



SERVICE AND ACCOUNTABILITY

Representing the People

APPENDICES

Excerpts from the Rules of Procedure Assembly of the Republic of Macedonia

I. GENERAL PROVISIONS

Article 2

The sessions of the Assembly and the working bodies shall be open for the public.

The Assembly can decide to work without the presence of the public, under conditions determined with the Constitution and these Rules of Procedures.

The working body can decide to work without the presence of the public, with majority of the total number of members of the working body.

II. ESTABLISHMENT OF THE ASSEMBLY

Article 18

An identity card shall be issued to the Member of Parliament, whose mandate is verified.

The identity card shall include the right to immunity¹ and the other rights that can be exercised on the basis of the function of a Member of Parliament.

The President of the Assembly shall pass the more detailed provisions related to the work of the content, shape and method of issuing the identity cards of the Members of Parliament, as well as the registry of the issued identity cards.

[...]

III. RIGHTS AND OBLIGATIONS OF THE MEMBERS OF PARLIAMENT

1. Presence at the session and participation in the work of the Assembly

Article 27

The Member of Parliament shall have the right and responsibility to participate at the Assembly sessions and to participate in the work and the decision making process.

Article 28

The Member of Parliament that is prevented from participating at the Assembly session shall be obliged to duly inform the President of the Assembly.

¹ Regarding the right to immunity, an MP cannot be arrested or imprisoned for opinions stated and for votes casts in the plenary or its working bodies. If the MP is accused of criminal activity, the Assembly must permit the arrest or detention of the MP. An MP automatically forfeits their immunity if caught in a criminal act where the sentence is at least five years imprisonment. For more clarification on the rights to immunity, see The Law for MPs, Article 16 and 17 (2005).

Article 29

The President of the Assembly shall call upon and warn the Member of Parliament who did not participate at the sessions three times in a row, and did not inform the President of the Assembly.

For every further unjustified absence the President of the Assembly shall warn him/her in writing and shall inform about that the Member of Parliament, the Commission on Election and Appointing Related Issues and the co-coordinator of the parliamentary group.

The Commission adopts an act with which 5% shall be withdrawn from the salary of the Member of Parliament who was absent from the Assembly sessions at least three times, and did not inform the President of the Assembly.

Article 30

There is a list of evidence for the presence of the Members of Parliament at the sessions, which shall be opened from 9:30 until 15:30 hours in the days of the sessions.

Only the Members of Parliament that are enlisted in the list of evidence are entitled to travel and daily allowances.

The President of the Assembly shall inform the Assembly on the regularity of the Member of Parliament's presence, each six months.

[...]

2. Parliamentary groups

Article 31

Parliamentary groups shall be established in the Assembly.

One parliamentary group shall be composed of at least five Members of Parliament that belong to one or more political parties.

[...]

The parliamentary group shall appoint a coordinator of the parliamentary group and one or more deputies.

[...]

The parliamentary group is entitled to a special office, according to the number of Members of Parliament.

[...]

3. The right of information of the Members of Parliament and providing conditions for exercising the function Member of Parliament

Article 32

All the official publications of the Assembly and the information and documentary materials submitted to the Assembly shall be delivered to Members of Parliament for their complete information.

The Member of Parliament shall be entitled to request information from the President of the Assembly, the vice-presidents of the Assembly and from the presidents of the working bodies on issues related to the work of the Assembly and the working bodies.

The Member of Parliament shall be entitled to request information and expert help from the Secretary General of the Assembly and the Assembly Service, on issues that are on the agenda of the Assembly and the working bodies.

The Member of Parliament shall be entitled to use the library and the documentation of the Assembly in order to perform his rights and obligations.

Article 33

The Members of Parliament shall be entitled to use the offices in the Assembly that are at their disposal for work and meetings, in accordance to the Act on internal order of the Assembly.

Article 34

The Members of Parliament can organize themselves in a Parliamentary Club.

