



# House Committee Reports: Required Contents

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House rules and statutes detail several substantive requirements for items to be included in reports accompanying bills reported from committees, as noted in the following table. For example, most committee reports explain a bill's purpose and the need for the legislation, its cost, the committee votes on amendments and the measure itself, the position of the executive branch, and the specific changes the bill would make in existing law. Not all requirements are applicable to all committees or in all circumstances. There is also no prescribed order for inclusion of these items in the report, although custom has dictated certain common approaches, such as placing at the end of a report the notations of specific changes in law and additional views.

**Table 1. House Committee Reports: Required Contents**

House Rule	Requirement	Applies To
Rule XIII, clause 3(b)	Statement of committee action on all rollcall votes	Rollcall vote to report bill or resolution of public character and on any amendment offered in committee
Rule XIII, clause 3(c)(1)	Statement of committee oversight findings and recommendations	Measure approved; all committees except the Committees on Appropriations and Budget
Rule XIII, clause 3(c)(2), and Section 308(a)(1) of the Congressional Budget Act of 1974	Statement on new budget authority and related items	Bill or resolution (except continuing appropriations) providing new budget authority, new spending authority, new credit authority, or an increase or decrease in revenues or tax expenditures
Rule XIII, clause 3(c)(3), and Section 402 of the Congressional Budget Act of 1974	Statement of CBO cost estimate and comparison, if submitted in a timely fashion	Bill or resolution of a public character; all committees except the Committee on Appropriations
Rule XIII, clause 3(c)(4)	Statement of general performance goals and objectives, include outcome-related goals and objectives	Measure approved
Rule XIII, clause 3(a)(1)(A)	Supplemental, minority, or additional views, if submitted in writing and signed, and filed within 2 calendar days	Measure or matter approved; all committees except the Committee on Rules
Rule XIII, clause 3(a)(1)(B)	Recital on cover of report to show inclusion of certain material	Reports that include CBO cost estimate and comparison, oversight findings, and supplemental, minority, or additional views
Rule XIII, clause 3(e)	Changes in existing law ("Ramseyer rule")	Bill or joint resolution that repeals or amends existing law
Rule XIII, clause 3(d)(2)	Statement of committee cost estimate	Bill or resolution of a public character; Committees on Appropriations, House Administration, Rules, and Standards of Official Conduct are exempt; requirement does not apply if CBO cost estimate is in report
Rule XIII, clause 3(h)	Statement of macroeconomic impact of a measure amending the tax code	Committee on Ways and Means; can be waived, or chair of Ways and Means Committee can insert the analysis in the Congressional Record prior to the measure being considered on the floor

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<b>House Rule</b>	<b>Requirement</b>	<b>Applies To</b>
Rule XXI, clause 9	List of congressional earmarks, limited tax benefits, limited tariff benefits, and name of requesting member	Bill, joint resolution, amendment, and conference report of a public character; list can be included in the bill
Federal Advisory Committee Act (5 U.S.C. App.), Section 5(b)	Determination with respect to new advisory committee	Legislation establishing or authorizing establishment of an advisory committee
Congressional Accountability Act, P.L. 104-1, Section 102(b)(3)	Applicability to legislative branch or statement of why not applicable	Bill or joint resolution relating to terms and conditions of employment or access to public services or accommodations
Unfunded Mandates Reform Act, P.L. 104-4; Section 423 of Congressional Budget Act of 1974	Statement of federal mandates	Bill or resolution of a public character

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