

RULES OF PROCEDURE FOR COMMITTEE

In addition to, and not in derogation thereof, of the House Rules, particularly Rule #51 relating to Investigations, the following Rules of Procedure are adopted.

APPROVED  
7-0  
AS AMENDED

1. No public hearing connected with an investigation shall be held without approval of a majority of the Committee. The minority Each members shall be apprised of investigations and hearings. Preliminary inquiries may be initiated by the staff with the approval of the Chairman.

APPROVED  
7-0  
AS AMENDED

2. Subpenas for attendance of witnesses and the production of memoranda, documents and records shall be issued by the Chairman or by any other Member of the Committee designated by him. *NOTICE of ISSUANCE of Subpenas shall given to ALL COMMITTEE members promptly*

APPROVED  
7-0  
AS AMENDED

3. The Chairman shall have the authority to call meetings. This authority may be delegated by the Chairman to any other Member of the Committee when necessary. The Chairman shall not schedule any hearings or series of hearings outside Harrisburg without giving at least 48 hours notice thereof to the Members of the Committee.

APPROVED  
7-0

4. For public or executive sessions, any two Members of the Committee shall constitute a quorum for the administering of oaths and the taking of testimony in any given case or subject matter. With the permission of the Chairman and the ranking minority Member, one Member of the Committee shall constitute a quorum for the administering of oaths and the taking of testimony in any given case or subject matter in public or executive sessions.

APPROVED  
7-0

5. All witnesses at public or executive hearings who testify to matters of fact shall be sworn.

AMENDMENT.  
3-4

APPROVED  
4-3

6. Counsel retained by any witness and accompanying such witness shall be permitted to be present during the testimony of such witness at any public or executive hearing, and to advise such witness while he is testifying of his legal rights. Provided, however, that any Commonwealth officer or employee being interrogated by the staff or testifying before the Committee and electing to have his personal counsel present shall not be permitted to select such counsel from the employees or officers of any Commonwealth agency. This rule shall not be construed to excuse a witness from testifying in the event his counsel is ejected for contumacy or disorderly conduct; nor shall this rule be construed as authorizing counsel to coach the witness, answer for the witness, or put words in the witness' mouth. The failure of any witness to secure counsel shall not excuse such witness from attendance in response to subpoena.

Rules of Procedure for Committee Continued

APPROVED  
7-0  
AS AMENDED

7. Any witness desiring to read a prepared or written statement in executive or public hearings shall file a copy of such statement with the counsel or Chairman of the Committee <sup>[72] 48</sup> hours in advance of the hearings at which the statement is to be presented unless the Chairman and the ranking minority Member waive this requirement. The Committee shall determine whether such statement may be read or placed in the record of the hearing.

APPROVED  
7-0

8. A witness may request, on grounds of distraction, harassment, or physical discomfort, that during his testimony, television, motion picture, and other cameras and lights shall not be directed at him, such request to be ruled on by the Committee Members present at the hearing.

APPROVED  
7-0  
AS AMENDED

9. An accurate stenographic record shall be kept of the testimony of all witnesses in executive and public hearings. The record of his own testimony whether in public or executive session shall be made available for inspection by witness or his counsel under Committee supervision; a copy of any testimony given in public session or that part of the testimony given by the witness in executive session and subsequently quoted or made part of the record in a public session shall be made available to any witness at his expense if he so requests. ~~ANY PERSON~~

APPROVED  
7-0  
AS AMENDED

10. Interrogation of witnesses at Committee hearings shall be conducted on behalf of the Committee by Members and authorized Committee <sup>COUNCIL</sup> ~~staff~~ personnel only.

APPROVED  
7-0

11. Any person who is the subject of an investigation in public hearings may submit to the Chairman of the Committee questions in writing for the cross-examination of other witnesses called by the Committee. With the consent of a majority of the Members of the Committee present and voting, these questions shall be put to the witness by the Chairman, by a Member of the Committee, or by Counsel of the Committee.

APPROVED  
7-0

12. Any person whose name is mentioned or who is specifically identified, and who believes that testimony or other evidence presented at a public hearing, or comment made by a Committee Member or counsel, tends to defame him or otherwise adversely affect his reputation, may (a) request to appear personally before the Committee to testify in his own behalf, or, in the alternative, (b) file a sworn statement of facts relevant to the testimony or other evidence or comment complained of. Such request and such statement shall be submitted to the Committee for its consideration and action.



Rules of Procedure for Committee Continued

APPROVED  
7-0

13. All testimony taken in executive session shall be kept secret and will not be released for public information without the approval of a majority of the Committee.

