

**The original documents are located in Box 13, folder “House Democratic Caucus” of the Loen and Leppert Files at the Gerald R. Ford Presidential Library.**

### **Copyright Notice**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Gerald Ford donated to the United States of America his copyrights in all of his unpublished writings in National Archives collections. Works prepared by U.S. Government employees as part of their official duties are in the public domain. The copyrights to materials written by other individuals or organizations are presumed to remain with them. If you think any of the information displayed in the PDF is subject to a valid copyright claim, please contact the Gerald R. Ford Presidential Library.

## PREAMBLE

In adopting the following rules for the Democratic Caucus, we affirm and declare that the following cardinal principles should control Democratic action:

- a. In essentials of Democratic principles and doctrine, unity.
- b. In nonessentials, and in all things not involving fidelity to party principles, entire individual independence.
- c. Party alignment only upon matters of party faith or party policy.
- d. Friendly conference and, whenever reasonably possible, party cooperation.

## STANDING RULES

## R 1. Membership

a. All Democratic Members of the House of Representatives shall be prima facie members of the Democratic Caucus.

b. Any member of the Democratic Caucus of the House of Representatives failing to abide by the rules governing the same shall thereby automatically cease to be a member of the Caucus.

## R 2. Meeting Dates

Meetings of the Democratic Caucus may be called by the chairman upon his own motion and shall be called by him whenever requested in writing by 50 members of the Caucus or at the request of the Party Leader. While the House is in session, the Democratic Caucus shall meet regularly at a time and place to be determined by the chairman, on the 3d Wednesday of each month, except January of odd numbered years. If the House not be in session on the 3d Wednesday, the monthly Caucus shall be held on the next succeeding Wednesday on which the House is in session. The chairman may cancel any monthly Caucus, but not two consecutive monthly Caucuses, provided members are given reasonable notice of such cancellation. Members of the Caucus shall not schedule committee meetings or hearings at times when the Caucus is to be in session.

## R 3. Presiding Officer

The chairman shall have the right to name any member of the Caucus to perform the duties of the Chair during the temporary absence of the chairman.

## R 4. Quorum

A quorum of the Caucus shall consist of a majority of the Democratic Members of the House. If the absence of a quorum is established, the chairman may continue the meeting for purposes of discussion only, but no motion of any kind, except a motion to adjourn, shall be in order at such continued meeting.

## R 5. Agenda

At each such monthly Caucus, Members shall have the right to place before the Caucus any question, provided written notice of such intention is (1) delivered to the office of the chairman, and (2) transmitted to all members of the Caucus not later than 5 p.m. on the 9th day immediately preceding the day of such Caucus. The chairman shall prescribe the order of business and shall provide members with an agenda at least 5 days before the Caucus. Amendments to the agenda shall be in order only if submitted to Caucus members at least 48 hours before the hour of convening and if supported in writing by 50 members.

## R 6. Rules

General parliamentary law, with such special rules as may be adopted, shall govern the meetings of the Caucus. The five-minute rule that governs the House of Representatives shall govern debate in the Democratic Caucus, unless suspended by a vote of the Caucus.

## R 7. Elections

In the election of officers and in the nomination of candidates for office in the House, a majority of those present and voting shall bind the membership of the Caucus.

No Member shall be elected to serve as Chairman, Secretary, or Assistant Secretary of the Democratic Caucus for more than two consecutive terms.

## R 8. Caucus Votes and Party Issues

In deciding upon action in the House involving party policy or principle, a two-thirds vote of those present and voting at a Caucus meeting shall bind all members of the Caucus: *Provided*, The said two-thirds vote is a majority of the full Democratic membership of the House: *And provided further*, That no member shall be bound upon questions involving a construction of the Constitution of the United States or upon which he made contrary pledges to his constituents prior to his election or received contrary instructions by resolutions or platform from his nominating authority.

Whenever any member of the Caucus shall determine, by reason of either of the exceptions provided for in the above paragraph, not to be bound by the action of the Caucus on those questions, it shall be his duty, if present, to so advise the Caucus before the adjournment of the meeting, or if not present at the meeting, to promptly notify the Democratic Leader in writing, so that the party may be advised before the matter comes to issue upon the floor of the House.

## R 9. Admittance to Caucus Meetings

No persons, except Democratic Members of the House of Representatives, a Caucus Journal Clerk, and other necessary employees, shall be admitted to the meetings of the Caucus without the express permission of the chairman.

## R 10. Journal and Notification of Policy Actions

The Caucus shall keep a journal of its proceedings, which shall be published after each meeting, and which shall be available for inspection by any member of the Caucus upon request. The yeas and nays on any question shall, at the desire of one-fifth of those present, be entered on the Journal, and a copy of each record vote shall be distributed to each Member of the Caucus. *Provided, however*, that a question shall be decided by secret ballot or other non-record vote if a majority so demand. *Provided, further*, that all votes involving the nomination or election of Members for office in the Caucus or in the House, including committee chairmanships, shall be by secret ballot unless a majority decide otherwise.

## R 11. Manual of the House Democratic Caucus

There shall be a Manual of the House Democratic Caucus which shall contain all resolutions of continuing force and effect. Said Manual shall be kept current. Topical resolutions need not be included in the Manual but shall be published in the Journal. All matter included in the Manual shall have the same affect as if it were included in the Standing Rules.



## M I. Standing Committee Memberships

A. *Committee Ratios.* Committee ratios should be established to create firm working majorities on each committee. In determining the ratio on the respective standing committees, the Speaker should provide for a *minimum* of three Democrats for each two Republicans.

B. *Seniority.* The Committee on Committees shall recommend to the Caucus nominees for chairman and membership of each committee other than the Committee on Rules for which the Democratic nominee for Speaker or Speaker as the case may be shall have exclusive nominating authority. Recommendations for committee posts need not necessarily follow seniority.

C. *Nominations for Committee Membership.* Upon a letter from a Member, signed by 50 percent or more of said Member's State Democratic Delegation, including said Member, said Member shall automatically be considered for nomination by the Committee on Committees for the committee membership position to which said Member aspires. The Chairman of the Committee on Committees shall see that such Member's name is placed in nomination. The provisions of this paragraph shall not apply with respect to nominations for the Committee on Rules.

D. *Procedures for Electing Committee Chairmen and Members.* The Democratic nominee for Speaker or Speaker as the case may be shall recommend to the Caucus nominees for chairman and membership of the Committee on Rules. Debate and balloting on any such nomination shall be subject to the same provisions as apply to the nominations of chairmen or Members of other committees. If a majority of those present and voting reject any nominee for chairman or membership of the Committee on Rules, the Democratic nominee for Speaker or Speaker as the case may be shall be entitled to submit new nominations until any such positions are filled. Chairmen: The Committee on Committees shall nominate one Member of each committee, other than the Committee on Rules, for the position of chairman and such nominations need not necessarily follow seniority. The Caucus shall vote on each nominee. If a secret ballot is demanded on any chairman nominated by the Committee on Committees, such vote will be taken by secret ballot if the demand for the same is supported by one-fifth of those present. No debate shall be allowed unless requested by a nominee or a Member who wishes to speak in opposition to a nomination provided that the request to speak in opposition is supported by three or more Members. Debate on any nomination shall be limited to 30 minutes equally divided between proponents and opponents of that nominee, such time to be further extended only by majority vote of the Caucus. If a majority of those present and voting reject its nominee for chairman, the Committee on Committees shall make a new nomination within 5 days. Five to ten days after the Committee on Committees reports such new nominations, the Caucus shall meet to consider the new nominee of the Committee on Committees and any additional nominations offered from the floor. Only Members who have been recommended for membership on the committee shall be eligible for nomination as chairman. Should additional nominations be made from the floor, debate shall be limited to 15 minutes per nominee, unless extended by majority vote of the Caucus; election shall be by secret ballot; and a majority of those present and voting a quorum being present, shall be required to elect.