The Organization, tasks, and the method of functioning of the Parliamentary Club shall be determined with the rules of the Club.

4. Parliamentary Questions

Article 35

The Member of Parliament shall be entitled to the right to ask the President of the government of the Republic of Macedonia (Government), any member of the government and other bearers of public functions appointed or elected by the Assembly any question related to their work or issues under their authorities.

The question should be short and precise.

The Member of Parliament shall be obliged to declare to whom he addresses the question to.

The Member of Parliament questions shall be registered.

There is a registry for the parliamentary questions.

Article 36

During a session the questions shall be asked verbally, and in between two sessions in a written form, through the President of the Assembly.

If the question is addressed to a bearer of a public function, who is not a government member, the Member of Parliament shall announce the question to the President of the Assembly latest 24 hours before the beginning of the session.

Article 37

For the questions coming from the members of the Parliament a separate session shall be convened on the last Thursday of the month. The President and the members of the government, as well as other bearers of public functions for whom there was announcement that a question will be addressed to shall participate at the session.

At one session the Member of Parliament can ask not more than three questions. The posing of the Member of Parliament's question cannot be longer than ten minutes, and the Member of Parliament is entitled to state whether he is satisfied with the answer, but not longer than three minutes.

Article 38

The President of the Assembly shall deliver the question posed in a written form, that is in compliance with the provisions of these Rules of Procedure, to the person it was addressed to.

Article 39

To the verbally asked question the answer shall be given at the same session the question was asked.

Exclusion to the rule is if the government representative, any member, i.e. bearer of a public function, declares that because of justified reasons can not provide an oral answer at that session, he/she shall be obliged to present the answer in a written form within ten days.

The written answer shall be delivered to the President of the Assembly, who shall immediately forward it to the person that asked the question and to all the Members of Parliament, and at the first consequent session, planned for Member of Parliament question, shall inform the Assembly on the given answer.

Article 40

The Member of Parliament that has asked the question, after receiving the answer shall be entitled to ask a supplementary question.

5. Interpellation

Article 42

An interpellation can be raised by at least five Members of Parliament for the work of any bearer of a public function, the government and every member of the government separately, as well as for issues related to the work of the state bodies.

The interpellation shall be submitted in a written form, signed by all the Members of Parliament that initiate it and it shall contain explanatory notes.

The interpellation should be submitted to the President of the Assembly, who forwards it to the person it is addressed to and to the Members of Parliament.

Article 43

The person who is the subject of the interpellation shall be entitled to submit a written report to the President of the Assembly within 15 days from the day of reception of the interpellation.

Article 44

The interpellation shall be put on the agenda on the first consecutive session of the Assembly, ten days after the submission of the report to the Members of Parliament.

If the report is not submitted within the time determined in Article 43 of these Rules of Procedure, the interpellation shall be put on the agenda on the following Assembly session.

Article 45

One of the Members of Parliament that submitted the interpellation shall be entitled to the right to explain the interpellation, in duration of 20 minutes.

The person that is the subject of the interpellation shall be called at the session and shall be entitled to the right to explain his/her report or to answer the interpellation, in duration of 20 minutes.

Article 46

The debate on the interpellation shall with a conclusion containing the position of the Assembly in reference to the contents of the interpellation.

Article 47

The Members of Parliament that have submitted the interpellation can withdraw it prior the beginning of the debate.

Article 48

The debate on the interpellation shall be interrupted if:

- the confidence in the government is questioned;
- the government resigns;
- the President of the government gives a proposal to dismiss the government member who is the subject of the interpellation and
- the bearer of the public function resigns.

6. Concealing the confidential information.

Article 49

The Members of Parliament shall be obliged to conceal the state, official, military and business confidential information (secret).

[...]

7. Immunity of the Members of Parliament

Article 50

The Member of Parliament shall be entitled to immunity from the day of verification until the day of the end of the mandate.

The request for approval of detention for a Member of Parliament, i.e. the information that a Member of Parliament has been detained is submitted to the President of the Assembly.

