

Congress of the United States
U.S. House of Representatives
Committee on Small Business
2361 Rayburn House Office Building
Washington, DC 20515-6515

January 16, 2025

MEMORANDUM

TO: Members of the Committee on Small Business

FROM: Committee Majority Staff

SUBJECT: Full Committee Organizational Meeting Memorandum

I. Introduction

On **Wednesday, January 22, 2025, at 11:00 am ET**, the Committee on Small Business will hold a meeting to organize the Committee for the 119th Congress. The meeting will convene in room 2360 of the Rayburn House Office Building.

II. Purpose

At this meeting, the Committee will consider the following:

1. Introduction of Majority and Minority Members of the Committee;
2. A Resolution appointing Majority and Minority Members to Subcommittees;
3. The proposed Rules of the Committee for the 119th Congress; and
4. The Committee's Authorization and Oversight Plan for the 119th Congress.

III. Background

At the beginning of a Congress, the House Rules require each standing Committee to adopt the rules that will govern its operation throughout the two-year period. The Committee Rules incorporate the Rules of the U.S. House of Representatives that were included as part of H. Res. 5, which the House adopted on January 3, 2025.

Generally, the House Rules cover such things as establishing jurisdiction and assignments, requirements for hearings, markups, and other meetings, requirements connected to reporting, oversight and investigations including committee powers, funding, staff levels, and travel. While these House Rules govern the committees, the House allows each of its committees to decide for itself how to conduct its business. A committee can adopt its own set of rules providing for

additional requirements of decorum and general functions—as long as they comply with the governing House Rules.

In addition, the Rules of the House provide specific instructions for all committees, including the Committee on Small Business (the Committee). Rule X provides for the organization of the Committees of the House and grants legislative and specific oversight jurisdiction and general oversight jurisdiction, including the Committee. Clause (q) of that rule grants legislative jurisdiction to the Committee as follows:

(1) Assistance to and protection of small business, including financial aid, regulatory flexibility, and paperwork reduction. (2) Participation of small-business enterprises in Federal procurement and Government contracts.

Finally, the House Rules have granted the Committee on Small Business special broad oversight functions set out in Rule X clause 3(1):

The Committee on Small Business shall study and investigate on a continuing basis the problems of all types of small business.

The Committee Rules were drafted with the assistance of the Committee Ranking Minority Member and her staff, and the final version reflects their input.

Summary of Committee Rule Changes for the 119th Congress

The rules that will be considered address nearly all aspects of Committee operations, including notice requirements for markups and hearings, witnesses, subpoenas, quorum rules, subcommittee jurisdictions, record keeping, and the Committee’s website. The Committee Rules for the 119th Congress are substantially similar to those of the 118th Congress, with only one substantive change—the addition of the below language:

Rule 8(A): Remote Participation. [...] The chair may conduct any record vote by electronic device in accordance with clause 2(n) of rule XI.

Authorization and Oversight Plan

House Rule X Clause 2(d) requires that each standing committee adopt an authorization and oversight plan for that Congress. The Committee Oversight and Authorization Plan for this Congress was drafted with the assistance of the Committee Ranking Minority Member and her staff, and the final version reflects their input.

IV. Conclusion

The Committee’s rules establish the Committee’s procedures and policy agenda for the 119th Congress. The rules affect how the Committee will carry out its legislative responsibilities and with their adoption, all Committee Members will be full participants in the Committee’s discussions, debates, and work products.