The Committee on Committees shall make recommendations to the Caucus regarding the assignment of Members to each committee other than the Committee on Rules, one committee at a time. Upon a demand supported by 10 or more Members, a separate vote shall be had on any member of the committee. If any such motion prevails, the committee list of that particular committee shall be considered recommitted to the Committee on Committees for the sole purpose of implementing the direction of the Caucus. Also, such demand, if made and properly supported, shall be debated for no more than 30 minutes with the time equally divided between proponents and opponents. If the Caucus and the Committee on Committees be in disagreement after completion of the procedure herein provided, the Caucus may make final and complete disposition of the matter.

E. *Rules for Making Committee Assignments.* For the purposes of this section the following committee designations shall apply:

- (1) Appropriations; Ways and Means; and Rules Committee shall be "exclusive" committees.
- (2) Agriculture; Armed Services; Banking, Currency and Housing; Education and Labor; Foreign Affairs; Commerce and Health; Judiciary; and Public Works and Transportation shall be considered "major" committees.
- (3) Budget; Government Operations; House Administration; Interior and Insular Affairs; Internal Security; Merchant Marine and Fisheries; Post Office and Civil Service; Science and Technology; Small Business; Veterans' Affairs; and District of Columbia shall be considered "nonmajor" committees.
  - a. No Democratic Member of an exclusive committee shall also serve on another exclusive, major, or non-major committee.
  - b. Each Democratic Member shall be entitled to serve on one but only one exclusive or one major committee.
  - c. No Democratic Member shall serve on more than one major and one nonmajor committee or two nonmajor committees.
  - d. Members who served as members of the Select Committee on Small Business or the Small Business Subcommittee of the Committee on Banking and Currency on October 8, 1974, shall not be deemed to be in violation of the provisions of this clause by reason of membership on the Small Business Committee.
  - e. Members of the Budget Committee as of December 1, 1974, shall not be deemed to be in violation of the provisions of this clause by reason of their Budget Committee membership and Members of the Appropriations and Ways and Means Committees shall be eligible for membership on the Budget Committee as provided by law, notwithstanding the provisions of subsection a.

## M II. Standing Full Committee and Subcommittee Chairmanships

A. The chairman of a full committee shall not be the chairman of more than one subcommittee on such full committee and shall insofar as practicable permit subcommittee chairman of other subcommittees to handle legislation on the floor which has been reported by their subcommittee.

B. No Member shall be chairman of more than one legislative subcommittee. A subcommittee chairman shall be entitled to select and designate at least one staff member for said subcommittee, subject to the approval of a majority of the Democratic Members of said full committee. Said staff member shall be compensated at a salary commensurate with the responsibilities prescribed by said subcommittee chairman. The staff members' compensation shall be provided out of appropriated amounts, if any, rather than statutory amounts allowed each committee.

C. No Member shall be a member of more than two committees with legislative jurisdiction.

D. The following committees shall be exempt from the three immediately preceding provisions: House Administration; Standards of Official Conduct; House Recording; House Beauty Shop; and Joint Committees.

E. A Member who served as chairman or subcommittee chairman of the Select Committee on Small Business or as subcommittee chairman of the Small Business Subcommittee of the Banking and Currency Committee as of October 8, 1974, shall not be deemed to be in violation of the provisions of this clause because of service as chairman or subcommittee chairman on the Small Business Committee. The chairman of a major or exclusive full committee shall not serve simultaneously as the chairman of any other full, select or joint committee.

F. Members of the Budget Committee shall be eligible for subcommittee chairmanships on such committee without regard to the first sentence of section B.

## M III. Committee and Subcommittee Organization and Procedure

A. At the start of each Congress, the chairman of each standing committee or other committee with legislative jurisdiction shall call a meeting of all of the Democratic Members of the committee, giving at least 3 days notice to all Democratic Members of the committee. Said meeting shall be called subsequent to the House Democratic Caucus approval of the committee lists but prior to any organizational meeting of the full committee. Such Caucus shall fill the positions of subcommittee chairmen and subcommittee members in accordance with procedures described in sections M. V. A and M. V. B and shall approve and secure adoption of committee rules incorporating the following principles:

- (1) *Jurisdiction and number of subcommittees.* The Democratic Caucus of each committee shall establish the number of subcommittees and shall fix the jurisdiction of each subcommittee.
- (2) *Powers and duties of subcommittees.* Each subcommittee is authorized to meet, hold hearings, receive evidence and report to the committee on all matters referred to it. Subcommittee chairmen shall set meeting dates after consultation with the chairman and other subcommittee chairmen with a view toward avoiding simultaneous scheduling of committee and subcommittee meetings or hearings wherever possible.



# MANUAL—CONTINUED

- N.B. (3) *Reference of legislation and other matters.* All legislation and other matters referred to a committee shall be referred to the subcommittee of appropriate jurisdiction within 2 weeks unless, by majority vote of the Democratic Members of the full committee, consideration is to be by the full committee.
- N.B. (4) *Party ratios.* The Democratic Caucus of each committee shall determine an appropriate ratio of Democratic to minority party members for each subcommittee and shall authorize a Member or Members to negotiate that ratio with the minority party; *Provided, however,* That party representation on each subcommittee, including any ex-officio members, shall be no less favorable to the Democratic Party than the ratio for the full committee. *Provided, further,* That Democratic Party representation on conference committees also shall be no less favorable to the Democratic Party than the ratio for the full House committee.
- (5) *Subcommittee budget and staffing.* Subject to overall control of a majority of the Democratic Caucus on the committee, each subcommittee shall have an adequate budget to discharge its responsibilities for legislation and oversight. All subcommittee staff shall be selected in the manner provided in II (B) of this Manual.

## M IV. Periodic Committee Caucuses

A. There shall be a Democratic Caucus of each standing committee and any other committee with legislative jurisdiction consisting of all Democratic Members of the committee. Meetings of the Caucus may be called by the chairman or a majority of the Democratic Members of the committee with due notice to all Caucus Members. A quorum of the Democratic Caucus on each committee shall consist of a majority of the Democratic Members assigned thereto. All actions by the Democratic Caucus of said committees shall require a majority of those voting, a quorum being present. Upon written request of 10 Democratic Members of any committee or upon the written request of a majority of the Democratic Members, whichever is less, addressed to the chairman thereof to hold a Caucus of the Democratic Members, said chairman shall call such Caucus within 10 days of such request. Said request shall contain the subject matter for discussion at such Caucus.

