



**USAID** | **IRAQ**  
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Legislative Strengthening Program

# COMMITTEE CLERK MANUAL

March 2011

Contract No. 263-I-03-06-00015-00 (REDI Task Order No. 3)

March 30, 2011

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# Legislative Strengthening Program

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## COMMITTEE CLERK MANUAL

March 2011

Submitted by:

**AECOM**

2101 Wilson Boulevard, Suite 700

Arlington, VA 22201, USA

T: +1.703.528.7444

[www.aecom.com](http://www.aecom.com)

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## **1. INTRODUCTION**

The work done by today's parliaments is varied in nature, and often considerable in volume. Time is limited, and most parliaments cannot, therefore, give close consideration to all legislative and other matters that arise before it. A good deal of its business is transacted by parliamentary committees.

Parliamentary committees have emerged as an institution that is central to democratic governance. They play critical roles when new laws are proposed, as procedures for passing laws often require committing such bills to a committee for consideration, review and comment.

In addition, parliamentary committees are often the focal point of legislative oversight of democratic governments.

The purpose of this manual is to provide Clerks of the Committees of the Iraq Council of Representatives (COR) a reference for their work. The manual includes a description of their roles, the rules that apply to clerks, and a reference section that lists all COR Rules of Procedure that apply to committees.

## **2. THE ROLE OF A COMMITTEE CLERK**

In general terms, it is the duty of each Committee Clerk to attend the committee sessions and perform necessary clerical and administrative functions.

The Clerk of a committee is responsible for the coordination and management of the committee's work and of the committee's professional staff. They are responsible for ensuring that the committee's work is performed on time and as required.

Committee Clerks administratively report to the Parliamentary Affairs Directorate and the Committees' Affairs Department with regard to the work performance of the committee staff. The Clerks evaluate the commitment of the staff to the rules and regulations of committee work, as well as the fulfillment of their assigned tasks. Clerks are responsible for facilitating the work of the committee staff when executing their oversight and legislative roles.

Committee Clerks substantively report to the Committee Chair with regard to the completion of committee tasks, and the completion of such tasks within the framework of its legislative and oversight role. Committee Clerks are also responsible for keeping information within its control confidential.

### **General Qualifications**

In general, Committee Clerks must comply with the Council of Representatives (COR) Human Resource (HR) Policies in regard to their qualifications. The COR Human Resource Policies are inclusive of legislation covering employment and the civil service in Iraq. There are several laws that impact the HR function at the COR, including:

- Civil Service Law Number 24, 1960 (amended) in accordance with the 10th edition amended, 2010
- Government and Public Sector Staff Discipline, number 14, 1991 (amended)
- Code of Conduct – this applies to all employees in Iraq
- Health and Invalidity Law, no. 11, 1999. – this includes the rights of workers
- The New Retirement Law, 2006 – the normal retirement age is 63 years unless extended by the appropriate Minister
- Political Dismissal Law

Civil Service Recruitment Law:

Before employment is offered all candidates must comply with the following:

- Must be at least 18 years of age;
- Must have held an Iraqi identification number for at least 5 years;
- Must pass a medical and health check;
- Must pass a criminal record check.

Prior to the appointment of a candidate, the organization must ensure:

- There is an open job vacancy;
- There is a specific financial allocation for the post;
- The potential employee is assigned to a specific grade and pay point within that grade– there are 10 grade levels with 1 being the highest to 10 being the lowest. Each grade has a pay point ladder comprising 11 steps.

In addition, there is a probation period for external recruits set at one year. If the appropriate Director General determines that the employee's job performance is unsatisfactory after a twelve month period, the employee is given a further six month extension of their employment. If after six months the employee is assessed not to be performing up to standard, they will be dismissed. For internal staff being reassigned to a new post the probation period is six months. If they are assessed not to be performing up to standard, they will be offered the opportunity to return to their previous post.

