

LEGISLATIVE HANDBOOK

COUNCIL PERIOD 26

Your Guide to Getting it Done!

Office of the Secretary
Nyasha Smith, Secretary



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I. Introduction

The Legislative Handbook is designed to assist committee directors, legislative staff and other interested parties navigate the Council's legislative procedure. Rules of Organization and Procedure adopted each Council Period provide the blueprint for each step of the legislative process. In addition, Council Rules outline the legislative process for citizens and build in opportunities for public advocacy. Thus, Council Rules greatly increase the independence, accessibility and accountability of the Council.

The Handbook highlights most commonly used processes and procedures. It explains how to get legislation on the agenda of a Legislative Meeting through the normal committee process. It also outlines filing requirements and deadlines for introduction of legislation, committee reports, notices of public hearings, and emergency legislation.

To support your legal research, several tools are available. The D.C. Code is accessible via the Council's web site. LEXIS, an on-line legal research database, can be accessed with an approved account assigned to your office. Congressional legislation that may impact the District can be viewed on www.congress.gov. The Council is a member of the National Conference of State Legislatures, and documents on legislative initiatives and policies considered by other states can be viewed on www.ncsl.org.

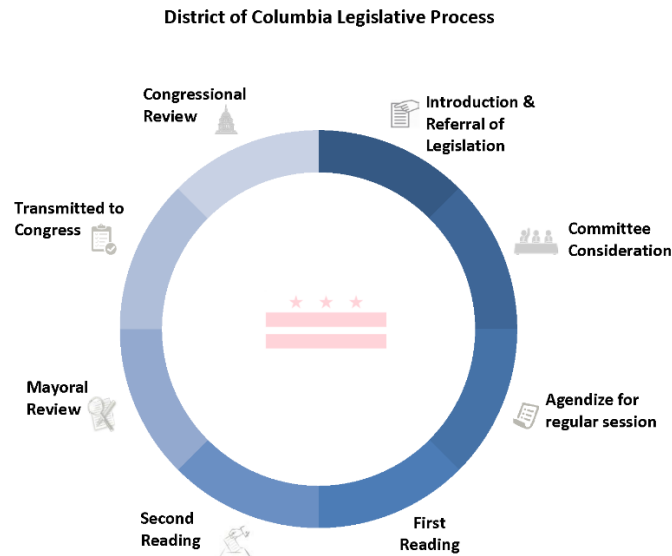
The Handbook is meant to enhance your knowledge of and ability to follow Council Rules. **It is not a substitute for reading and adhering to the Rules.** A copy of the Rules is included for your convenience and can be accessed on the Council's Legislative Information Management System ("LIMS") [here](#).

The Handbook will be updated periodically, and suggestions from you are encouraged and welcomed; please email Nyasha Howard, Secretary to the Council at nsmith@dccouncil.gov.

The Office of the Secretary's normal business hours are Monday through Friday from 9:00 a.m. to 5:30 p.m., except holidays.

II. Summary Process for Law-Making in the District of Columbia

The legislative process in the District of Columbia follows a structured series of steps involving introduction, review, voting, and final enactment. Below is a simplified breakdown:



1. Introduction of Legislation

- **Who Can Introduce?**
 - Only Councilmembers can introduce legislation.
 - The Mayor, Uniform Law Commission, or agencies/independent entities may submit proposals, but the Chairman must introduce on their behalf.
- **How Is a Bill Introduced?**
 - A bill is electronically filed with the Secretary of the Council in both Word and PDF format.
 - Co-introduction requires a signature on the face of the bill, while co-sponsorship can be added via memo.
- **Referral**
 - At a Legislative Meeting the Secretary provides a list of all bills introduced.
 - The Chairman refers a bill to the appropriate committee(s) for review.

2. Committee Review

- **Public Hearing**
 - All bills must have a public hearing, where stakeholders and the public can testify.
- **Markup & Amendments**
 - The committee reviews, debates, and may amend a bill at a committee markup.
 - The bill must have a fiscal impact statement, legal sufficiency determination, and REIA before moving forward.
- **Committee Vote**
 - The committee votes to approve or reject the bill.
 - If approved, it moves to the Committee of the Whole for review.