The competent body informs the President of the Assembly of the detention of a Member of Parliament when he/she did not referred to the immunity.

The President of the Assembly shall submit the request i.e. information to the Commission on rules of procedure and mandate and immunity related issues. The Commission shall be obliged to submit a report to the Assembly at the first consecutive session.

The Member of Parliament to whom the request i.e. the information refers to shall also be informed about the session of the Commission.

Article 51

On the basis of the report from the Commission on rules of procedure and mandate and immunity related issues the Assembly shall decide whether the detention request of the Member of Parliament shall be approved.

After the information on the detention of a Member of Parliament that did not refer to his/her immunity the Assembly can decide to apply the immunity over the Member of Parliament, if that is deemed necessary for the performing of the function Member of Parliament.

If the Assembly does not approve the detention the Member of Parliament shall be released immediately.

[...]

8. The termination and abrogation of the Member of Parliament's mandate

Article 52

The mandate of the Member of Parliament expires and can be taken away from him only in the cases determined with the Constitution, law and these Rules of Procedure.

Article 54

The Member of Parliament for whom the sentence imprisonment is at least five years the mandate shall be terminated.

For the Member of Parliament who has been convicted for criminal act referred to in paragraph 1 of this Article, the court that has passed the verdict shall deliver the information to the President of the Assembly.

[...]

Article 55

For the Member of Parliament convicted for criminal act or other punishable act, that makes him inappropriate for performing the function Member of Parliament, the Court that has passed the punishment shall deliver the information to the President of the Assembly. The President shall immediately forward this decision to the Commission for rules of procedure and mandate and immunity related issues.

For the Member of Parliament that has been absent from the Assembly sessions without a justified reason or more that six months, the President of the Assembly shall inform the Commission for rules of procedure and mandate and immunity related issues.

The proposal for taking away the Member of Parliament's mandate in the cases from paragraphs 1 and 2 of this Article shall be submitted by the Commission for rules of procedure and mandate and immunity related issues, within 30 days from the day of receiving the information from the President of the Assembly.

[...]

V. ASSEMBLY SESSION

5. Speeches

Article 81

At the Assembly session nobody can speak before asking and receiving a permit from the President of the Assembly.

The Member of Parliament personally asks for the permit to speak after the initiating of the debate and can apply up until the end of the debate.

Article 82

The President of the Assembly takes care that the speaker is not interrupted or by other act limited in the freedom of speech.

The President of the Assembly shall give the stand to the Members of Parliament according to the order of application.

Article 83

Upon a proposal from the President or one of the Members of Parliament, whose request is supported by at least ten Members of Parliament, at the beginning of the

debate of a certain issue, the Assembly can decide that the Member of Parliament can speak only once for that issue, for a maximum of ten minutes, and the coordinator of the Parliamentary Group and the proposer of the act or the material can speak for a maximum of 15 minutes.

Article 84

The President of the Assembly shall give the stand to the proposer, ministers and rapporteurs of the working body, as soon as they request it.

Article 85

To the Member of Parliament that would like to talk about a violation or improper application of the Rules of Procedures or the agenda, the President shall give the stand as soon as he requests it. The speech of the Member of Parliament cannot be longer than three minutes. After the speech of the Member of Parliament the President of the Assembly gives clarification.

Article 86

To the Member of Parliament who requested to take the stand in order to clarify incorrectly conveyed information, or information that caused misunderstanding or a need of personal clarification, the President shall give the stand (reply) as soon as the person that caused the need for clarification finishes his speech. During the speech the Member of Parliament has to limit himself to the clarification i.e. the personal explanation that cannot be longer than three minutes.

The reply of a reply shall be allowed once, up to one minute.

Article 87

The speaker can talk only about the issue of the agenda.

If the speaker distances himself from the issue of the agenda, the President of the Assembly shall remind him to talk only about the issue from the agenda.