In addition, internal COR policy requires that Committee Clerks have the following qualifications:

- A bachelor degree or an institute certificate in addition to practical expertise that qualify them to work in management for the Standing Committee Offices of the COR;
- Professionalism and honesty in carrying out their assigned duties – they must comply with current regulations and instructions;
- Desire to develop their qualifications and capacity and increase their own level of efficiency;
- Solid mental and physical capacity as well as a professional appearance reflective of the professional environment of the institution;
- Full knowledge of the Iraqi Constitution and the COR Rules of Procedures;
- Thorough knowledge of the COR's legislative functions;
- Complete understanding of oversight mechanisms and relevant procedures;
- Good manners, respect for superiors, and the ability to maintain professional relationships with colleagues and subordinate staff;
- Capacity to assess facts, examine new developments and provide advice within the framework of the committee.

### **3. SPECIFIC DUTIES OF A COMMITTEE CLERK**

Specific duties of Clerks may vary in accordance with which committee they serve, but regularly include the following:

1. Organize the first meeting of the committee for the election of the Committee Chairman, the Deputy Chair and the Committee Rapporteur.
2. Organize committee meetings, and send invitations to each committee member and relevant party.
3. Attend all meetings of the committee.
4. Provide advice and guidance to members of the committee and the Committee Chairman on parliamentary procedure.
5. Define tasks and distribute assignments among the committee staff. Take into consideration staff experience, workload and expertise, staff interest and capacity building, and the effective completion of tasks in a timely manner.
6. Oversee the work of professional staff and Committee Advisors and Researchers and the coordination among them. Coordinate with the Committee Chair to set objectives for the staff.
7. Prepare reports for the Committees' Affairs Department to notify them, in advance, of the assignment of tasks as above.
8. Oversee the financial management of the committee, including management of accounts, and requests for payment of committee expenditures and other financial obligations.
9. Receive the mail of the committee, sort and submit it to the Committee Chairman or in the Chairman's absence, the Deputy or Rapporteur.
10. Control all incoming and outgoing mail; ensure confidentiality of the same.
11. Archive and document incoming and outgoing mail and messages to ensure effective tracking and referral.
12. Prepare the agenda of committee meetings in coordination with the committee Rapporteur.
13. Prepare internal committee memos as required.
14. Prepare and issue invitations to all relevant officials, staff or personnel that need to be notified of the meeting.

15. Prepare and issue all required preparatory information for meetings, including the agenda, minutes of previous relevant meetings and other relevant documents in coordination with committee's Rapporteur.
16. Take minutes of committee meetings and finalize in coordination with the committee's Rapporteur.
17. Coordinate details of committee visits to parties when the committee determines a visit is warranted.
18. Attend committee visits paid to concerned parties to reflect committee oversight and record the information discussed.
19. Coordinate the details for appointments of invited parties to appear before the committee.
20. Organize the attendance of witnesses before the committee and provide background briefings to committee members prior to their attendance.
21. Provide witnesses with required relevant information with regard to their appearance, including:
  - a. The subject for discussion and any action the committee plans to make;
  - b. The date, time, and place specified for the meeting;
  - c. A list of witnesses who will attend the same committee session;
  - d. The time available to the witness to make opening remarks, comments and to answer the questions of the committee members;
  - e. The format of the meeting (i.e., round-table discussions or question and answer session);
  - f. Information on whether the meeting is an in camera session or open to the media;
  - g. The right of the witness to have complete immunity when answering questions posed by the committee;
  - h. The obligation of the witness to answer all questions posed by the committee;
  - i. The witnesses' obligation to submit their testimony in writing when possible;
  - j. Information on logistical issues such as the amount of expenses that will be reimbursed to the witness, including transport expenses, and the cost of accommodation and housing if necessary;
  - k. The witnesses' right to provide comments on the topic before the committee.
22. Ensure witnesses are given enough time to prepare background information or other relevant documents before their appearance before the committee.
23. Provide the committee with the following information:
  - a. Address of any appearing witness and personal contact information;