3. Consideration by the Full Council

- **First Council Vote (First Reading)**
 - The bill is debated and voted on at a legislative meeting.
 - A majority vote is required for approval.
- **Second Council Vote (Final Reading)**
 - If the bill passes the first vote, it goes to a second reading for final approval.

4. Mayoral Review

- **Approval or Veto**
 - The Mayor has 10 business days to sign or veto the bill.
 - If vetoed, the Council can override the veto with a $\frac{2}{3}$ majority vote.
 - If not vetoed, or a veto is overridden by the Council, the bill is assigned an Act Number and is sent to Congress.

5. Congressional Review

- **Congressional Oversight**
 - Under the Home Rule Act, Congress reviews all permanent laws passed by the Council.
 - Congress has 30 Congressional-review days (or 60 Congressional-review days for criminal laws) to approve, reject, or take no action.
 - If Congress takes no action, the bill becomes law.

6. Final Enactment

- Once the Congressional review period passes without rejection, the bill is assigned a Law Number and becomes law.

Alternative Legislative Processes

Type of Legislation	Approval Process
Permanent Law	Follows the full process above, including Congressional review.
Emergency Legislation	Requires a $\frac{2}{3}$ Council vote, skips second reading and Congressional review, valid for 90 days.
Temporary Legislation	Requires two Council votes, requires Congressional review, valid for 225 days.
Resolutions	Used for ceremonial or administrative matters, only needs one Council vote.

III. Rules about Introducing Legislation

Council Rules set deadlines for legislative actions to establish certainty in the legislative process and to allow adequate notice to Members and the public.

Rule	Summary
401, 402 - Who May Introduce Legislation	<p>Only Councilmembers can introduce legislation.</p> <p>The Mayor, Uniform Law Commission, or independent agencies may submit proposals, but the Chairman must introduce on their behalf.</p>
282, 283, 401, 402 - How to Introduce Legislation	<p>Legislation must be filed with the Secretary in Word and PDF format via LIMS e-Filing.</p> <p>The term “<i>file</i>” means that when a Councilmember or authorized entity is required to file a document with or provide notice to the Secretary, the Councilmember or entity representative shall deliver an electronic version of the document. Electronic filing is accessible on the internet via LIMS e-Filing and where specified, both Word and PDF formatted documents must be submitted. Only authorized users may access LIMS e-Filing; requests may be made to Jamaine Taylor (jtaylor@dccouncil.gov) with copy to the Councilmember or Chief.</p> <p>The term “<i>circulate</i>” means that any document that is required to be circulated for purposes of providing notice must be distributed electronically to all Members and staff, except that any Councilmember may elect to receive hard copies instead. Chairman Mendelson has elected to receive hard copies.</p> <p>Both filing and circulating is necessary to satisfy notice requirements provided by the Rules. One without the other by the stated deadline does not satisfy the requirements of the Rules and will be considered incomplete.</p> <p>Legislation may only be filed via LIMS e-Filing. Although legislation may be filed via LIMS e-Filing at any time, legislation will only be accepted and reviewed by the Secretary during normal business hours. Any legislation filed before or after normal business hours will be reviewed and considered on the next business day. Legislation is not considered “filed” until it is Approved by the Secretary.</p>

Rule	Summary
	<p>All introduced bills and proposed resolutions must be typed with the introducing Member's signature in blue or black ink and clearly legible. If a Member's signature is digitally affixed to the introduction document, the signature must be a high-resolution JPEG image (of not less than 300 DPI).</p> <p>An introduced bill or proposed resolution may be accompanied by a Statement of Introduction. Statements of Introduction are included in LIMS and is available to the public. These statements are very helpful to the public as they often explain in plain language the intention of the introduced the bill or resolution.</p>
402, 802 - Co-Introducing vs Co-Sponsoring Legislation	<p><u>Co-Introduction</u></p> <p>Co-introduction of a bill or proposed resolution is evidenced by a Member's signature on the face of the measure at the time of filing. If there are multiple co-introducers of a measure, the primary mover is indicated by the Member's name on the top right-hand corner of the signature block. Primary movers are designated in LIMS and the field is searchable for reporting purposes, so it is important to correctly designate.</p> <p><u>Co-Sponsorship</u></p> <p>Co-sponsorship of a bill or proposed resolution may be indicated by informing the Secretary by the close of business the day after the Legislative Meeting or the Committee of the Whole Work Session at which the measure was officially referred. A memo may be submitted by email.</p>
403 - Notice of Introductions	<p>The Secretary provides a list of short titles of newly introduced legislation at each meeting, referred to as the <i>Secretary's Log of Introductions</i>.</p> <p>The filing deadline for legislation to be included on the Secretary's Report of Introductions for a Committee of the Whole Work Session or Legislative Meeting is by 10:00 a.m. on the business day preceding the meeting.</p>
404 - Committee Referral	<p>The Chairman refers newly introduced measures to relevant committees based on the subject matter jurisdiction. Those assignments are also included on the Secretary's Log of Introductions.</p>