APPROVED  
7-0

14. No Committee report shall be released to the public without the approval of a majority of the Committee.

APPROVED  
7-0

15. All staff members shall be confirmed by a majority of the Committee. Such staff members are authorized to serve subpoenas as well as the Sergeant-at-Arms of the Legislature or other person designated by the Committee or Chairman.

PATRICK A. GLEASON  
CHAIRMAN



Rec'd 10/8/74  
messenger  
1:30

OFFICE OF SPECIAL COUNSEL

## HOUSE OF REPRESENTATIVES

COMMONWEALTH OF PENNSYLVANIA

HARRISBURG

### SELECT COMMITTEE ON STATE CONTRACT-PRACTICES

October 3, 1974

#### RULES OF PROCEDURE FOR THE COMMITTEE

AS ADOPTED ON AUGUST 15, 1973

AND AMENDED ON MARCH 25, 1974

AND AMENDED ON AUGUST 14, 1974

AND AMENDED ON OCTOBER 2, 1974

In addition to, and not in derogation thereof, of the House Rules, particularly Rule #51 relating to investigations, the following Rules of Procedure are adopted:

1. No public hearing connected with an investigation shall be held without approval of a majority of the Committee. Each member shall be apprised of, with the approval of the chair, and witnesses may be subpoenaed for attendance at such preliminary inquiries.

2. Subpoenas for attendance of witnesses and the production of memoranda, documents and records shall be issued by the Chairman or by any other Member of the Committee designated by him. Notice of issuance of said subpoenas shall be furnished to each Member promptly.

3. The Chairman shall have the authority to call meetings. This authority may be delegated by the Chairman to any other Member of the Committee when necessary. The Chairman shall not schedule any hearings or series of hearings without giving at least 48 hours notice thereof to the Members of the Committee.

4. For public or executive sessions, any two Members of the Committee shall constitute a quorum for the administering of oaths and the taking of testimony in any given case or subject matter. By direction of the Chairman, one Member of the Committee shall constitute a quorum for the administering oaths and the taking of testimony in any given case or subject matter in public or executive sessions.

5. All witnesses at public or executive hearings who testify to matters of fact shall be sworn.

6. Counsel retained by any witness and accompanying such witness shall be permitted to be present during the testimony of such witness at any public or executive hearing, and to advise such witness while he is testifying of his legal rights. Provided, however, that any Commonwealth officer or employee being interrogated by the staff or testifying before the Committee and electing to have his personal counsel present shall not be permitted to select such counsel from the employees or officers of any Commonwealth agency. This rule shall not be construed to excuse a witness from testifying in the event his counsel is ejected for contumacy or disorderly conduct; nor shall this rule be construed as authorizing counsel to coach the witness, answer for the witness, or put words in the witness' mouth. The failure of any witness to secure counsel shall not excuse such witness from attendance in response to subpoena.

7. Any witness desiring to read prepared or written statement in executive or public hearings shall file a copy of such statement with the counsel or Chairman of the Committee 48 hours in advance of the hearings at which the statement is to be presented unless the Chairman and the ranking minority Member waive this requirement. The Committee shall determine whether such statement may be read or placed in the record of the hearing.

8. A witness may request, on grounds of distraction, harassment, or physical discomfort, that during his testimony, television, motion picture, and other cameras and lights shall not be directed at him, such request to be ruled on by the Committee Members present at the hearing.

9. An accurate stenographic record shall be kept of the testimony of all witnesses in executive and public hearings. The record of his testimony whether in public or executive session shall be made available for inspection by witness or his counsel under Committee supervision; a copy of any testimony given in public session or that part of the testimony given by the witness in executive session and subsequently quoted or made part of the record in a public session shall be made available to any witness at his expense if he so requests. Records of public sessions shall be made available to any person at his expense if he so requests.

10. Interrogation of witnesses at Committee hearings shall be conducted on behalf of the Committee by Members and majority and minority committee counsel only.

11. Any person who is the subject of an investigation in public hearings may submit to the Chairman of the Committee questions in writing for the cross-examination of other witnesses called by the Committee. With the consent of a majority of the Members of the Committee present and voting, these questions shall be put to the witness by the Chairman, by a Member of the Committee, or by Counsel of the Committee.