## M V. Rules for Making Subcommittee Assignments

A. *Subcommittee Chairmen.* At the Democratic Caucus described in section M III. A, Democratic Members of the committee shall have the right, in order of full committee seniority, or seniority on the subcommittee concerned, as the Democratic Caucus on the committee may determine, to bid for subcommittee chairmanships. Any such request shall be subject to approval by a majority of those present and voting in the Democratic Caucus on the committee. If the committee Caucus rejects a subcommittee chairmanship bid, the next senior Democratic Member may bid for the position as in the first instance. *Provided however,* That the full Democratic Caucus also shall vote on each Member nominated to serve as chairman of an Appropriations subcommittee following the same procedure set forth in Caucus Rules for the election of standing committee chairmen.

B. *Subcommittee Membership.* All Democratic subcommittee positions on House standing committees shall be filled at the Democratic Committee Caucus described in section M III. A in the following manner:

- (1) Step One—Members who served on the committee in the preceding Congress shall be entitled to retain not more than two subcommittee assignments held on that committee in the preceding Congress. Members chosen as subcommittee chairmen in accord with the procedure set forth in section M V. A shall be entitled to retain only one other subcommittee assignment held on that committee in the preceding Congress.
- (2) Step Two—Members who retain no subcommittee assignments in Step One and new Members shall be entitled, in order of their ranking on the full committee, to select one subcommittee position each.
- (3) Step Three—Members who have selected only one subcommittee assignment shall be entitled, in order of their ranking on the full committee, to select a second subcommittee assignment, to the extent that subcommittee size permits.
- (4) Step Four—Any remaining subcommittee vacancies shall be filled by additional rounds of selection in order of Members' ranking on the full committee.
- (5) If a committee Caucus determines, as described in section M V. A, that Members may bid for subcommittee chairmanships by subcommittee rather than full committee seniority, the ranking Members on each subcommittee shall be determined by the order in which Members elect to go on the subcommittee.

## M VI. Appointments to Joint and Select Committees, Boards, and Commissions

In those instances where the Speaker has the power to appoint Members to joint and select committees, boards, and commissions, due consideration should be given to sharing the workload and responsibility among qualified Members of the House who have indicated an interest in the subject matter of the committee, board, or commission, and have expressed a willingness to actively participate in its deliberations and operations. All Members serving on joint and select committees, boards, and commissions by virtue of appointment by the Speaker shall be considered to have completed their tenure and their positions deemed to be vacant until filled by appointment or reappointment by the Speaker.

## M VII. House Democratic Policy and Steering Committee

There should be a House Democratic Steering and Policy Committee constituted as follows:

a. *Membership.* The Democratic Steering and Policy Committee shall consist of the elected Democratic leadership (the Speaker, Majority Leader, and Caucus Chairman), 12 Members who shall be elected from 12 equal regions as set forth below, and not to exceed eight Members who shall be appointed by the Speaker. (*Provided,* that in the 93d and 94th Congresses, five of the eight appointees shall be the Whip and the four Deputy Whips) and the Speaker is authorized to appoint one additional Member for the 94th Congress only. The size of the committee shall be reviewed at the start of the 94th Congress and consideration shall be given to reducing the number of appointive Members thereto.

b. *Organization and Procedure.* The Speaker shall serve as Chairman of the committee, the Majority Leader as Vice Chairman, and the Caucus Chairman as Second Vice Chairman. The committee shall adopt its own rules which shall be in writing; shall keep a journal of its proceedings; and shall meet at least once each month while the House is in session and upon the call of the Chairman or whenever requested in writing by four of its Members. In addition, the committee may authorize the Chairman to appoint ad hoc committees from among the entire membership of the Caucus to conduct special studies or investigations whenever necessary.

c. *Functions.* The committee shall make recommendations regarding party policy, legislative priorities, scheduling of matters for House or Caucus action, and other matters as appropriate to further Democratic programs and policies.

d. *Regions.* The 50 States (and other areas represented in the House) shall be divided into 12 compact and contiguous regions, each containing approximately one-twelfth of the Members of the Democratic Caucus. At the beginning of each Congress, the Speaker (or Minority Leader if Democrats are in the minority) shall submit to the Caucus for its approval changes necessary to maintain, as near as practicable, an equal number of Members in each region. The proposed changes and a list of Members in each region indicating the total years of service for each as of the start of that Congress shall be made available to Members of the Caucus at least 10 days before a Caucus which shall meet no later than March 1 of odd-numbered years to approve or amend the regions.

e. *Regional Elections.* Each region shall meet no later than March 30 in odd-numbered years to elect its representatives to the committee. Such regional elections shall be held at a time determined by the Chairman of the Steering and Policy Committee and announced by written notice at least 10 days in advance. The Chairman shall also designate a Member from each region to call that region's election meeting to order and to preside until a permanent presiding officer is elected, which shall be the first order of business. If at such meeting, the election of a Member to the Steering and Policy Committee does not take place due to lack of a quorum, the Chairman shall reschedule the meeting as soon as practicable, provided Members are given at least 48 hours notice in writing of when and where the rescheduled meeting will be held. Nominations may be made from the floor or in advance of the election meeting.



# MANUAL—CONTINUED

by written notice signed by two Members from the region other than the nominee. Written nominations must be delivered to the Steering and Policy Committee office not later than 5 p.m. on the second day immediately preceding the day of the election meeting and mailed to all Members of the Caucus in that region not later than midnight of the second day immediately preceding the day of the election meeting. Following the close of advance nominations, a ballot shall be prepared for each region containing the names of candidates nominated in advance for election from the region. Candidates shall be listed in alphabetical order and all ballots shall contain space to write in the names of Members nominated from the floor. One-half of the Members of a region shall constitute a quorum for an election and a majority of those present and voting shall be required to elect. If more than one ballot be required, the candidate receiving the fewest votes on each ballot shall be eliminated from all succeeding votes until one candidate receives a majority of the votes cast. If a region's representative in the preceding Congress had completed 12 or more years service at the start of said Congress, he or she shall be succeeded by a Member who has less than 12 years service. This provision shall not apply to the re-election of an incumbent Member of the committee who is entitled to seek another term.

f. *Terms of Service.* Each regionally elected Member of the committee shall serve for a term of two years, or until his successor is elected. In the event of a vacancy the region shall elect a successor to fill the unexpired term. No Member shall be elected or appointed to more than two consecutive full terms. However, six of the 12 members elected in the 93d Congress—as determined by lot at the first meeting of the committee—shall not be eligible for re-election in the 94th Congress.

## M VIII. Committee on Organization, Study and Review

The Caucus Chairman shall appoint a committee on Organization, Study and Review for the purposes of review of the Caucus Rules and Manual as circumstances may indicate, with no powers other than those recommending action to the Caucus.

## M IX. Closed Rule Restriction

(a) It shall be the policy of the Democratic Caucus that no committee chairman or designee shall seek, and the Democratic Members of the Rules Committee shall not support, any rule or order prohibiting any germane amendment to any bill reported from committee until four (4) legislative days have elapsed following notice in the Congressional Record of an intention to do so.

(b) If, within the four (4) legislative days following said notice in the Congressional Record, 50 or more Democratic Members give written notice to the chairman of the committee seeking the rule and to the chairman of the Rules Committee that they wish to offer a particular germane amendment, the chairman or designee shall not seek and the Democratic Members of the Rules Committee shall not support, any rule or order relating to the bill or resolution involved until the Democratic Caucus has met and decided whether the proposed amendment should be allowed to be considered in the House.