- b. Any classified information about an appearing witness if the committee deems it necessary and important to public interest and national security;
  - c. Notifications with regard to a witnesses' appearance in both official languages.
24. Establish and maintain a dedicated database for all the information required by the committee in order to fulfill its oversight and legislative role, including correspondence sent and received, memos, agendas, background material and other relevant documents.
  25. Receive all draft laws. Distribute copies of the draft law and other relevant background documents to the Committee Chair and other relevant committee members and staff. Include on the committee agenda for discussion.
  26. In consultation with the Committee Chairman, specify the date, time, and place of the first meeting of any sub-committee of the committee created to discuss any draft law referred to it upon receiving the referral.
  27. Issue briefs on the draft law prepared by Committee Research Assistant.
  28. Upon receipt of a draft law referred, prepare a recommended procedure for analyzing the draft, along with a list of suggested witnesses, and proposals for any necessary hearing sessions. Specify the length of time the committee and/or sub-committee has to review the law and submit their report to the Council of Representatives.
  29. Obtain and record the committee's agreement on the witness list at the first meeting held to discuss the draft law.
  30. Prepare notes on draft laws for committee members when required.
  31. Ensure the confidentiality of any committee reports on the draft laws until presented to the COR.
  32. Inform the COR of the committee's intended date to submit any report on the draft law to the COR.
  33. Coordinate with Committee Advisors to prepare required reports on archived, current and pending draft laws and proposals related to legislation. Reports are required at various stages of legislative preparation and review. Submit legislation reports to the Directorate of Parliamentary Affairs along with relevant background information and documents.
  34. Prepare Quarterly Reports on committee activities.
  35. Prepare a monthly report on the status of the committee staff's performance of their tasks and activities. Submit to the Committee Affairs Department.
  36. Prepare a daily report on staff attendance and general performance.

37. Prepare the committee Media Report. Submit the report to the Committee Chair, the Media Directorate and the Committees Affairs Department.
38. Publish observations and general information about committee meetings through the media or other electronic means.
39. Inform relevant civil society organizations that may be affected or interested in the committee sessions or work.
40. Collect any correspondence provided through the Public Inquiries and Media Committee, and respond to queries.
41. Prepare other periodic reports related to the committee's legislative and oversight role as required.
42. Issue committee notes, draft memos and correspond with concerned third parties when appropriate.
43. Carry out other duties that correspond to the work of the committee as directed by the Committee Chair.

### **Temporary Absence of Clerks of Courts**

Deputy Clerks are authorized to act as Clerks when Committee Clerks are temporarily absent from a committee meeting. A Deputy has the same powers, authorities and responsibilities as a Clerk in the Clerk's absence.

In addition to acting as Clerk in their absence, and assisting the Clerk in carrying out their day to day duties, the Deputy Clerk is responsible for their own tasks.

#### **4. SPECIFIC DUTIES OF THE DEPUTY CLERK**

Responsibilities of the Deputy Clerk vary according to the committee they serve, and are carried out in cooperation with and at the request of the Clerk. These duties regularly include the following:

1. Preparation of papers necessary for the meetings of the committee;
2. Distribution of papers among members of the committee, and preparation of a document to brief the committee on any circulated notes;
3. Open, distribute, and register mail, and acknowledge correspondence received;
4. Archive files, correspondence and other documents in an organized file system, in accordance with the procedures in the parliament as a whole and at the Clerk's instruction;
5. Properly dispose of confidential and other papers in an appropriate manner;
6. Consistently update the committee's web site;
7. Analyze, review and classify oral and written evidence and testimony, including amendments made by witnesses to their testimony;
8. Perform additional tasks as directed by the Committee Clerk.

## **5. PARLIAMENTARY COMMITTEE ADVISORS**

Parliamentary Committee Advisors are staff working in temporary or permanent COR committees who are experts in their field and are recruited to express their legal or technical opinions.

### **TASKS OF PARLIAMENTARY COMMITTEES ADVISORS**

1. Prepare drafts of laws and reports as requested by the committee;
2. Examine existing draft laws and proposals as requested by the committee;
3. Express their professional legal or technical opinion on subjects as per the request of the committee;
4. Attend all committee meetings;
5. Attend all visits carried out by the committee;
6. Attend COR sessions when addressing draft laws and proposals relevant to the committee;
7. Develop studies, statements, and research relevant to the committee in his or her area of expertise;
8. Participate in oversight of the committee's work with regard to the advisor's area of expertise.

