

THE GENERAL ASSEMBLY OF PENNSYLVANIA

HOUSE RESOLUTION

No. 252

Session of
1978

INTRODUCED BY MESSRS. RITTER, MILLIRON, MRS. WISE, MESSRS.
DiCARLO, COWELL, ZWIKL, KOWALYSHYN, REED, SALVATORE, NOYE,
D. M. FISHER, TRELLO, GALLEN, ZORD, MRS. KERNICK, MESSRS.
D. R. WRIGHT, HASKELL, HALVERSON, YOHNN, MISS SIRIANNI,
MR. PICCOLA, MRS. TAYLOR, MESSRS. McCLATCHY, R. R. FISCHER,
D. S. HAYES, LEVIN, MOWERY AND SCHEAFFER, SEPTEMBER 21, 1978

AS AMENDED ON THIRD CONSIDERATION, HOUSE OF REPRESENTATIVES,
SEPTEMBER 27, 1978

In the House of Representatives, September 21, 1978

1 RESOLVED, That the Rules of the House of Representatives be
2 amended by adding a Rule to read:

3 RULE 47 (a)

4 Special Committee on Internal Affairs

5 and House Administration

6 (1) The Committee shall consist of the Speaker, Majority
7 Leader, Minority Leader, four members of the Majority Party TO <—
8 BE ELECTED BY THE CAUCUS, one of whom shall be named
9 Chairperson, and five members of the Minority Party TO BE <—
10 ELECTED BY THE CAUCUS. All appointments shall be made by the
11 Speaker, including the Chairperson.

12 (2) The powers and duties of the Committee shall include,
13 but not be limited to the following:

14 (a) To review all public accounts under the control or
15 jurisdiction of the Chief Clerk, Secretary, Comptroller,

1 Minority Staff Administrator, Majority and Minority Committee
2 Chairpersons, all members elected by the respective caucuses and
3 any other member or person elected by the membership of the
4 House.

5 (b) Such review shall be conducted at least quarterly and at
6 such other times as the Committee may choose.

7 (c) The findings of each review shall be published in a
8 Committee report and shall be available for public inspection. A
9 copy of said report shall be furnished to any interested person
10 upon request and payment of the actual cost to duplicate the
11 same.

12 (d) The Committee may promulgate rules and regulations to
13 carry out the purview of this Rule which shall be distributed to
14 the members of the House and which shall remain in effect unless
15 voided by a majority vote of the members elected to the House.

16 (e) Within thirty days of the convening of each session of
17 the General Assembly, each of the persons referred to in section
18 (2)(a) shall file a report with the committee as to all accounts
19 under their control or jurisdiction containing such information
20 with reference thereto as shall be required by the committee to
21 enable it to make its report.

22 (3) Within 60 days of the convening of each session of the
23 General Assembly, the Committee shall issue an initial report
24 which shall include the following:

25 (a) The name, home address and social security number of all
26 employees compensated from any account under the control or
27 jurisdiction of the persons enumerated in section (2)(a).

28 (b) The compensation of each employee along with an
29 indication of whether the employee is salaried, per diem on fee
30 contract or other.

1 (c) The appropriation account from which said employee is
2 compensated.

3 (d) The employee's job title, a description of the
4 employee's duties, where they are performed and the minimum
5 number of hours to be worked each week.

6 (e) The name of the member or members (if any) to whom the
7 employee has been assigned.

8 (4) The report shall be available for public inspection and
9 a copy of said report shall be furnished to any interested
10 person upon request and payment of the actual cost to duplicate
11 the same. Following publication of the initial report all the
12 persons referred to in section (2)(a) shall file with the
13 committee the information required under section (3) as to any
14 employee who is thereafter hired, dismissed or whose
15 compensation, place of employment or duties are substantially
16 changed within ten days of said change in status.

17 (5) Each subsequent report by the Committee shall include an
18 accounting of disbursements from all accounts specified in
19 section (2)(a) in such form as the Committee shall determine.
20 The original vouchers and receipts for the disbursements made
21 after the effective date of the adoption of this rule shall be
22 retained by the person making the disbursement provided a copy
23 of same shall be submitted to the Committee and be available for
24 public inspection. The personnel section, however, need only
25 contain any changes in the compensation, duties and location of
26 any employee. Information on any employee hired subsequent to
27 the last report shall be provided in the same manner as
28 employees listed in the initial report required by section (3).

29 (6) No employee shall be assigned, hired or otherwise
30 engaged to regularly perform duties outside the City of

Harrisburg unless specifically authorized in writing by the person responsible for their performance and a copy of said authorization is filed with the Committee. Such person shall have thirty days after adoption of this rule to comply initially with such written authorization requirement.

(7) In order to assist the Committee in carrying out the provisions of this Rule, all persons referred to in section (2)(a) shall, not later than the fifth day of the month following the end of each quarterly reporting period, submit to the Committee on a form prescribed by the Committee in addition to the information required under section (3) the following information:

(a) If a disbursement was made to an employee, the name of said employee, the amount thereof and the account from which it was paid.

(b) If a disbursement was made to an entity or a person other than an employee, a description or purpose for which it was made, to whom it was paid, the amount thereof and the account from which it was paid.

(c) The name of the person who requested and/or authorized that the money be paid.

(8) Before an employee is assigned to a member or members, said member or members shall indicate their acceptance of said employee on a form prescribed by the Committee and said member or members shall thereafter be responsible for the faithful performance by the employee of his or her designated duties.

(9) (a) Any member or nonmember having funds under his or her control or jurisdiction who intentionally provides any remuneration to another person in an apparent violation of this Rule or any employee who intentionally accepts any remuneration

1 without providing the required services or otherwise receives
2 public funds to which he or she is not entitled in any other
3 apparent violation of this Rule, shall be notified in writing by
4 the Committee of such alleged violation. Immediately following
5 such notice, the Committee shall turn over all pertinent
6 information on the matter to the House Ethics Committee, which
7 shall conduct an immediate investigation of the allegations and
8 report to the House within sixty days. The Ethics Committee
9 shall make a recommendation to the House for appropriate action
10 by the House which may include a recommendation that the person
11 or persons so involved shall be discharged from employment and
12 said person or persons shall not thereafter be eligible for
13 further employment by the House and/or a recommendation to the
14 House or respective caucus that said member be removed from his
15 or her leadership position and the House or respective caucus
16 shall then act on said recommendation within five legislative
17 days.

18 (b) Whenever a determination is made that a violation has
19 occurred, the Committee shall utilize all available means to
20 recover the moneys disbursed in violation of this Rule.

21 (10) The Committee is authorized to employ the services of
22 an Executive Director AND a secretary. and not more than three <—
23 other persons to assist it in the performance of its duties.
24 Said employees shall be compensated in the same manner and pay
25 range as is comparable employees of the several Standing House
26 Committees.

27 ~~(14)~~ (11) All meetings of the Committee shall be open to the <—
28 public and the votes of the members recorded. No action may be
29 taken without a quorum present and without a majority vote of
30 those members present. A quorum shall consist of at least seven

1 members. The Committee may meet in executive session from time
2 to time subject to the limitations of the act of July 19, 1974
3 (P.L.486, No.175), referred to as the Public Agency Open Meeting
4 Law.