Rule	Summary
	<p>A committee cannot consider a measure unless it has been officially referred by the Chairman, although a hearing or roundtable notice may be filed.</p>
<p>406, 802 - Withdrawing Legislation</p>	<p>Bills or proposed resolutions may be withdrawn by the original introducer(s) at any time before a vote has been taken by the committee to which the matter has been referred.</p> <p>A withdrawal shall treat the measure as if it was never introduced. If there are multiple co-introducers, all must consent to the withdrawal action.</p> <p>A withdrawal memo may be filed with the Secretary by email.</p> <p>A Councilmember may withdraw as a co-introducer or co-sponsor by filing notice with the Secretary.</p>
<p>421 - Expedited Council Consideration</p>	<p>Council Rules require at least 15 days' notice to the public in the <i>D.C. Register</i> before Council adoption of a proposed bill or resolution, except for emergency measures, ceremonial resolutions, or internal Council resolutions.</p> <p>Less than 15 days' notice may be given by publication in the <i>D.C. Register</i> provided that good cause is demonstrated and an explanation of the circumstances requiring expedited Council consideration is published in the <i>Register</i> with the notice.</p> <p>A copy of an Abbreviated Notice must be filed by close of business on Tuesdays for inclusion in the <i>D.C. Register</i> published on Friday of that week.</p>
<p>401, 412, 424 - Emergency Legislation</p>	<p>A Member must provide notice of an intent to move emergency legislation by circulating a memo by noon on the third business day before the Legislative Meeting at which the measure is to be considered. The notice must clearly articulate the circumstances that make the measure's expedited consideration necessary, including a statement of the intended effect of the measure.</p> <p>A Member must file emergency legislation via LIMS e-Filing by noon on the business day immediately preceding the Legislative Meeting</p>

Rule	Summary
	<p>at which the measure is to be considered. All filing rules for permanent bills and resolutions apply.</p> <p>All emergency measures must be accompanied by a legal sufficiency statement and a fiscal impact statement prior to Council consideration and approval.</p> <p>To assist in your preparation, a report on the status of emergency and temporary legislation is circulated by the Secretary by the fourth business day before a regularly scheduled Legislative Meeting.</p>
<p>401, 412 - Emergency Legislation from the Executive</p>	<p>The Executive may file emergency legislation at any time.</p> <p>Emergency contract approval legislation to be considered at the next immediately scheduled Legislative Meeting must be filed in the Office of the Secretary no later than close of business on the fourth business day before the meeting at which approval is sought.</p> <p>All other emergency legislation to be considered at the next immediately scheduled Legislative Meeting must be filed in the Office of the Secretary no later than noon on the second business day before the meeting at which approval is sought.</p>
<p>427 - Ceremonial Resolutions</p>	<p>To be placed on the agenda for a Regularly Scheduled Legislative Meeting, a signed ceremonial resolution must be filed via LIMS e-Filing and circulated to Members and Staff by noon of the day before the Legislative Meeting.</p> <p>A ceremonial resolution must first be adopted by the Council at a Legislative Meeting before a formal presentation copy can be requested. A presentation version of an adopted ceremonial resolution may be obtained from the Information Services Division (ISD). To request a presentation copy of a ceremonial resolution please contact Wayne Gray by noon on a Monday, for delivery by close of business on a Friday.</p>