### **THE COMMITTEE OF PARLIAMENTARY COMMITTEE ADVISORS**

A recommendation has been made to create a committee to streamline and provide oversight for the work of Committee Advisors in the COR. The committee will organize, unify and promote the work of COR Committee Advisors, and document all studies, research, statements and reports prepared by the advisors. The committee will hold conferences, trainings and workshops regarding the work of Committee Advisors. Committee Advisors are required to attend trainings relevant to their work.

The objectives of the committee include:

1. Unifying the basis of legislative drafting, including laws and other proposals, among COR committees;
2. Unifying the technical procedure for examining legislation referred to COR committees;

3. Unifying the technical procedure used to prepare legal statements, comments and reports;
4. Provide advice and consultation within the framework of the Directorate of Parliamentary Affairs;
5. Exchange legal and technical expertise and experiences and promote best practices among COR advisors;
6. Follow up on advisor's affairs in cooperation with the Directorate of Parliamentary Affairs.

All COR advisors are required to be members of the committee, and are required to attend meetings. Advisors who fail to attend three consecutive meetings without a valid reason will lose their voting rights on issues before the committee.

The committee will have a Chair, and Deputy Chair and Rapporteur. The Committee Chair, Deputy Chair and Rapporteur will constitute the Presidency of the Committee. The Presidency will be elected by an absolute majority of the committee members, and will serve a term of one COR legislative term. The Committee Chair, Deputy Chair and Rapporteur can only be dismissed through an absolute majority of committee members. Fifteen (15) days prior to the end of the COR legislative term, the sitting Committee Presidency will call for elections of a new Committee Presidency by submitting an application to the Directorate of Parliamentary Affairs.

The committee will meet monthly, with the attendance of an absolute majority of members. The Director General of the Parliamentary Affairs Directorate, or a simple majority of the committee members, can call for other meetings when required. When in session, the committee takes decisions with an absolute majority of attending members. All COR advisors are bound to the decisions made by the committee. Discussions, recommendations and resolutions are recorded in the minutes of the committee's sessions, and forwarded to the Committee Affairs Department of the Directorate of Parliamentary Affairs. The Directorate of Parliamentary Affairs supervises the committee, and oversees its workflow, activities, and elections.

### **Committee Presidency Duties**

The Presidency of the committee, namely the Committee Chair, the Deputy Chair and the Rapporteur, are jointly responsible for the following:

1. Organizing, preparing and issuing the agenda;
2. Determine date, time and location of meetings and issue notices to all members;
3. Record and maintain the minutes of the meeting;
4. Monitoring the execution of the committee's decisions and recommendations in cooperation with the Directorate of Parliamentary Affairs;

5. Maintaining the relationship between the committee and the Directorate of Parliamentary Affairs.

Should there be any conflict with regard to the completion of these responsibilities, the Committee Chair's decision on the matter reigns. In the absence of the Committee Chair, the Deputy acts on his or her behalf, having all the same powers, responsibilities and obligations.

## **6. CODE OF ETHICS OF COMMITTEE STAFF**

Every staff member of COR committees, including Committee Clerks, Deputy Clerks and Advisors shall endeavor at all times to perform official duties properly and with diligence. Every staff shall apply full-time focus and energy to their assigned responsibilities during work hours. Every staff member shall carry out responsibilities as a servant of the public in as courteous a manner as possible.

No staff shall refuse to enforce or otherwise carry out any properly assigned task, nor shall staff exceed their own authority in the performance of their duties.

No staff shall use or make an attempt to use his or her position in the COR to secure privileges or exemptions for themselves or for others. No staff shall discriminate in the performance of their duties by doing favors for colleagues or beneficiaries of their work. No staff shall accept any fee or compensation, beyond their proper salaries, for any task completed within the course of their employment. Each staff shall use the resources, property and funds under their control fairly and in accordance with COR rules and procedures.