12. Any person whose name is mentioned or who is specifically identified, and who believes that testimony or other evidence presented at a public hearing, or comment made by a Committee Member or counsel tends to defame him or otherwise adversely affect his reputation, may (a) request to appear personally before the Committee to testify in his own behalf, or, in the alternative, (b) file a sworn statement of facts relevant to the testimony or other evidence or comment complained of. Such request and such statement shall be submitted to the Committee for its consideration and action.

13. All testimony taken in executive session shall be kept secret and will not be released for public information without the approval of a majority of the Committee.

14. No Committee report shall be released to the public without the approval of a majority of the Committee.

15. All staff members shall be confirmed by a majority of the Committee. Such staff members are authorized to serve subpoenas as well as the Sergeant-at-Arms of the Legislature or other person designated by the Committee or Chairman.

16. All witnesses shall testify before the Committee on oath or affirmation in hearings which shall be opened to the public and the news media. Provided, however, that the Chairman shall have the authority to direct that the testimony of a particular witness on oath or affirmation be received in an executive meeting in the first instance, if the Committee would otherwise be unable to ascertain whether the witness possesses information relevant to the matters the Committee is authorized to investigate.

17. All still photography will be completed before a witness actually testifies and no photographing shall occur while the witness is testifying. The testimony of a witness in public session, however, may be broadcast by television or radio with the permission of the Chairman, provided that such coverage is orderly and unobtrusive. The coverage of any hearing of the Committee by television, radio, or still photography shall be under the direct supervision of the Chairman, who may for good cause terminate such media coverage in whole or in part, or take such other action as the circumstances may warrant.

18. The oral presentation by a witness of any opening statement which has been authorized by the Committee pursuant to Rule 7 shall be made under oath or affirmation and shall not exceed five minutes unless an extension of time is authorized by the Chairman. The statement shall be relevant to the subject matter of the Committee's inquiry. Statements or portions of statements which take the form of personal attacks by the witness upon the motives or character of the Committee, any member thereof, or Committee staff, and statements which are intemperate, are not deemed to be relevant or germane, shall not be made, and may be stricken from the record of the proceedings on the authority of the Chairman.

19. At the conclusion of the interrogation of his client, counsel shall be permitted to make such reasonable and pertinent requests upon the Committee, including the testimony of other witnesses or other evidence, as he shall deem necessary to protect his client's rights. In the discretion of the Chairman, such requests may be ruled upon immediately by the Committee members present or taken under advisement for future consideration by the Committee.

20. Counsel for a witness may not examine his own client. Counsel may submit to the Chairman in writing any questions he wishes propounded to his client or to any other witness. Such questions, subject to changes in form, shall be put to the witness by the Committee Chairman, by another member of the Committee, or by Committee counsel designated by the Chairman, unless a majority of the Committee rules that the questions are objectionable on the grounds of relevancy, form or for other proper reason.

21. If the lawyer who accompanies the witness before the Committee advises the witness to claim a privilege against giving any testimony or producing documents sought by the Committee, the Committee shall permit the lawyer to present his views on the matter for the information of the Committee, and the Committee shall thereupon rule on the validity of the claim or its application to the particular circumstances involved and require the witness to give the testimony or produce the documents sought in the event its ruling on the claim is adverse to the witness. Neither the witness nor any other officer or person shall be permitted to claim a privilege against the witness's testifying or producing records prior to the appearance of the witness before the Committee, and the Committee shall not rule in respect to the claim that testimony is privileged or properly withheld until the question by which the testimony is sought is put to the witness.

22. Questioning of witnesses shall be conducted in the following order: majority counsel, minority counsel, Chairman, Vice-Chairman, members of the majority and minority in alternation, minority counsel, and majority counsel. Questioning by majority and minority counsel shall be unlimited. No more than two counsel representing the majority and minority respectively may interrogate any particular witness. The Chairman and Vice-Chairman shall be permitted fifteen minutes at a time to question each witness; otherwise Committee members shall be permitted ten minutes at a time to question each witness.

23. In fulfillment of the requirements of Rule 51, of the Rules of the House of Representatives, the Committee shall notify any person who, in the opinion of the Committee, has been defamed, degraded or incriminated by any evidence or testimony received by the Committee, of the substance of the accusation. Such person shall also be invited voluntarily before the Committee and to request that additional witnesses be summoned.

24. In the absence of the Chairman, the ranking majority member of the Committee shall be the acting Chairman or any member designated by the Chairman shall be the acting Chairman.

25. The Chairman shall decide all questions of order, subject to an appeal by two members. The Chairman may, in the first instance, submit the question to the Committee. On questions of order there shall be no debate except on an appeal from the decision of the Chairman or on reference of a question by him to the Committee. In either case, no member shall speak more than once, except by leave of the Committee.