(c) If 50 or more Democratic Members give notice as provided in subsection (b) above, then, notwithstanding the provisions of Caucus Rule No. 5, the Caucus shall meet for such purpose within three (3) legislative days following a request for such a Caucus to the Speaker and the chairman of the Democratic Caucus by said committee chairman or designee.

(d) *Provided, further,* that notices referred to above also shall be submitted to the Speaker, the Majority Leader, and the chairman of the Democratic Caucus.

## M X. Budget Committee

A. *Party Ratio.* The Budget Committee shall consist of not less than 14 Democrats and 9 Republicans, and the ratio on said committee shall be readjusted at the start of the 94th Congress to at least reflect any increase in Democratic membership in the House.

B. *Leadership Member.* The Speaker shall appoint the leadership member of the committee.

C. *Nomination of Other Members.* The chairman of the Appropriations Committee shall nominate three of the Democratic Members of that committee, the chairman of the Ways and Means Committee shall nominate three of the Democratic Members of that committee, and the chairman of the Steering and Policy Committee shall nominate seven Members of other committees. A list of said nominees shall be distributed to all Members of the Caucus at least 9 days prior to the election meeting. Members shall then have 7 days to nominate additional candidates by written notice signed by five Members other than the nominee. Written nominations must be delivered to the offices of the Caucus chairman and the Caucus secretary not later than noon on the second day immediately preceding the election meeting, and the Caucus chairman or secretary shall mail a list of all nominees to Members of the Caucus that same day.

D. *Election Procedure.* Election shall be by ballot which lists all candidates by category (Appropriations, Ways and Means, other committees) in the order they were nominated, and a majority shall be required to elect.

E. *Election of Chairman.* Following election of all Democratic Members, the Caucus shall elect one of said Members to serve as chairman. Nominating speeches shall not exceed 3 minutes per nominee and seconding speeches shall not exceed 1 minute and shall be limited to two per nominee. Election shall be by ballot and a majority shall be required to elect.

F. *Service Limitations.* The following limitations shall apply to Members of the Budget Committee:

- (1) The Democratic Members elected in 1974 shall serve on an interim basis for the remainder of the 93d Congress only. A new election shall be held at the start of the 94th Congress and half of the Members elected at that time (to be determined by lot at the first meeting following election) shall not be eligible for reelection at the start of the 95th Congress.
- (2) The chairman of the Budget Committee shall not serve simultaneously as chairman of any other standing committee.
- (3) No Member shall serve as a Member of the Budget Committee during more than two Congresses in any period of five successive Congresses beginning after 1974 (disregarding for this purpose any service performed as a Member of such committee for less than a full session in any Congress). All selections of Members to serve on the committee shall be made without regard to seniority.

## M XI. Election Procedure for Ways and Means Vacancies

*Resolved,* That for the 94th Congress the Democratic Caucus shall elect Democratic Members to fill vacancies on the Ways and Means Committee in accord with the following procedure:

- (1) *Nominations.* The Democratic Committee on Committees shall nominate one Member for each Democratic vacancy to be filled on the Ways and Means Committee and shall distribute the name(s) of such nominee(s) to all Members of the Democratic Caucus at least 9 days prior to the election meeting. Members shall then have 7 days to nominate additional candidates by written notice signed by 5 Democratic Members other than the nominee. Written nominations must be delivered to the offices of the Caucus chairman and the Caucus secretary not later than noon at the second day immediately preceding the election meeting, and the Caucus chairman or secretary shall mail a list of all nominees to Members of the Caucus that same day.
- (2) *Election Procedure.* Election shall be by ballot which lists all candidates in the order they were nominated, and a majority shall be required to elect; *Provided, however,* that any ballot which contains votes for more or fewer candidates than there are vacancies to be filled shall not be counted.
- (3) *Previous Members.* The nomination of any Member who served on the committee in the preceding Congress shall be reported by the Committee on Committees for action by the Caucus in the same manner as is provided for nomination of Members to other standing committees.

BILL CHAPPELL  
4TH DISTRICT, FLORIDA

1124 LONGWORTH OFFICE BUILDING  
WASHINGTON, D.C. 20515  
(202) 225-4035

COMMITTEES:  
APPROPRIATIONS

SUBCOMMITTEES:  
HUD-SPACE-SCIENCE-VETERANS  
FOREIGN OPERATIONS  
DISTRICT OF COLUMBIA

**Congress of the United States**  
**House of Representatives**  
**Washington, D.C. 20515**

*Five Demo Caucus Rules*

DISTRICT OFFICES:  
258 FEDERAL BUILDING  
OCALA, FLORIDA 32670  
(904) 629-0039

523 NORTH HALIFAX  
DAYTONA BEACH, FLORIDA 32018  
(904) 253-7632

P.O. Box 35086  
400 W. BAY STREET—ROOM 727  
JACKSONVILLE, FLORIDA 32202  
(904) 791-3675

Honorable Phil Burton, Chairman  
Democratic Caucus  
2454 Rayburn Building  
Inside Mail

Re: Agenda for Regular Democratic Caucus

Dear Mr. Chairman:

In accordance with Standing Rule 5, it is the intent of the below indicated members to place before the Caucus, during the Regular Caucus meeting on April 16, 1975, the following amendments:

First, to make Caucus rules, unless specifically exempted applicable to both Regular and Special Caucus meetings, and

Second, to provide for a Caucus open to the public, except under certain specified situations.

Specifically, the amendments we plan to offer are as follows:

1. To amend Standing Rule 5 of the "Preamble and Rules adopted by the Democratic Caucus" by adding the sentence ending "unless suspended by a vote of the Caucus", the following:

"The rules and procedures specified herein shall apply to both Regular and Special Caucus meetings."

2. To strike in its entirety Standing Rule 9 of the "Preamble and Rules adopted by the Democratic Caucus" and substitute the following:



PLEASE RESPOND TO:

☐ WASHINGTON

☐ OCALA

☐ DAYTONA BEACH

☐ JACKSONVILLE



Honorable Phil Burton  
Page 2


"9. Admittance to Caucus Meetings

Each Caucus meeting, Regular or Special, shall be open to the public except when the Caucus, in open session and with a quorum present, determines by rollcall vote that all or part of the remainder of the meeting on that day shall be closed because disclosure of testimony, evidence, or other matters to be considered would endanger the national security."

We feel that these changes are essential in order to better inform the American people as to the truly democratic functioning of its majority party and to ensure that all members are afforded adequate time to study major policy matters, before these questions are considered in Special Caucus meetings.

Sincerely,

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



SIGNATORIES TO PROPOSED AMENDMENTS TO OPEN THE DEMOCRATIC CAUCUS

Bella Abzug

Ike Andrews

Charles Bennett

Daniel R. Bowen

John Breaux

Jack Brinkley

Omar Burleson

Goodlow Byron

Bill Chappell

Norman D'Amours

Dan Daniel

Mendel Davis

John H. Dent

Butler Derrick

Thomas Downing

Robert Duncan

Glenn English

Dante Fascell

John J. Flynt, Jr.