No staff member shall disclose any confidential information acquired in the execution of their official duties to any person not authorized to have access to that information. Any former staff member will not disclose information if it is considered confidential and any current staff member would not be permitted to disclose it.

## **7. COR RULES OF PROCEDURE ON COMMITTEES**

In order to properly execute tasks and responsibilities, Committee Clerks and Deputy Clerks must be aware of, and fully understand the role and procedures surrounding COR committees. This section outlines all relevant COR Rules of Procedure that touch on committee work.

### **Article 9**

The Presidency shall perform the following functions:

First: Organize the agenda in coordination with the chairman of the concerned committee or their representatives of the COR sessions and distribute it to the Members, the Presidency Council and Members of cabinet along with projects, proposals and reports submitted for discussion giving priority to drafts proposed by the executive and studied by the concerned committees in addition to other current important subjects at least two days before the session unless the Constitution states otherwise.

Eighth: Assign one of the committees to study a certain subject.

### **Article 16**

The COR member shall be committed to:

First: Attending the COR meetings and its committees of which he is a member, and shall not be absent without excuse that is deemed valid by the President of the COR or the chairman of the competent committee.

### **Article 31**

The COR shall exercise the following legislative authorities:

Fifth: Approving the COR budget and its committees.

Sixth: Considering draft laws proposed by MPs and its committees.

### **Article 35**

First: The First Deputy shall practice the following functions:

- A. Follow up the work of the standing committees and submit reports about their work in accordance with what was agreed on the COR Presidency.

Second: The Second Deputy shall exercise the following functions:

- B. Follow up the work of the standing committees and submit reports about their work in accordance with what is agreed on the COR Presidency Commission.

Third: Head the standing committee meetings when he is present, but may not vote.

### **Article 37**

First: The COR Presidency prepares the weekly agenda in coordination with specialized committee chairmen to distribute them to the members or by notifying them at least two days before the first weekly meeting.

### **Article 49**

Second: The ministerial program shall be referred to a special committee headed by one of the two Deputy Speakers to prepare a report to be presented to the Council prior to voting on it.

### **Article 52**

Questions related to subjects referred to COR committees, shall not be included in the agenda, before the committee submits its report to the COR. More than one question from one member may not be included in one session. Answering questions shall be in accordance with the order in which they were recorded.

### **Article 53**

The Member who asked the question, and not any other member, may ask the concerned official for explanation, and may comment on the reply. However the Speaker may, if the question is of a public importance, permit at his discretion the head of the relevant committee, or another Member to make a short comment or remark on the answer.

### **Article 68**

A temporary committee shall be established to amend the Constitution and shall exercise the tasks stipulated in Article 142 of the Constitution.

### **Article 69**

The Standing Committees shall be established and formed in the first session convened by the COR after the ratification of the Rules of Procedure. The desire, specialization, and experience of the Member shall be taken into consideration.

## **Article 70**

The following Standing Committees shall be established and formed in the Assembly:

1. Committee on Foreign Affairs
2. Committee on Security and Defense
3. Committee on Legal Affairs
4. Committee on Oil, Gas and Natural Resources
5. Committee on Integrity
6. Committee on Financial Affairs
7. Committee on Economic, Investment and Reconstruction Affairs
8. Committee on Education, and Higher Education
9. Committee on Health and Environment
10. Committee on Labor and Services
11. Committee on Regions and Governorates not affiliated with a region
12. Committee on Human Rights
13. Committee on Culture, Media, Tourism, and Archaeology
14. Committee on Endowment and Religious Affairs
15. Committee on Displaced, Immigrants, and Expatriates Affairs
16. Committee on Agriculture, Water and Marshes Affairs
17. Committee on Debaathification
18. Committee on Martyrs, Victims and Political Prisoners
19. Committee on Youth and Sports
20. Committee on Women, Family and Childhood
21. Committee on Civil Society Organizations
22. Committee on Member's Affairs and parliamentary development
23. Committee on Tribal Affairs
24. Committee on Complaints

## **Article 71**

A temporary committee shall be formed to monitor the implementation of Article 140 of the Constitution.