If the speaker does not talk about the issue of the agenda even after the second reminder, the President shall take the stand away from him.

The speaker shall be obliged during his speech to respect the dignity of the Assembly.

6. Maintaining the order

Article 88

The President of the Assembly shall take care about the maintaining the order at the session.

The President of the Assembly can warn and take the stand of the Member of Parliament for the violation of the order at the session.

Article 89

The President of the Assembly shall warn the Member of Parliament if he violates the order at the session and the provisions of these Rules of Procedures with his conduct, interrupting the speaker or with similar behavior.

The President of the Assembly shall take away the stand of the Member of Parliament, when he with his speech at the session violates the order and the provisions of the Rules of Procedures, and at the very same session he has been warned twice to respect the order and the provisions of the Rules of Procedures.

Article 90

The President of the Assembly can exclude the Member of Parliament from the proceedings of the session.

The Member of Parliament shall be excluded from the session when besides the oral warning, i.e. refusing permission to speak, violates the order at the session or uses expressions that destroy the dignity of the Assembly.

The Member of Parliament can be excluded only from the session on which he disturbed the order.

The Member of Parliament that is excluded from the session shall be obliged immediately to leave the hall where the session is held.

If the President of the Assembly cannot maintain the order of the session he shall give a short recess of the session.

Article 91

The provisions for maintaining the order at the Assembly session shall apply to all the participants at the session.

9. Minute and shorthand notes

Article 101

As a rule, the minutes shall be distributed to all the Members of Parliament at least three days before the beginning of the session where the minutes should be approved.

Article 103

Shorthand notes shall be taken for the work of the Assembly session.

The speeches of the Members of Parliament that were not given verbally at the session in the course of the debate but were submitted in writing shall be integral part of the shorthand notes, with the mark that the speech was not given at the session.

The shorthand notes shall be given for review to the Members of Parliament upon their request.

[...]

- **ELECTIONS, APPOINTMENTS, RESIGNITIONS AND DISCHARGE**

1. Election of the Assembly working bodies

Article 104

[...]

Appropriate presence of the Members of Parliament from the parliamentary groups and independent Members of Parliament shall be provided in the proposal of the Committee.

[...]

Every Member of Parliament shall be entitled to declare in which working body he would like to become a member.

VIII. WORKING BODIES OF THE ASSEMBLY

Article 114

The Assembly shall establish permanent and temporary working bodies.

The working bodies shall review law proposals, draft laws and other general acts passed by the Assembly, as well as other issues from the competence of the Assembly and shall perform other duties determined with these Rules of procedure.

Article 115

The permanent working bodies shall be established with a decision of the Assembly.

For performing of separate tasks the Assembly, with a decision, shall also establish temporary working bodies.

[...]

Article 116

[...]

The working body shall work at session.

The president of the working body convenes the session of the working body. The president convenes a session also if that is requested by the President of the Assembly or proposed by at least one third of the members of the body, who should submit material on the issue they suggest it should be put on the agenda of the session.

If the president of the working body does not convene a session when he is obliged to do that, the President of the Assembly shall convene the session.

Article 117

The invitation for a session with the draft agenda and the materials that are going to be reviewed at the session shall be delivered to the members of the working bodies

by the President of the working body as a rule 8 days prior the day of holding the session.

All the Members of Parliament of the Assembly shall be informed about the holding of a session of the working body.

For the convened session, the president of the working body shall inform the Government and the representative of the initiator of the issues and proposals that the working body shall review in the timeframe determined with paragraph 1 of this Article.

Article 118

At the session of the working body a representative i.e. a trustee of the Government shall be present when upon a proposal of the Government i.e. representative of a state administration body issues from their field of competence are reviewed.

Every initiator whose proposal is being reviewed can be present and participate in the work during the session of the working body.

[...]

Article 119

In order to perform the works and tasks of their field of competence, the working bodies can request data and information from the state bodies and from other bodies and organizations.