Don Fuqua

Joseph M. Gaydos

Bo Ginn

Henry Gonzales

F. Edward Hebert

Bill Hefner

Floyd V. Hicks

Carroll Hubbarb

Richard H. Ichord

James R. Jones

Walter Jones

Barbara Jordan

Elliott H. Levitas

Marilyn Lloyd

Gillis Long

James R. Mann

Dawson Mathis

Robert H. Mollohan

G. V. Montgomery

Thomas E. Morgan

J. P. Murtha

Bill Nichols

Edward W. Pattison

Edward Patten

Jake Pickle

Fred B. Rooney

Charles Rose

Leo J. Ryan

James Scheuer

Pat Schroeder

Robert Sikes

Bernie Sisk

John Slack

James V. Stanton

Robert G. Stephens, Jr.





Samuel Stratton

Leonor K. Sullivan

Olin Teague

Ray Thornton

Lionel Van Deerlin

Joe D. Waggoner, Jr.

Andrew Young



THE WHITE HOUSE

WASHINGTON

January 29, 1975

MEMORANDUM FOR:

DON RUMSFELD

JACK MARSH

THRU:

MAX FRIEDERSDORF

VERN LOEN VL

FROM:

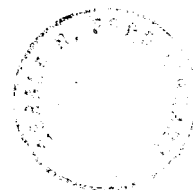
CHARLIE LEPPERT

SUBJECT:

House Democratic Caucus Rules

Attached for your information is a copy of the House Democratic Caucus Rules and Manual as adopted by the Democratic Caucus of the 94th Congress.

cc: Bennett





# THE DEMOCRATIC CAUCUS

## PREAMBLE

In adopting the following rules for the Democratic Caucus, we affirm and declare that the following cardinal principles should control Democratic action:

- a. In essentials of Democratic principles and doctrine, unity.
- b. In nonessentials, and in all things not involving fidelity to party principles, entire individual independence.
- c. Party alignment only upon matters of party faith or party policy.
- d. Friendly conference and, whenever reasonably possible, party cooperation.

## STANDING RULES

### R 1. Membership

a. All Democratic Members of the House of Representatives shall be prima facie members of the Democratic Caucus.

b. Any member of the Democratic Caucus of the House of Representatives failing to abide by the rules governing the same shall thereby automatically cease to be a member of the Caucus.

### R 2. Meeting Dates

Meetings of the Democratic Caucus may be called by the chairman upon his own motion and shall be called by him whenever requested in writing by 50 members of the Caucus or at the request of the Party Leader. While the House is in session, the Democratic Caucus shall meet regularly at a time and place to be determined by the chairman, on the 3d Wednesday of each month, except January of odd numbered years. If the House not be in session on the 3d Wednesday, the monthly Caucus shall be held on the next succeeding Wednesday on which the House is in session. The chairman may cancel any monthly Caucus, but not two consecutive monthly Caucuses, provided members are given reasonable notice of such cancellation. Members of the Caucus shall not schedule committee meetings or hearings at times when the Caucus is to be in session.

### R 3. Presiding Officer

The chairman shall have the right to name any member of the Caucus to perform the duties of the Chair during the temporary absence of the chairman.

### R 4. Quorum

A quorum of the Caucus shall consist of a majority of the Democratic Members of the House. If the absence of a quorum is established, the chairman may continue the meeting for purposes of discussion only, but no motion of any kind, except a motion to adjourn, shall be in order at such continued meeting.

### R 5. Agenda

At each such monthly Caucus, Members shall have the right to place before the Caucus any question, provided written notice of such intention is (1) delivered to the office of the chairman, and (2) transmitted to all members of the Caucus not later than 5 p.m. on the 9th day immediately preceding the day of such Caucus. The chairman shall prescribe the order of business and shall provide members with an agenda at least 5 days before the Caucus. Amendments to the agenda shall be in order only if submitted to Caucus members at least 48 hours before the hour of convening and if supported in writing by 50 members.

### R 6. Rules

General parliamentary law, with such special rules as may be adopted, shall govern the meetings of the Caucus. The five-minute rule that governs the House of Representatives shall govern debate in the Democratic Caucus, unless suspended by a vote of the Caucus.

### R 7. Elections

In the election of officers and in the nomination of candidates for office in the House, a majority of those present and voting shall bind the membership of the Caucus.

No Member shall be elected to serve as Chairman, Secretary, or Assistant Secretary of the Democratic Caucus for more than two consecutive terms.

### R 8. Caucus Votes and Party Issues

In deciding upon action in the House involving party policy or principle, a two-thirds vote of those present and voting at a Caucus meeting shall bind all members of the Caucus: *Provided*, The said two-thirds vote is a majority of the full Democratic membership of the House: *And provided further*, That no member shall be bound upon questions involving a construction of the Constitution of the United States or upon which he made contrary pledges to his constituents prior to his election or received contrary instructions by resolutions or platform from his nominating authority.

Whenever any member of the Caucus shall determine, by reason of either of the exceptions provided for in the above paragraph, not to be bound by the action of the Caucus on those questions, it shall be his duty, if present, to so advise the Caucus before the adjournment of the meeting, or if not present at the meeting, to promptly notify the Democratic Leader in writing, so that the party may be advised before the matter comes to issue upon the floor of the House.

### R 9. Admittance to Caucus Meetings

No persons, except Democratic Members of the House of Representatives, a Caucus Journal Clerk, and other necessary employees, shall be admitted to the meetings of the Caucus without the express permission of the chairman.

### R 10. Journal and Notification of Policy Actions

The Caucus shall keep a journal of its proceedings, which shall be published after each meeting, and which shall be available for inspection by any member of the Caucus upon request. The yeas and nays on any question shall, at the desire of one-fifth of those present, be entered on the Journal, and a copy of each record vote shall be distributed to each Member of the Caucus. *Provided, however*, that a question shall be decided by secret ballot or other non-record vote if a majority so demand. *Provided, further*, that all votes involving the nomination or election of Members for office in the Caucus or in the House, including committee chairmanships, shall be by secret ballot unless a majority decide otherwise.

### R 11. Manual of the House Democratic Caucus

There shall be a Manual of the House Democratic Caucus which shall contain all resolutions of continuing force and effect. Said Manual shall be kept current. Topical resolutions need not be included in the Manual but shall be published in the Journal. All matter included in the Manual shall have the same effect as if it were included in the Standing Rules.



#### M I. Standing Committee Memberships

A. *Committee Ratios.* Committee ratios should be established to create firm working majorities on each committee. In determining the ratio on the respective standing committees, the Speaker should provide for a *minimum* of three Democrats for each two Republicans.

B. *Seniority.* The Committee on Committees shall recommend to the Caucus nominees for chairman and membership of each committee other than the Committee on Rules for which the Democratic nominee for Speaker or Speaker as the case may be shall have exclusive nominating authority. Recommendations for committee posts need not necessarily follow seniority.

C. *Nominations for Committee Membership.* Upon a letter from a Member, signed by 50 percent or more of said Member's State Democratic Delegation, including said Member, said Member shall automatically be considered for nomination by the Committee on Committees for the committee membership position to which said Member aspires. The Chairman of the Committee on Committees shall see that such Member's name is placed in nomination. The provisions of this paragraph shall not apply with respect to nominations for the Committee on Rules.