IV. Rules about Committee Review

Rule	Summary
<p>281, 421, 501 – Convening a Hearing or Roundtable</p>	<p>The Chairman or relevant committee chairperson may call hearings on District matters properly within the committee’s jurisdiction.</p> <p><u>Public Hearing Notice</u></p> <p>All permanent bills require a public hearing prior to final adoption by the Council. A hearing may be held on a proposed resolution provided the notice meets the filing requirements for hearings.</p> <p>To hold a hearing, committee staff must first reserve a hearing room and then file a hearing notice via LIMS e-Filing. A hearing notice must be published in the <i>D.C. Register</i> at least 15 days prior to the hearing date. Hearing notices must be filed via LIMS e-Filing by 4 p.m. on Tuesdays to be included in that week’s Register which is published on Fridays.</p> <p><u>Public Roundtable Notice</u></p> <p>To hold a roundtable, committee staff must first reserve a hearing room and then file via LIMS e-Filing a roundtable notice. A public roundtable <u>may</u> be held on a proposed resolution.</p> <p>A roundtable notice must be filed via LIMS e-Filing at least 24 hours in advance of a public roundtable. The 24-hour count begins immediately on the first business hour after the notice is filed.</p> <p>When a committee elects to hold a roundtable on a confirmation resolution, a roundtable notice must be filed via LIMS e-Filing not later than 5 calendar days prior to the roundtable.</p> <p><u>Public Oversight Hearing and Public Oversight Roundtable Notice</u></p> <p>A committee may schedule a public oversight hearing or public oversight roundtable to conduct oversight on agency operations, performance measures, spending or any matter relating to the affairs of the District that is properly within the committee’s jurisdiction. The notice requirement for a public oversight hearing is the same as for a public hearing. The notice requirement for a public oversight roundtable is the same as for a public roundtable.</p>

Rule	Summary
421 - Abbreviated Notice of a Public Hearing	<p>A committee may schedule a public hearing with less than 15 days publication in the <i>D.C. Register</i> by filing an abbreviated hearing notice via LIMS e-Filing.</p> <p>The abbreviated hearing notice must be published in the <i>D.C. Register</i> prior to conducting the hearing.</p> <p>The abbreviated hearing notice must so denote by clearly indicating on the notice and must include a reason for abbreviated consideration. An abbreviated hearing notice must comply with Rule 421(d), which provides that an abbreviated notice must meet one of the following requirements:</p> <ul style="list-style-type: none"> (1) For a hearing on a permanent bill for the purpose of rescheduling the hearing when the hearing was previously noticed in the Register; (2) For a hearing on a resolution, when a hearing is required, upon good cause found and published in the Register with the notice, and when the abbreviated notice provides at least 3 business days' notice; (3) For an oversight or investigative hearing, when such notice is posted on the Council website or published in the Register; (4) For a hearing that was scheduled on a day when there is an unscheduled closing of the government and when the abbreviated notice provides at least 3 business days' notice; or (5) For a hearing on any matter on which a notice has been filed to add any item that does not otherwise require a hearing and when the abbreviated notice provides at least 3 business days' notice. <p>An abbreviated hearing notice must be filed via LIMS e-Filing by 4 p.m. on Tuesdays to be included in the <i>D.C. Register</i> published on Friday of that week.</p>
281, 430 – Committee Meetings	<p>To hold a regularly scheduled committee meeting, committee staff must file a meeting notice with the Office of the Secretary. To hold an additional committee meeting, committee staff must first reserve a 1st floor hearing room and then file a committee meeting notice.</p> <p>A notice of a regularly scheduled or additional committee meeting must be filed via LIMS e-Filing and circulated to Members and Staff</p>

