when not under recognition.

E. Committee Process

1. For purposes of section 4(b) of House Resolution 965, committees will be considered to have met the requirements for conducting a meeting if they have held at least two hearings with remote participation and if they have completed a non-public business meeting rehearsal pursuant to regulation B.4. One such hearing must be at the full committee level, and the other hearing may be at the subcommittee or full committee level.
2. Committee chairs shall respect members' disparate time zones when scheduling committee proceedings.
3. Committees shall provide an electronic repository, which may be an email inbox, for the submission of motions, amendments, and other documents pursuant to section 4(c)(3) of House Resolution 965 and shall notify members regarding how to properly submit documents electronically before and during a committee proceeding.
4. Pursuant to section 4(c)(5) of House Resolution 965, in determining the order in which amendments to a measure or matter pending before a committee will be considered in a proceeding with remote participants, the chair may give priority to amendments, otherwise in order, that have been filed with the committee through the electronic repository at least 4 hours prior to the business meeting on said measure or matter.
5. Within 24 hours of declaring a recess pursuant to section 4(c)(2) of House Resolution 965 the chair shall notify members of the circumstances which required the recess to be declared.
6. Committees shall facilitate the maintenance of electronically-submitted documents as part of any committee record maintained pursuant to clause 2(e)(1) of rule XI.

F. Committee Reports

1. Committee reports shall be filed in a single comprehensive submission including: (1) the report as a single electronic document; (2) the electronic files comprising such document; and (3) an electronic file containing the reported measure. Such committee reports shall not be officially processed unless all requirements are met, and properly filed reports shall be processed in the form submitted.

2. Committee reports filed electronically remain subject to all House rules regarding such reports to the extent consistent with House Resolution 965.
3. Except for reports submitted after the receipt of separate views pursuant to clause 2(c) of rule XIII, committee reports filed electronically will be officially processed only when the House is in session. Committees must provide reasonable notice to the Clerk when the House is out of session prior to filing a report electronically upon receiving all separate views pursuant to clause 2(c) of rule XIII.
4. Committees shall consult with the Clerk regarding the appropriate manner in which to submit reports electronically pursuant to House Resolution 965.
5. Any committee report of activities submitted pursuant to clause 1(d)(1) of rule XI should include a list of proceedings conducted with remote participation.

G. Witnesses

1. Pursuant to section 4(c)(6) of House Resolution 965, witness counsel should be allowed access on the remote proceeding software platform if they are not in the physical presence of the witness. It is recommended that counsel facilitate a separate secure line of communication with the witness. A witness may not be unmuted by any other individual and should be allowed to use such secure line of communication while testifying to confer with counsel.
2. A witness may not allow an individual not invited to testify to speak on the platform when the witness is testifying remotely. A committee chair may provide exceptions on occasions where other individuals are necessary to facilitate the witness participation in the hearing (e.g. translators).

H. Depositions

1. Depositions conducted remotely shall continue to be subject to regulations, including supplemental regulations, submitted by the chair of the Committee on Rules pursuant to section 103(a)(2) of House Resolution 6.

I. Definitions

1. For purposes of section 4 of House Resolution 965 and these regulations, “proceedings” or “committee proceedings” refers to meetings, hearings, or depositions, as appropriate.
2. For purposes of section 4 of House Resolution 965 and these regulations, “remote” proceedings are proceedings conducted entirely through a software platform instead of at a physical location. “Remotely-attended” proceedings are proceedings in which one or more (or all) members are participating remotely. A member “participating remotely” is a member who is attending the proceeding using technology, and not in-person.
3. For purposes of these regulations, “mute” means to deactivate a microphone such that audio is not transmitted from the microphone to participants of the committee proceeding and “unmute” means to activate a microphone such that audio is transmitted from the microphone to participants of the committee proceeding.