D. *Procedures for Electing Committee Chairmen and Members.* The Democratic nominee for Speaker or Speaker as the case may be shall recommend to the Caucus nominees for chairman and membership of the Committee on Rules. Debate and balloting on any such nomination shall be subject to the same provisions as apply to the nominations of chairmen or Members of other committees. If a majority of those present and voting reject any nominee for chairman or membership of the Committee on Rules, the Democratic nominee for Speaker or Speaker as the case may be shall be entitled to submit new nominations until any such positions are filled. Chairmen: The Committee on Committees shall nominate one Member of each committee, other than the Committee on Rules, for the position of chairman and such nominations need not necessarily follow seniority. The Caucus shall vote on each nominee. If a secret ballot is demanded on any chairman nominated by the Committee on Committees, such vote will be taken by secret ballot if the demand for the same is supported by one-fifth of those present. No debate shall be allowed unless requested by a nominee or a Member who wishes to speak in opposition to a nomination provided that the request to speak in opposition is supported by three or more Members. Debate on any nomination shall be limited to 30 minutes equally divided between proponents and opponents of that nominee, such time to be further extended only by majority vote of the Caucus. If a majority of those present and voting reject its nominee for chairman, the Committee on Committees shall make a new nomination within 5 days. Five to ten days after the Committee on Committees reports such new nominations, the Caucus shall meet to consider the new nominee of the Committee on Committees and any additional nominations offered from the floor. Only Members who have been recommended for membership on the committee shall be eligible for nomination as chairman. Should additional nominations be made from the floor, debate shall be limited to 15 minutes per nominee, unless extended by majority vote of the Caucus; election shall be by secret ballot; and a majority of those present and voting a quorum being present, shall be required to elect.

The Committee on Committees shall make recommendations to the Caucus regarding the assignment of Members to each committee other than the Committee on Rules, one committee at a time. Upon a demand supported by 10 or more Members, a separate vote shall be had on any member of the committee. If any such motion prevails, the committee list of that particular committee shall be considered recommitted to the Committee on Committees for the sole purpose of implementing the direction of the Caucus. Also, such demand, if made and properly supported, shall be debated for no more than 30 minutes with the time equally divided between proponents and opponents. If the Caucus and the Committee on Committees be in disagreement after completion of the procedure herein provided, the Caucus may make final and complete disposition of the matter.

E. *Rules for Making Committee Assignments.* For the purposes of this section the following committee designations shall apply:

- (1) Appropriations; Ways and Means; and Rules Committee shall be "exclusive" committees.
- (2) Agriculture; Armed Services; Banking, Currency and Housing; Education and Labor; Foreign Affairs; Commerce and Health; Judiciary; and Public Works and Transportation shall be considered "major" committees.
- (3) Budget; Government Operations; House Administration; Interior and Insular Affairs; Internal Security; Merchant Marine and Fisheries; Post Office and Civil Service; Science and Technology; Small Business; Veterans' Affairs; and District of Columbia shall be considered "nonmajor" committees.

a. No Democratic Member of an exclusive committee shall also serve on another exclusive, major, or non-major committee.

b. Each Democratic Member shall be entitled to serve on one but only one exclusive or one major committee.

c. No Democratic Member shall serve on more than one major and one nonmajor committee or two nonmajor committees.

d. Members who served as members of the Select Committee on Small Business or the Small Business Subcommittee of the Committee on Banking and Currency on October 8, 1974, shall not be deemed to be in violation of the provisions of this clause by reason of membership on the Small Business Committee.

e. Members of the Budget Committee as of December 1, 1974, shall not be deemed to be in violation of the provisions of this clause by reason of their Budget Committee membership and Members of the Appropriations and Ways and Means Committees shall be eligible for membership on the Budget Committee as provided by law, notwithstanding the provisions of subsection a.

#### M II. Standing Full Committee and Subcommittee Chairmanships

A. The chairman of a full committee shall not be the chairman of more than one subcommittee on such full committee and shall insofar as practicable permit subcommittee chairman of other subcommittees to handle legislation on the floor which has been reported by their subcommittee.

B. No Member shall be chairman of more than one legislative subcommittee. A subcommittee chairman shall be entitled to select and designate at least one staff member for said subcommittee, subject to the approval of a majority of the Democratic Members of said full committee. Said staff member shall be compensated at a salary commensurate with the responsibilities prescribed by said subcommittee chairman. The staff members' compensation shall be provided out of appropriated amounts, if any, rather than statutory amounts allowed each committee.

C. No Member shall be a member of more than two committees with legislative jurisdiction.

D. The following committees shall be exempt from the three immediately preceding provisions: House Administration; Standards of Official Conduct; House Recording; House Beauty Shop; and Joint Committees.

E. A Member who served as chairman or subcommittee chairman of the Select Committee on Small Business or as subcommittee chairman of the Small Business Subcommittee of the Banking and Currency Committee as of October 8, 1974, shall not be deemed to be in violation of the provisions of this clause because of service as chairman or subcommittee chairman on the Small Business Committee. The chairman of a major or exclusive full committee shall not serve simultaneously as the chairman of any other full, select or joint committee.

F. Members of the Budget Committee shall be eligible for subcommittee chairmanships on such committee without regard to the first sentence of section B.

#### M III. Committee and Subcommittee Organization and Procedure

A. At the start of each Congress, the chairman of each standing committee or other committee with legislative jurisdiction shall call a meeting of all of the Democratic Members of the committee, giving at least 3 days notice to all Democratic Members of the committee. Said meeting shall be called subsequent to the House Democratic Caucus approval of the committee lists but prior to any organizational meeting of the full committee. Such Caucuses shall fill the positions of subcommittee chairmen and subcommittee members in accordance with procedures described in sections M. V. A and M. V. B and shall approve and secure adoption of committee rules incorporating the following principles:

- (1) *Jurisdiction and number of subcommittees.* The Democratic Caucus of each committee shall establish the number of subcommittees and shall fix the jurisdiction of each subcommittee.
- (2) *Powers and duties of subcommittees.* Each subcommittee is authorized to meet, hold hearings, receive evidence and report to the committee on all matters referred to it. Subcommittee chairmen shall set meeting dates after consultation with the chairman and other subcommittee chairmen with a view toward avoiding simultaneous scheduling of committee and subcommittee meetings or hearings wherever possible.



# MANUAL—CONTINUED

- N.B. (3) *Reference of legislation and other matters.* All legislation and other matters referred to a committee shall be referred to the subcommittee of appropriate jurisdiction within 2 weeks unless, by majority vote of the Democratic Members of the full committee, consideration is to be by the full committee.
- N.B. (4) *Party ratios.* The Democratic Caucus of each committee shall determine an appropriate ratio of Democratic to minority party members for each subcommittee and shall authorize a Member or Members to negotiate that ratio with the minority party; *Provided, however,* That party representation on each subcommittee, including any ex-officio members, shall be no less favorable to the Democratic Party than the ratio for the full committee. *Provided, further,* That Democratic Party representation on conference committees also shall be no less favorable to the Democratic Party than the ratio for the full House committee.
- (5) *Subcommittee budget and staffing.* Subject to overall control of a majority of the Democratic Caucus on the committee, each subcommittee shall have an adequate budget to discharge its responsibilities for legislation and oversight. All subcommittee staff shall be selected in the manner provided in II (B) of this Manual.