Rule	Summary
	<p>at least 24 hours before a meeting. The notice of a meeting must provide information about the meeting and must be accompanied by an agenda, draft measure(s) and comparative print(s) where required.</p> <p>The 24-hour count begins immediately on the first business hour after the notice is filed.</p> <p>During the last 2 months of a Council Period if a committee elects to consider more than 3 bills at a committee meeting, the committee shall file a committee notice via LIMS e-Filing and circulate to all Members and Staff at least 48 hours before the meeting. The notice must include the agenda and draft bills for consideration.</p>
421, 430 – Cancellations	Cancellation notices must be filed in via LIMS e-Filing and circulated to Members and Staff at least 24 hours before the scheduled proceeding, unless the reason for cancellation precludes notice.
502-3 – Conducting a Hearing or Roundtable Quorum and Participation by Members	<p>One Councilmember is enough for a hearing or roundtable quorum.</p> <p>All Councilmembers may participate and question witnesses for up to 10 minutes each. Additional time may be allowed at the discretion of the committee chair.</p>
531, 532 - Hearing Records	<p>A hearing record for every proceeding must be filed via LIMS e-Filing within 20 business days after the close of the record. This Rule specifies the required documents that comprise a hearing record.</p> <p>Unless provided in the notice or stated on the record at the proceeding, the record closes 10 business days after the hearing; no committee action can occur before closure.</p>
532, 803 - Committee Reports	<p>Following the official close of the record on a measure, a committee may consider the measure at a properly noticed committee meeting (i.e. mark-up).</p> <p>Each bill or proposed resolution voted out of committee must be accompanied by a signed committee report dated for the date of mark-up and <u>written in the order and format outlined in Rule 803</u>. Each report must be accompanied by a fiscal impact statement, legal</p>

Rule	Summary
	<p>sufficiency determination, and a racial equity impact statement (if required) that was moved with the report at time of committee consideration.</p> <p>A committee report must be filed in via LIMS e-Filing within 20 business days of committee action.</p> <p>Each bill or proposed resolution voted out of committee must be cleared by the Committee of the Whole to certify its fitness for consideration by the Council at a Legislative Meeting. For the bill or proposed resolution to be automatically placed on the agenda of a Committee of the Whole work session, the committee report must be filed by close of business the Wednesday before a regularly scheduled work session.</p>

V. Rules about Getting a Measure on the Agenda of a Legislative Meeting for full Council consideration

Council Rules outline procedures to follow to get a bill or proposed resolution on the agenda of a regularly scheduled Legislative Meeting for full Council action. The various ways of getting a bill or proposed resolution on the agenda of a Legislative Meeting are described below.

Rule	Summary
Cleared by the Committee of the Whole	<p>Each bill or proposed resolution reported by committees must be reviewed by the Committee of the Whole to certify its legal and technical sufficiency, consistency with the approved budget, and record completeness.</p> <p>After a committee marks up a bill or proposed resolution, a signed committee report, written in the order and format outlined in Rule 803, must be filed via LIMS e-Filing within 20 business days of committee action.</p> <p>The Committee of the Whole will place the measure on the agenda of the next work session provided the report on the measure is filed by close of business on the Wednesday before a regularly scheduled work session. (See COW Rule 403(b)).</p> <p>At the Committee of the Whole, the measure is certified for the agenda of the next regularly scheduled Legislative Meeting.</p>
231, 426 – Waiver of Rule 231(c) to bypass the Committee of the Whole	<p>If circumstances require expedited action by the Council on a bill or proposed resolution, a committee chairperson may request to bypass the Committee of the Whole. During a Legislative Meeting by a vote of 2/3rds of the Members present and voting, the Council may waive the Committee of the Whole review and consider a bill or proposed resolution voted out by the committee.</p> <p>To provide advance notice to the Members and public, and to allow the review required by Council Rule 231(c), a written request to waive the rule and to add the measure to the agenda of a Legislative Meeting must be circulated to Members and Staff. An explanation of the circumstances requiring the waiver must be included in the request.</p> <p>A report on the measure must have been filed in the Office of the Secretary at the time of the waiver request. The waiver request</p>