Unless germane to the appeal, a second point of order is not in order while an appeal is pending; but, when the appeal is disposed of, a second point of order is in order and is subject to appeal.

26. Any member may by leave of the Chairman rise and explain a matter personal to himself but he shall not discuss a pending question in his explanation. Questions of personal privilege shall be limited to questions affecting the rights, reputation and conduct of members of the Committee in their respective capacity.

27. When a question is under debate before the Committee, no motions shall be received except the following, which shall take precedence in the order named:

1. To adjourn or recess
2. To lay on the table
3. To postpone
4. To amend

Debate on the motion to postpone shall be confined to the question of the postponement and shall not include discussion of the main question.

Debate on the motion to amend shall be limited to the amendment and shall not include the general merits of the main question.

On days that public hearings are being held, no motions shall be received until after the last scheduled witness has testified, except the motions to adjourn or recess.

Motions concerning rule changes, subpoenas or directions to the staff shall be submitted in writing to the Chairman and Vice-Chairman at least twenty-four (24) hours prior to the presentation thereof to the Committee.



HOUSE OF REPRESENTATIVES  
COMMONWEALTH OF PENNSYLVANIA

MEMO

June 10, 1974

**SUBJECT:** Proposed Rule Change on Subpoenas

**TO:** Pat Gleason  
Chairman, House Select Committee

**FROM:** Honorable Harry Comer

Rule #1 of the Rules of Procedure for the House Select Committee established pursuant to House Resolution No. 98 is amended as follows:

"1. No public hearing connected with an investigation shall be held without approval of a majority of the Committee. Each member shall be apprised of investigations and hearings. Preliminary inquiries may be initiated by the staff with the approval of the chair and witnesses may be subpoenaed for attendance at such preliminary inquiries. All subpoenaed witnesses must appear before the committee as a whole."



- (1) object to the manner in which the itinerary has been communicated --

hand written  
not dated  
vague

- (2) members would be informed by staff as to the results of interviews

(Chairman may 14, 1974)

May 17th -- meeting with Ben Joseph  
May 22 and 23, 1974 -- Westmoreland County

June 3 - 7, 1974 -- Westmoreland County  
no names of people to be interviewed

- (3) requesting information from various banks

when was this discussed with the committee  
what is the scope of the investigation

- (4) may copy <sup>ATTORNEY GENERAL'S</sup> ~~enquiries~~ PennDot File in office of special counsel

if copies are necessary there must be supervision  
when copying the file in order to preserve the integrity  
of the file  
records belong to the committee not the investigators

- (5) summaries of conversations were to be provided to members of the committee. This was not done.

Minutes of the Select Committee to Investigate State Agencies  
Involved in Purchasing, Leasing, Construction and Disposal  
of Commonwealth Property, Services and Supplies  
Pursuant to House Resolution 98,  
adopted on July 25, 1973

Pursuant to the call of the Chairman, Representative Patrick A. Gleason the organizational meeting of the Select Committee was called to order at 1:30 p.m., on Wednesday, August 15, 1973 with the following members present: Representatives Patrick A. Gleason, Chairman, Benjamin H. Wilson, Rudolph Dininni, James J. Ustynoski, Harry R. J. Comer, Harry A. Englehart, and James J. Manderino. Others in attendance were: William A. Kramer, II, Legal Counsel, Norman Krumenacker, Esq., James Woodcock, George Hammett, Tommy Fracella, John Connelly, Esq., and Nancy Roberts.

Chairman Gleason welcomed everyone and a discussion began on the adoption of the Rules of Procedure for the Committee. (See Rules of Procedure attached).

Rule #1 was approved as amended on a motion made by Representative Benjamin Wilson, seconded by Representative Rudolph Dininni and unanimously agreed to. The amendment to the rule was the deletion of the words: "The minority members" and the addition of the words: "Each member".

Rule #2 - The amendment to Rule #2, which reads: "Notice of issuance of said subpoenas shall be furnished to each member promptly" was made on a motion by Representative Benjamin Wilson, seconded by Representative Ustynoski and unanimously agreed to. The rule as amended was approved on a motion made by Representative Harry R. J. Comer, seconded by Representative Benjamin Wilson and unanimously agreed to.

Rule #3 - The words "outside Harrisburg" after the words "series of hearings" was deleted and the rule as amended was approved on a motion made by Representative Benjamin Wilson, seconded by Representative James Ustynoski and unanimously agreed to.