## M IV. Periodic Committee Caucuses

A. There shall be a Democratic Caucus of each standing committee and any other committee with legislative jurisdiction consisting of all Democratic Members of the committee. Meetings of the Caucus may be called by the chairman or a majority of the Democratic Members of the committee with due notice to all Caucus Members. A quorum of the Democratic Caucus on each committee shall consist of a majority of the Democratic Members assigned thereto. All actions by the Democratic Caucus of said committees shall require a majority of those voting, a quorum being present. Upon written request of 10 Democratic Members of any committee or upon the written request of a majority of the Democratic Members, whichever is less, addressed to the chairman thereof to hold a Caucus of the Democratic Members, said chairman shall call such Caucus within 10 days of such request. Said request shall contain the subject matter for discussion at such Caucus.

## M V. Rules for Making Subcommittee Assignments

A. *Subcommittee Chairmen.* At the Democratic Caucus described in section M III. A, Democratic Members of the committee shall have the right, in order of full committee seniority, or seniority on the subcommittee concerned, as the Democratic Caucus on the committee may determine, to bid for subcommittee chairmanships. Any such request shall be subject to approval by a majority of those present and voting in the Democratic Caucus on the committee. If the committee Caucus rejects a subcommittee chairmanship bid, the next senior Democratic Member may bid for the position as in the first instance. *Provided however,* That the full Democratic Caucus also shall vote on each Member nominated to serve as chairman of an Appropriations subcommittee following the same procedure set forth in Caucus Rules for the election of standing committee chairmen.

B. *Subcommittee Membership.* All Democratic subcommittee positions on House standing committees shall be filled at the Democratic Committee Caucus described in section M III. A in the following manner:

- (1) Step One—Members who served on the committee in the preceding Congress shall be entitled to retain not more than two subcommittee assignments held on that committee in the preceding Congress. Members chosen as subcommittee chairmen in accord with the procedure set forth in section M V. A shall be entitled to retain only one other subcommittee assignment held on that committee in the preceding Congress.
- (2) Step Two—Members who retain no subcommittee assignments in Step One and new Members shall be entitled, in order of their ranking on the full committee, to select one subcommittee position each.
- (3) Step Three—Members who have selected only one subcommittee assignment shall be entitled, in order of their ranking on the full committee, to select a second subcommittee assignment, to the extent that subcommittee size permits.
- (4) Step Four—Any remaining subcommittee vacancies shall be filled by additional rounds of selection in order of Members' ranking on the full committee.
- (5) If a committee Caucus determines, as described in section M V. A, that Members may bid for subcommittee chairmanships by subcommittee rather than full committee seniority, the ranking Members on each subcommittee shall be determined by the order in which Members elect to go on the subcommittee.

## M VI. Appointments to Joint and Select Committees, Boards, and Commissions

In those instances where the Speaker has the power to appoint Members to joint and select committees, boards, and commissions, due consideration should be given to sharing the workload and responsibility among qualified Members of the House who have indicated an interest in the subject matter of the committee, board, or commission, and have expressed a willingness to actively participate in its deliberations and operations. All Members serving on joint and select committees, boards, and commissions by virtue of appointment by the Speaker shall be considered to have completed their tenure and their positions deemed to be vacant until filled by appointment or reappointment by the Speaker.

## M VII. House Democratic Policy and Steering Committee

There should be a House Democratic Steering and Policy Committee constituted as follows:

a. *Membership.* The Democratic Steering and Policy Committee shall consist of the elected Democratic leadership (the Speaker, Majority Leader, and Caucus Chairman), 12 Members who shall be elected from 12 equal regions as set forth below, and not to exceed eight Members who shall be appointed by the Speaker. (*Provided,* that in the 93d and 94th Congresses, five of the eight appointees shall be the Whip and the four Deputy Whips) and the Speaker is authorized to appoint one additional Member for the 94th Congress only. The size of the committee shall be reviewed at the start of the 94th Congress and consideration shall be given to reducing the number of appointive Members thereto.

b. *Organization and Procedure.* The Speaker shall serve as Chairman of the committee, the Majority Leader as Vice Chairman, and the Caucus Chairman as Second Vice Chairman. The committee shall adopt its own rules which shall be in writing; shall keep a journal of its proceedings; and shall meet at least once each month while the House is in session and upon the call of the Chairman or whenever requested in writing by four of its Members. In addition, the committee may authorize the Chairman to appoint ad hoc committees from among the entire membership of the Caucus to conduct special studies or investigations whenever necessary.

c. *Functions.* The committee shall make recommendations regarding party policy, legislative priorities, scheduling of matters for House or Caucus action, and other matters as appropriate to further Democratic programs and policies.

d. *Regions.* The 50 States (and other areas represented in the House) shall be divided into 12 compact and contiguous regions, each containing approximately one-twelfth of the Members of the Democratic Caucus. At the beginning of each Congress, the Speaker (or Minority Leader if Democrats are in the minority) shall submit to the Caucus for its approval changes necessary to maintain, as near as practicable, an equal number of Members in each region. The proposed changes and a list of Members in each region indicating the total years of service for each as of the start of that Congress shall be made available to Members of the Caucus at least 10 days before a Caucus which shall meet no later than March 1 of odd-numbered years to approve or amend the regions.

e. *Regional Elections.* Each region shall meet no later than March 30 in odd-numbered years to elect its representatives to the committee. Such regional elections shall be held at a time determined by the Chairman of the Steering and Policy Committee and announced by written notice at least 10 days in advance. The Chairman shall also designate a Member from each region to call that region's election meeting to order and to preside until a permanent presiding officer is elected, which shall be the first order of business. If at such meeting, the election of a Member to the Steering and Policy Committee does not take place due to lack of a quorum, the Chairman shall reschedule the meeting as soon as practicable, provided Members are given at least 48 hours notice in writing of when and where the rescheduled meeting will be held. Nominations may be made from the floor or in advance of the election meeting

# MANUAL—CONTINUED

by written notice signed by two Members from the region other than the nominee. Written nominations must be delivered to the Steering and Policy Committee office not later than 5 p.m. on the second day immediately preceding the day of the election meeting and mailed to all Members of the Caucus in that region not later than midnight of the second day immediately preceding the day of the election meeting. Following the close of advance nominations, a ballot shall be prepared for each region containing the names of candidates nominated in advance for election from the region. Candidates shall be listed in alphabetical order and all ballots shall contain space to write in the names of Members nominated from the floor. One-half of the Members of a region shall constitute a quorum for an election and a majority of those present and voting shall be required to elect. If more than one ballot be required, the candidate receiving the fewest votes on each ballot shall be eliminated from all succeeding votes until one candidate receives a majority of the votes cast. If a region's representative in the preceding Congress had completed 12 or more years service at the start of said Congress, he or she shall be succeeded by a Member who has less than 12 years service. This provision shall not apply to the re-election of an incumbent Member of the committee who is entitled to seek another term.

f. *Terms of Service.* Each regionally elected Member of the committee shall serve for a term of two years, or until his successor is elected. In the event of a vacancy the region shall elect a successor to fill the unexpired term. No Member shall be elected or appointed to more than two consecutive full terms. However, six of the 12 members elected in the 93d Congress—as determined by lot at the first meeting of the committee—shall not be eligible for re-election in the 94th Congress.

## M VIII. Committee on Organization, Study and Review

The Caucus Chairman shall appoint a committee on Organization, Study and Review for the purposes of review of the Caucus Rules and Manual as circumstances may indicate, with no powers other than those recommending action to the Caucus.