Rule	Summary
	<p>must be circulated to Members and Staff by noon of the third business day preceding a Legislative Meeting.</p>
<p>412, 424 - Emergency Legislation</p>	<p>Emergency measures require immediate action and may bypass regular procedures if justified.</p> <p>An “emergency” is defined as a situation that adversely affects the health, safety, welfare, or economic well-being of a person for which legislative relief is deemed appropriate and necessary by the Council, and for which adherence to the ordinary legislative process would result in delay that would adversely affect the person whom the legislation is intended to protect.</p> <p>If nine Members approve an emergency declaration and determine that emergency circumstances exist, the Council shall consider an emergency bill or proposed resolution.</p> <p>Written notice of an intent to place an emergency measure on the agenda of a Legislative Meeting must be given by noon on the third day before a Legislative Meeting unless extraordinary circumstances prevent timely notice.</p> <p>The notice must include a clear explanation of the circumstances that require Council consideration of emergency legislation and the intended effect of the legislation. The notice must also state whether a temporary bill is required and must include the title of the proposed emergency legislation.</p> <p>A copy of the notice and drafts of the emergency declaration and emergency measure (and temporary measure, if necessary, see <i>Rule 413</i>) must be circulated to the Members and Staff by noon of the third business day before a Legislative Meeting. If extraordinary circumstances require expedited Council consideration, and those circumstances are clearly explained in the notice, an emergency measure may be placed on the agenda with shorter notice.</p> <p>The Executive may request that a Member move emergency legislation for Council consideration and approval. If a Member agrees, all notice requirements for emergency action is required to be met for the measure to be considered at a Legislative Meeting.</p>

Rule	Summary
355, 358 - Amendments	<p>Amendments to legislation ripe for Council consideration may be moved by a Member by filing the amendment via LIMS e-Filing.</p> <p>If a Member files an amendment by 6 p.m. on the business day before a Legislative Meeting at which the amendment is to be offered, the Office of the Secretary shall provide notice by uploading the amendment to LIMS and linking the amendment on the agenda for the Legislative Meeting.</p> <p>If a Member does not file an amendment prior to the Legislative Meeting, the Member must circulate the amendment to Members and Staff via email and file the amendment within 24 hours of the Legislative Meeting at which the amendment was offered.</p> <p>Should a Member choose to move an Amendment in the Nature of a Substitute, a notice of an intent to so move <u>and</u> the final Amendment in the Nature of a Substitute (i.e. a redlined version) must be filed in LIMS e-Filing and circulated by noon on the business day before a Legislative Meeting. The filed notice must explain the rationale and reasoning for the amendment.</p> <p>All amendments require a fiscal impact statement and a legal sufficiency determination in order to be considered at a Legislative Meeting.</p>
353, 429 - Motion to Discharge	<p>This rule is drastic and rarely used because a discharge bypasses committee action and review by the Committee of the Whole.</p> <p>A bill or proposed resolution pending in committee may be considered by the Council at a Legislative Meeting if a motion to discharge the measure from the committee is approved by a vote of 2/3rds of the Members present and voting. If the motion is approved, the Council shall consider the introduced version of the bill or proposed resolution or reassign it to another committee.</p> <p>A motion to discharge may be placed on the agenda by a written request to the Chairman and notice to the Members and Staff not later than noon on the third business day before a Legislative Meeting.</p>

VI. Council review of contracts

Prior to award, all District contracts in excess of \$1 million during a 12-month period or multiyear contracts are required to be transmitted by the Executive to the Council for review and approval. (*D.C. Official Code § 1-204.51 and Rule 307*) The Executive transmits a copy of a contract package to the Office of the Secretary for introduction by the Chairman at the request of the Mayor (or independent agency).

Contracts are “Retained” by the Council, often with comments by one or more committees with jurisdiction over the subject matter, however they are not referred to a Committee for action. Transmittals are added to the Log of Introductions and circulated electronically to the Members and Staff within one business day.

District law (D.C. Official Code § 2-352.02) requires the submission of a contract summary along with the contract that is submitted for Council review, including, but not limited to the following information (*please see § 2-352.02(c) for complete list*):

- The proposed contractor, contract amount, unit and method of compensation, contract term, and type of contract;
- The goods or services to be provided, the methods of delivering goods or services, and any significant program changes reflected in the proposed contract;
- The selection process, including the number of offerors, the evaluation criteria, and the evaluation results, including price and technical components;
- The background and qualifications of the proposed contractor, including its organization, financial stability, personnel, and prior performance on contracts with the District government;
- A certification that the proposed contract is within the appropriated budget authority for the agency for the fiscal year and is consistent with the financial plan and budget;
- A certification that the proposed contract is legally sufficient, including whether the proposed contractor has any currently pending legal claims against the District;
- A certification that the proposed contractor is current with its District and federal taxes or has worked out and is current with a payment schedule approved by the District or federal government.