Rule #4 was approved on a motion made by Representative James Ustynoski, seconded by Representative Rudolph Dininni and unanimously agreed to.

Rule #5 was approved on a motion made by Representative Harry Englehart, seconded by Representative James Manderino and unanimously agreed to.

Rule #6 - An amendment to this rule, deleting the sentence: "Provided, however, . . . Commonwealth Agency" was recommended by Representative Harry Englehart. A roll call vote on the amendment was taken and the results were as follows: Yeas (3) Representatives Comer, Englehart and Manderino; Nays (4) Representatives Gleason, Wilson, Dininni and Ustynoski. Rule 6 was approved as originally submitted on a motion made by Representative Ustynoski, seconded by Representative Wilson with a roll call vote as follows: Yeas (4) Representatives Gleason, Wilson, Dininni and Ustynoski; Nays (3) Representatives Comer, Englehart and Manderino.

Rule #7 - An amendment to this rule, changing the number of hours a witnesses statement must be filed from 72 to 48 hours. A motion for this amendment was made by Representative Harry Englehart, seconded by Representative Gleason. The rule as amended was approved on a motion made by Representative Harry Englehart, seconded by Representative Harry R.J. Comer and unanimously agreed to.

Rule #8 was approved on a motion made by Representative Harry Comer, seconded by Representative James Ustynoski and unanimously agreed to.

Rule #9 - An amendment to this rule which reads: "Records of public sessions shall be made available to any person at his expense if he so requests" was made on a motion by Representative Benjamin Wilson, seconded by Representative James Ustynoski. The rule as amended was approved on a motion made by Representative Benjamin Wilson, seconded by Representative James Ustynoski and unanimously agreed to.

Rule #10 - An amendment to this rule, adding the words "majority and minority committee counsel only" was made on a motion by Representative Harry Englehart, seconded by Representative Benjamin Wilson. The rule as amended was approved on a motion made by Representative Harry Englehart, seconded by Representative James Manderino and unanimously agreed to.

Rule #11 was approved on a motion made by Representative Rudolph Dininni, seconded by Representative Harry Comer and unanimously agreed to.

Rule #12 was approved on a motion made by Representative Rudolph Dininni, seconded by Representative James Ustynoski and unanimously agreed to.

Rule #13 was approved on a motion made by Representative James Manderino, seconded by Representative Harry Englehart and unanimously agreed to.

Rule #14 was approved on a motion made by Representative James Ustynoski, seconded by Representative Benjamin Wilson and unanimously agreed to.

Rule #15 was approved on a motion made by Representative Benjamin Wilson, seconded by Representative Rudolph Dininni and unanimously agreed to.

Minutes of meeting continued:

-3-

Chairman Gleason then submitted the following persons as permanent staff members of the committee: Norman Krumenacker, Esq., to be paid \$100 per day per diem, William A. Kramer, II, Legal Counsel, James Woodcock and Jeff Hammett, Investigators and Nancy Roberts, secretary. These persons were approved on a motion made by Representative Rudolph Dininni, seconded by Representative Harry Englehart and agreed to.

Chairman Gleason then informed the committee that he intended to subpoena all files and pertinent data of the Department of Property and Supplies concerning all current leases. Representatives Comer, Englehart and Manderino objected to the subpoena in the form and manner of the document.

The meeting adjourned at 4:00 p.m.



## HOUSE OF REPRESENTATIVES

COMMONWEALTH OF PENNSYLVANIA

HARRISBURG

August 22, 1973

The Honorable Frank C. Hilton  
Secretary of Property and Supplies  
Room 515 North Office Building  
Harrisburg, Pennsylvania 17120

My Dear Mr. Secretary:

First, I would like to express my personal gratitude for your commitment of cooperation with our committee activities, and your staff's fulfillment of that commitment. As a result, I'm sure that both of us are interested in best serving the people of Pennsylvania.

On that basis, so that our investigation does not disrupt your department operations any more than absolutely necessary, I have instructed our staff to expedite its initial review of the property leases held in your department. Hopefully, in a few days, we will be able to conditionally release the great majority of those documents to the Bureau of Real Estate.

The initial reports from our investigators indicate that except for some deficiencies in the standard lease form used over the years by the Department of Property and Supplies, they are having no difficulty in conducting this initial review.

Again I would thank you for your cooperation.

Very truly yours,

Patrick A. Gleason  
Chairman  
Select Committee appointed pursuant to  
House Resolution 98

CC: All committee members  
Honorable Robert J. Butera  
Honorable Kenneth B. Lee

PAG/JW/nlr