The working body can invite at the session scientific, professional and public workers and representative of the municipalities, the city of Skopje, public companies, trade unions and other organizations, institutions and associations in order to present opinions related to the issues reviewed an the session of the body.

Article 120

The agenda of the session of the working body shall be determined at the beginning of the session. Issues proposed by the Members of Parliament, the President of the Assembly and the Government can be included in the agenda.

The initiatives for inclusion of certain issues on the draft agenda of the session of the working body can be given by other working bodies of the Assembly, state administration bodies, municipalities, the city of Skopje, institutions, citizens associations and companies.

Article 121

The Working bodies cooperate among each other.

The working bodies can have joint sessions in order to review issues of mutual interests or to coordinate the positions.

The joint sessions of two or more working bodies shall be convened by the agreement of the presidents of those bodies.

The working bodies shall vote separately at the joint sessions.

Article 123

The presence of the working body members shall be registered.

The president of the working body may decide to take off 5% of the salary for each day the member has not shown up for the session, if this member had not come to the meeting three consecutive times without informing the president of the working body. The Committee on Elections and Appointment Issues adopts an act for this matter.

The president of the working body can suggest to the President of the Assembly if a member was not present at the sessions of the body, without justification, three times in a row. The working body can propose to the Assembly to discharge that member.

The member of the working body who was unable to attend a session is obliged to inform the president of the working body about that in due time.

The Member of Parliament who is not a member of the working body shall have the right to be present at the session of the working body and participate in its work without a right to vote.

Article 124

In order to study certain issues from their field of competence or to prepare act proposals the working bodies can establish working groups. The members of the working groups are chosen from the members of the working body, Members of Parliament, scientific and professional public workers, as well as from representatives from state administrative bodies and other bodies and organizations.

The working groups shall submit the report to the working body.

Article 125

The debate upon the issue reviewed by the working body can end simply by transferring to the agenda or deciding upon a position that for which the working body shall submit a report to the Assembly, for each reviewed issue separately.

The report shall contain the position of the working body with an explanation. All the declared and separate opinions and proposals related to the issue reviewed at the session of the working body shall be included in the report.

The president of the working body shall sign the report and shall be hold liable for its authenticity.

[...]

The Report contains an attitude of the Working Body with an explanation. The Report also contains all the expressed and pointed views and suggestions on the matters scrutinized on the meeting of the Working Body.

[...]

Article 131

[...]

Members of Parliament, working bodies of the assembly and the parliamentary groups can participate in the programming of the work of the Assembly with their own initiative.

X. PASSING LAWS AND OTHER REGULATIONS

1.1 Initiating a procedure

Article 133

Every Member of Parliament in the Assembly, the government and at least 10 000 voters shall be entitled to the right to propose a passing of a law (authorized proposer of a law)

[...]

Article 134

An initiative for passing a law can be given to the authorized proposers by every citizen, group of citizens, institutions and associations.

[...]

If the authorized initiator accepts the initiative for passing a law, a proposal for passing a law shall be submit to the Assembly.

[...]

Article 142

Before discussing the proposal for passing a law at the Assembly session it shall be reviewed by the working body that covers all or a major part of the issues that are regulated with the law (competent working body) and by the Legislative Committee.

[...]

Article 143

The proposal for passing a law can be reviewed by other working body if the proposal covers various issues that are within a filed of competence of that working body as well (concerned working body).

[...]

Article 145

The Legislative Committee reviews the proposal for passing a law looking at the need for passing the law and its coordination with the Constitution and submits a report to the Assembly with its opinions and suggestions.

[...]

2. Draft Law

Article 157

When the Assembly decides to put the draft law on a public debate, it shall determine one or more working bodies that shall:

- make possible that the draft law is available to the citizens, organizations, public associations, institutions, civil associations, political parties, syndicates and other interested subjects;
- provide collection and arranging of the opinions and suggestions presented during the open debate;

prepare report with the results from the open debate.

[...]