Contracts over \$1M in 12-month period

A proposed contract in excess of \$1M during a 12-month period is submitted for a 10-calendar-day period of review. (*D.C. Official Code § 1-204.51(b)*) The period of review begins the first business day after it is received in the Office of the Secretary. (*Rule 307(b)*)

The proposed contract shall be deemed approved by the Council at the end of the 10-calendar-day period if no resolution to approve or disapprove the proposed contract is introduced.

A resolution to approve or disapprove a proposed contract must be introduced by at least 3 Councilmembers and filed via LIMS e-Filing during the 10-calendar-day period of review. *(Rule 307(d))* If a resolution to approve or disapprove a contract is timely filed, the review period is automatically extended by an additional 35-calendar days; thereby permitting a 45-calendar-day period of Council review.

If a resolution to approve or disapprove a contract has been filed in the Office of the Secretary, 15 days publication notice in the *D.C. Register* must be given to the public before Council action. *(Rule 421(a))* The Council must vote on the resolution before the 45-calendar-day period ends, otherwise the contract will be automatically deemed approved on the 46th day after it was introduced.

If a resolution approving or disapproving a contract is withdrawn after the initial 10-calendar-day period has elapsed, the proposed contract shall be deemed approved on the date the resolution is withdrawn. *(Rule 406(c))*

Multiyear contracts

A proposed multiyear contract for goods and services is submitted to the Council for a 45-calendar-day period of review. *(D.C. Official Code § 1-204.51(c))* The period of review begins the first business day after it is received in the Office of the Secretary. *(Rule 307(b))* Submitted with the proposed multiyear contract is an approval resolution. The approval resolution must be published in the *D.C. Register* for at least 15 days before Council action. *(Rule 421(a))*

A proposed multiyear contract shall be deemed disapproved by the Council unless during the review period the Council votes and adopts a resolution to approve the multiyear contract.

Retroactive contracts

Prior to award, all District contracts in excess of \$1 million during a 12-month period or multiyear contracts are required to be transmitted by the Executive to the Council for review and approval. *(D.C. Official Code § 1-204.51(b))* Sometimes proposed contracts are not transmitted to the Council for review and approval prior to award and/or receipt of goods and services. In those instances, because Council review and approval is still required, the Council must ratify the retroactive contract.

The Executive transmits retroactive contracts as emergency legislation – in the form of an emergency declaration resolution and an emergency act. The Executive must transmit to the Office of the Secretary emergency contract approval legislation by close of business on the fourth business day prior to a Legislative Meeting for consideration at that meeting. *(Rule 401(b)(2)(A))* The Executive must also secure a mover for such legislation. If a Member agrees, all notice requirements for emergency action is required to be met for the measure to be considered at a Legislative Meeting. *(See Rules 412, 413, 424)*

VII. Other

1. Recess

Recess means a period of time during which regularly scheduled meetings of the Council are not held. Council Period 26 recesses are during the following periods:

- July 15th through September 15th of each year;
- December 23rd through December 31st of each year;
- April 12 through April 20, 2025, and April 4 through 12, 2026, simultaneous with the DCPS Spring Break. (*Rule 101(34)*)

No committee may take official action during recess. A bill or proposed resolution may not be introduced during recess. However, an emergency measure, or a resolution approving or disapproving a contract over \$1 million, which is to be considered at an additional or special Legislative Meeting may be introduced during recess. A committee may hold a public hearing or roundtable during recess if authorized by a vote of the Council. A committee report or notice of future committee action may be filed during recess. (*Rule 306*)

2. Decorum on the Dais

Council staff sits in the back row on the dais to provide support and assistance to the Members. Because of the limited seating, only one staff person per Member should be seated on the dais. A staffroom is located to the right of the dais with a television to watch the proceedings.

Unlike a public hearing or roundtable, staff cannot sit at the dais during a Legislative Meeting. To avoid mishaps, food and drinks are not allowed on the dais.

You should be aware that the meetings are broadcast live on the District Council Channel, the Council's website and various social media channels and staff is often visible. Be conscious of facial expressions, body movements, conversations and use of electronics that distract from the message of the Member speaking.