## M IX. Closed Rule Restriction

(a) It shall be the policy of the Democratic Caucus that no committee chairman or designee shall seek, and the Democratic Members of the Rules Committee shall not support, any rule or order prohibiting any germane amendment to any bill reported from committee until four (4) legislative days have elapsed following notice in the Congressional Record of an intention to do so.

(b) If, within the four (4) legislative days following said notice in the Congressional Record, 50 or more Democratic Members give written notice to the chairman of the committee seeking the rule and to the chairman of the Rules Committee that they wish to offer a particular germane amendment, the chairman or designee shall not seek and the Democratic Members of the Rules Committee shall not support, any rule or order relating to the bill or resolution involved until the Democratic Caucus has met and decided whether the proposed amendment should be allowed to be considered in the House.

(c) If 50 or more Democratic Members give notice as provided in subsection (b) above, then, notwithstanding the provisions of Caucus Rule No. 5, the Caucus shall meet for such purpose within three (3) legislative days following a request for such a Caucus to the Speaker and the chairman of the Democratic Caucus by said committee chairman or designee.

(d) *Provided, further,* that notices referred to above also shall be submitted to the Speaker, the Majority Leader, and the chairman of the Democratic Caucus.

## M X. Budget Committee

A. *Party Ratio.* The Budget Committee shall consist of not less than 14 Democrats and 9 Republicans, and the ratio on said committee shall be readjusted at the start of the 94th Congress to at least reflect any increase in Democratic membership in the House.

B. *Leadership Member.* The Speaker shall appoint the leadership member of the committee.

C. *Nomination of Other Members.* The chairman of the Appropriations Committee shall nominate three of the Democratic Members of that committee, the chairman of the Ways and Means Committee shall nominate three of the Democratic Members of that committee, and the chairman of the Steering and Policy Committee shall nominate seven Members of other committees. A list of said nominees shall be distributed to all Members of the Caucus at least 9 days prior to the election meeting. Members shall then have 7 days to nominate additional candidates by written notice signed by five Members other than the nominee. Written nominations must be delivered to the offices of the Caucus chairman and the Caucus secretary not later than noon on the second day immediately preceding the election meeting, and the Caucus chairman or secretary shall mail a list of all nominees to Members of the Caucus that same day.

D. *Election Procedure.* Election shall be by ballot which lists all candidates by category (Appropriations, Ways and Means, other committees) in the order they were nominated, and a majority shall be required to elect.

E. *Election of Chairman.* Following election of all Democratic Members, the Caucus shall elect one of said Members to serve as chairman. Nominating speeches shall not exceed 3 minutes per nominee and seconding speeches shall not exceed 1 minute and shall be limited to two per nominee. Election shall be by ballot and a majority shall be required to elect.

F. *Service Limitations.* The following limitations shall apply to Members of the Budget Committee:

- (1) The Democratic Members elected in 1974 shall serve on an interim basis for the remainder of the 93d Congress only. A new election shall be held at the start of the 94th Congress and half of the Members elected at that time (to be determined by lot at the first meeting following election) shall not be eligible for reelection at the start of the 95th Congress.
- (2) The chairman of the Budget Committee shall not serve simultaneously as chairman of any other standing committee.
- (3) No Member shall serve as a Member of the Budget Committee during more than two Congresses in any period of five successive Congresses beginning after 1974 (disregarding for this purpose any service performed as a Member of such committee for less than a full session in any Congress). All selections of Members to serve on the committee shall be made without regard to seniority.

## M XI. Election Procedure for Ways and Means Vacancies

*Resolved,* That for the 94th Congress the Democratic Caucus shall elect Democratic Members to fill vacancies on the Ways and Means Committee in accord with the following procedure:

- (1) *Nominations.* The Democratic Committee on Committees shall nominate one Member for each Democratic vacancy to be filled on the Ways and Means Committee and shall distribute the name(s) of such nominee(s) to all Members of the Democratic Caucus at least 9 days prior to the election meeting. Members shall then have 7 days to nominate additional candidates by written notice signed by 5 Democratic Members other than the nominee. Written nominations must be delivered to the offices of the Caucus chairman and the Caucus secretary not later than noon at the second day immediately preceding the election meeting, and the Caucus chairman or secretary shall mail a list of all nominees to Members of the Caucus that same day.
- (2) *Election Procedure.* Election shall be by ballot which lists all candidates in the order they were nominated, and a majority shall be required to elect; *Provided, however,* that any ballot which contains votes for more or fewer candidates than there are vacancies to be filled shall not be counted.
- (3) *Previous Members.* The nomination of any Member who served on the committee in the preceding Congress shall be reported by the Committee on Committees for action by the Caucus in the same manner as is provided for nomination of Members to other standing committees.



THE WHITE HOUSE

WASHINGTON

February 20, 1975

MEMORANDUM FOR: MAX FRIEDERSDORF  
THRU: VERN LOEN  
FROM: CHARLES LEPPERT, JR.  
SUBJECT: House Democratic Caucus requests  
changes in House Rules

The House Democratic Caucus has by resolution (attached) requested the House Rules Committee to amend the rules of the House regarding a quorum in Committees.

The changes requested permit Committees to fix the number for a quorum for taking testimony and evidence but not less than two (2) and to permit Committees to fix the number for a quorum for any action other than reporting a measure or matter to not less than one-third of its numbers.

cc: Jack Marsh  
Doug Bennett



✓

*O'Hara, Mich.*

Resolution by Mr. Udall:

Resolved, That the Democratic Caucus requests its Members on the Committee on Rules to promptly report to the House a Resolution amending the Rules of the House of Representatives as follows:

That clause (2) (h) of Rule XI of the Rules of the House of Representatives (as amended by H. Res. 988, 93rd Congress) is amended to read as follows:

"Quorum for taking testimony and certain other action

(h) (1) Each committee may fix the number of its members to constitute a quorum for taking testimony and receiving evidence which shall be not less than two.

(2) Each committee may fix the number of its members to constitute a quorum for taking any action other than the reporting of a measure or matter which shall be not less than one-third of the members."





THE WHITE HOUSE

WASHINGTON

February 20, 1975

MEMORANDUM FOR:

MAX FRIEDERSDORF

THRU:

VERN LOEN

FROM:

CHARLES LEPPERT, JR.

SUBJECT:

House Democratic Caucus requests  
changes in House Rules

The House Democratic Caucus has by resolution (attached) requested the House Rules Committee to amend the rules of the House regarding a quorum in Committees.

The changes requested permit Committees to fix the number for a quorum for taking testimony and evidence but not less than two (2) and to permit Committees to fix the number for a quorum for any action other than reporting a measure or matter to not less than one-third of its numbers.

cc: Jack Marsh  
Doug Bennett



✓

*O'Hara, Mich.*

Resolution by Mr. Udall:

Resolved, That the Democratic Caucus requests its Members on the Committee on Rules to promptly report to the House a Resolution amending the Rules of the House of Representatives as follows:

That clause (2) (h) of Rule XI of the Rules of the House of Representatives (as amended by H. Res. 988, 93rd Congress) is amended to read as follows:

"Quorum for taking testimony and certain other action

(h) (1) Each committee may fix the number of its members to constitute a quorum for taking testimony and receiving evidence which shall be not less than two.

(2) Each committee may fix the number of its members to constitute a quorum for taking any action other than the reporting of a measure or matter which shall be not less than one-third of the members."