5. Amendments

Article 165

[...]

Each Member of the Parliament, working body, the Government and at least 10.000 voters, can submit amendment.

The amendment shall be submitted to the President of the Assembly in written form and shall be explained and signed by the initiator.

If the amendment contains provisions that require financial means, the initiator of the amendment shall be at the same time obliged to indicate the possible sources for providing those means.

Article 215

The Assembly shall adopt the Proposal for opening a procedure for accountability of the President of the Republic, with 2/3 majority votes from the total number of Members of Parliament.

XIII. RELATIONS WITH THE GOVERNMENT

Article 220

The President the Parliament shall convene a session for a vote of confidence in the Government three days from the day of initiation the vote of confidence in the Government.

The term in Paragraph 1 of this Article starts the next day after the day of initiating the vote of confidence in the Government.

Article 221

The Parliament shall have a vote of confidence in the Government after the third day from the day of initiating the vote of confidence.

In case when the vote of confidence in the Government is raised orally at the session by the President of the Government, the Assembly shall vote on the same session.

The President of the Government has the right to address to the Assembly before the vote.

Article 222

If a vote of no-confidence in the Government is passed, the President of the Government shall submit resignation to the Parliament.

[...]

XV. PUBLICITY IN THE WORK OF THE ASSEMBLY

Article 229

The Assembly shall provide information to the public regarding the work of the Assembly and the working bodies, as well as of the permanent delegations in the international organizations.

Article 230

Interested citizens can attend the sessions of the Assembly in compliance with the regulations on internal order of the Assembly.

[...]

Article 235

The Assembly and the working bodies can decide, for the purpose of informing the public on the operations of the Assembly, to release an announcement to the mass media.

The announcement to the mass media shall be provided for each Member of the Parliament of the Assembly or of the working body held without the presence of the public i.e. without the presence of the mass media representatives, as well as in other cases when the Assembly or the working body shall decide thereof.

The text of the announcement shall be determined at the session of the Assembly i.e. of the working body.

Article 236

Press conference regarding the work of the Assembly shall be held when the Assembly, the President of the Assembly i.e. the working body or the head of the delegation that stayed abroad decides thereof, who also assign representative to hold the press conference.

XVI. ASSEMBLY SERVICE

Article 238

Professional and other operations for the needs of the Assembly, the working bodies and the Members of the Parliament shall be performed by the Assembly Service (hereinafter: the Service).

The organizations, the tasks and the operations of the Service shall be determined by an act in compliance with the provisions of the Law and this Rules of Procedure.

The head of the Service is the Secretary General of the Assembly.

The Seven Principles of Public Life

These principles apply to all aspects of public life. They have been set out here for the benefit of all who serve the public in any way.

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organizations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

United States House of Representatives Code of Official Conduct (Rule XXIII)

There is hereby established by and for the House the following code of conduct, to be known as the "Code of Official Conduct":

1. A Member, Delegate, Resident Commissioner, officer, or employee of the House shall conduct himself at all times in a manner that shall reflect creditably on the House.
2. A Member, Delegate, Resident Commissioner, officer, or employee of the House shall adhere to the spirit and the letter of the Rules of the House and to the rules of duly constituted committees thereof.
3. A Member, Delegate, Resident Commissioner, officer, or employee of the House may not receive compensation and may not permit compensation to accrue to his beneficial interest from any source, the receipt of which would occur by virtue of influence improperly exerted from his position in Congress.
4. A Member, Delegate, Resident Commissioner, officer, or employee of the House may not accept gifts except as provided by clause 5 of rule XXV.
5. A Member, Delegate, Resident Commissioner, officer, or employee of the House may not accept an honorarium for a speech, a writing for publication, or other similar activity, except as otherwise provided under rule XXV.
6. A Member, Delegate, or Resident Commissioner_
 - (a) shall keep his campaign funds separate from his personal funds;
 - (b) may not convert campaign funds to personal use in excess of an amount representing reimbursement for legitimate and verifiable campaign expenditures; and
 - (c) except as provided in clause 1(b) of rule XXIV, may not expend funds from his campaign account that are not attributable to bona fide campaign or political purposes.
7. A Member, Delegate, or Resident Commissioner shall treat as campaign contributions all proceeds from testimonial dinners or other fund-raising events.
8. (a) A Member, Delegate, Resident Commissioner, or officer of the House may not retain an employee who does not perform duties for the offices of the employing authority commensurate with the compensation he receives.
 - (b) In the case of a committee employee who works under the direct supervision of a member of the committee other than a chairman, the chairman may require that such member affirm in writing that the employee has complied with clause 8(a) (subject to clause 9 of rule X) as evidence of compliance by the chairman with this clause and with clause 9 of rule X.
 - (c)(1) Except as specified in subparagraph (2)_
 - (A) a Member, Delegate, or Resident Commissioner may not retain his spouse in a paid position; and
 - (B) an employee of the House may not accept compensation for work for a committee on which his spouse serves as a member.
 - (2) Subparagraph (1) shall not apply in the case of a spouse whose pertinent employment predates the One Hundred Seventh Congress.
9. A Member, Delegate, Resident Commissioner, officer, or employee of the House may not discharge and may not refuse to hire an individual, or otherwise discriminate against an individual with respect to compensation, terms, conditions, or privileges of employment, because of the race, color, religion, sex (including marital or parental status), disability, age, or national origin of such individual, but may take into consideration the domicile or political affiliation of such individual.
10. A Member, Delegate, or Resident Commissioner who has been convicted by a court of record for the commission of a crime for which a sentence of two or more years' imprisonment may be imposed should refrain from participation in the business of each committee of which he is a member, and a Member should refrain from voting on any question at a meeting of the House or of the Committee of the Whole House on the state of the Union, unless or until judicial or executive proceedings result in reinstatement of the presumption of his innocence or until he is reelected to the House after the date of such conviction.

11. A Member, Delegate, or Resident Commissioner may not authorize or otherwise allow an individual, group, or organization not under the direction and control of the House to use the words "Congress of the United States," "House of Representatives," or "Official Business," or any combination of words thereof, on any letterhead or envelope.

12. (a) Except as provided in paragraph (b), an employee of the House who is required to file a report under rule XXVI may not participate personally and substantially as an employee of the House in a contact with an agency of the executive or judicial branches of Government with respect to non legislative matters affecting any nongovernmental person in which the employee has a significant financial interest.

(b) Paragraph (a) does not apply if an employee first advises his employing authority of a significant financial interest described in paragraph (a) and obtains from his employing authority a written waiver stating that the participation of the employee in the activity described in paragraph (a) is necessary. A copy of each such waiver shall be filed with the Committee on Standards of Official Conduct.

13. Before a Member, Delegate, Resident Commissioner, officer, or employee of the House may have access to classified information, the following oath (or affirmation) shall be executed:

"I do solemnly swear (or affirm) that I will not disclose any classified information received in the course of my service with the House of Representatives, except as authorized by the House of Representatives or in accordance with its Rules."

Copies of the executed oath (or affirmation) shall be retained by the Clerk as part of the records of the House. The Clerk shall make signatures a matter of public record, causing the names of each Member, Delegate, or Resident Commissioner who has signed the oath during a week (if any) to be published in a portion of the Congressional Record designated for that purpose on the last legislative day of the week and making cumulative lists of such names available each day for public inspection in an appropriate office of the House.

14. (a) In this Code of Official Conduct, the term "officer or employee of the House" means an individual whose compensation is disbursed by the Chief Administrative Officer.

(b) An individual whose services are compensated by the House pursuant to a consultant contract shall be considered an employee of the House for purposes of clauses 1, 2, 3, 4, 8, 9, and 13 of this rule. An individual whose services are compensated by the House pursuant to a consultant contract may not lobby the contracting committee or the members or staff of the contracting committee on any matter. Such an individual may lobby other Members, Delegates, or the Resident Commissioner or staff of the House on matters outside the jurisdiction of the contracting committee.

Extract of the United States Senate Ethics Manual

The following is a brief list of specific statutory prohibitions relating to campaign activities by Members and employees of the Senate:

A Member or employee of the Senate may not--

1. promise to use support or influence to obtain federal employment for anyone in return for a political contribution (18 U.S.C. S 211).
2. deprive, attempt to deprive, or threaten to deprive anyone of employment or any other benefit, provided for or made possible by an Act of Congress appropriating relief funds, because of that person's political affiliation (18 U.S.C. S 246).
3. pay or offer to pay any person to vote or to withhold a vote or to vote for or against any candidate in a federal election (18 U.S.C. S 597).
4. solicit, accept, or receive an expenditure in consideration of a vote or the withholding of a vote in a federal election (18 U.S.C. S 597).
5. use any appropriation by Congress for work relief or for increasing employment, or exercise any authority conferred by any appropriations act, for the purpose of interfering with, restraining, or coercing any individual in the exercise of the right to vote (18 U.S.C. S 598).
6. as a candidate, directly or indirectly promise to appoint any person to any public or private position for the purpose of procuring support for that candidacy (18 U.S.C. S 599).
7. promise employment to any other benefit provided for or made possible by any Act of Congress as a reward for political activity or support (18 U.S.C. S 600).
8. cause or attempt to cause anyone to make a political contribution by denying or threatening to deny any government employment or benefit provided for or made possible, in whole or in part, by any Act of Congress 18 U.S.C. S 601).
9. solicit political contributions from any other federal employee or from any person receiving salary or compensation for services from money derived from the United States Treasury (18 U.S.C. S 602).
10. (staffers only) make a political contribution to any Member of Congress who is one's employer or employing authority (18 U.S.C. S 603).
11. solicit or receive political contributions from persons known to be entitled to or to be receiving relief payments under any Act of Congress (18 U.S.C. S 604).
12. furnish, disclose, or receive for political purposes the names of persons receiving relief payments under any Act of Congress (18 U.S.C. S 605).

13. intimidate any federal officer or employee to secure political contributions (18 U.S.C. S 606).
14. solicit or receive political contributions in a federal building, other than unsolicited contributions that are transferred to a political committee within seven days (18 U.S.C. S 607).
15. knowingly accept a contribution in excess of limitations under federal law of \$1,000 to a candidate from any person or \$5,000 to a candidate from a multi-candidate political committee (2 U.S.C. S 441a(a), (f)).
16. receive any political contribution from the organizational or treasury funds of a national bank, corporation, or labor organization (2 U.S.C. S 441b(a)).
17. knowingly solicit contributions from Government contractors (2 U.S.C. S 441c(a)(2)).
18. make an expenditure for any general public political advertising that anonymously advocates the election or defeat of a clearly identified candidate (2 U.S.C. S 441d).
19. solicit, accept, or receive a contribution from a foreign national (2 U.S.C. S 441e).
20. knowingly accept a contribution made by one person in the name of another person (2 U.S.C. S 441f).
21. fraudulently misrepresent oneself as speaking or acting on behalf of a candidate (2 U.S.C. S 441h).

To the extent that an individual may make political contributions or expenditures as discussed above, the individual may not --

- a. make cash contributions to any candidate which total more than \$100 (2 U.S.C. S 441g);
- b. make contributions in excess of \$1,000 per election to any candidate, \$5,000 per calendar year to political committees, or \$20,000 per calendar year to national party committees, or make contributions aggregating over \$25,000 per calendar year (2 U.S.C. S 441a(a)).
- c. make a contribution in the name of another (2 U.S.C. S 441f).
- d. make independent expenditures in excess of \$250 without filing a report with the Federal Election Commission (2 U.S.C. S 434(c)(1)).



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