## **Article 72**

First: Each Member shall have the right to nominate himself to sever as a member or a chair to a committee.

Second: The COR Presidency shall present the names of the candidates to each of the Standing Committees in one list agreed on by the parliamentary blocs to the Council to vote on.

## **Article 73**

Each of the Standing Committees shall consist of at least seven members and not to exceed fifteen.

#### **Article 74**

Each committee shall elect from among its members a Chair, Deputy Chair and a Rapporteur by majority of the committee members, within three days after the formation of the committee.

#### **Article 75**

First: The Committee shall meet periodically as specified by the Chair or Deputy Chair in his absence. Members will be invited by the Rapporteur.

Second: The quorum of the committee meetings shall be achieved by the attendance of the majority of its Members.

Third: The Committees' decisions shall be made by absolute majority of their members and forwarded to the COR Presidency signed by the Chair of the Committee or his Deputy, or the members of the committee in their absence.

Fourth: The Committees may seek assistance from experts, their fees to be agreed on with the COR Presidency.

#### **Article 76**

First: The committees may invite any Member of the COR to express an opinion about the issues submitted to it, but that member shall not have the right to vote. Also, the committee shall have the right to invite any government official with the knowledge of his/her seniors, or may invite any expert or specialist who is not a member of the COR, in order to solicit their opinion.

Second: Each member of the COR has the right to attend the meetings of any committee with the approval of the Chair, and may express his opinion but may not vote.

#### **Article 77**

First: The Committee, with the agreement of the majority of its members, and after informing the Speaker of the COR and the Prime Minister, may invite any Minister or those with the rank of a minister for clarifications. The invited official should attend the committees' meetings within seven days from the date of receiving the invitation.

Second: The Committee with the agreement of the majority of its members may invite ministers, deputies and those with special ranks and other government employees (civilian or military) directly for clarification or to ask for information with notification of the Speaker of the COR and the Prime Minister.

Third: The Minister of State for COR Affairs or his/her representative may attend committee meetings after an invitation from the committee for coordination, cooperation and exchanging information between the Government and the Council.

Fourth: The committee may document (audio and video) any meeting with any invited official within its jurisdiction.

### **Article 78**

The Standing Committees may ask to be provided with the documents and information they need from government departments and civil society organizations, with notification of the COR Presidency.

### **Article 79**

The Member's attendance of committee meetings shall be considered equivalent to the attendance of the Council's session. He shall be subject to the provisions of this Rules of Procedures in case he is absent from attending its meetings.

### **Article 80**

When a vacancy occurs in the membership of a committee, the COR shall elect a new member to fill it.

### **Article 81**

First: The COR Presidency shall refer subjects with all related documents to the committees, in order to study, review, discuss them, and make appropriate recommendations about them.

Second: Every committee shall organize minutes of its sessions, and list the names of present and absent members. It shall record all the discussion and opinions, and shall take its decisions by a majority and in case of a tie; the side which has the chair's vote shall have preference.

### **Article 82**

The COR may form subcommittees, temporary committees and investigation committees, based on work requirements and the issues presented to it.

### **Article 83**

Temporary and investigation committees shall be formed by the approval of the majority of members present in the Council, based on a suggestion submitted by the COR Presidency or by 50 Members.

### **Article 84**

The Investigation Committee shall have the power to investigate the facts, related to the cases presented to it. Further, the Committee shall have the right to invite any person to hear his statement as appropriate. In addition, it shall have the right to review whatever related to the case that has been presented to it, without prejudice to the cases that have been referred to judiciary. It may seek the assistance of experts; their fees will be agreed on with the COR Presidency.

### **Article 85**

The committee shall upon the completion of investigation, submit its report and recommendations to the COR Presidency, which shall in turn submit them to the Council in order to take the appropriate action.

### **Article 86**

The committee has the right to dismiss the Chair or the Deputy Chair or the Rapporteur in case of proven incompetence or in case they can not discharge their duties.

### **Article 87**

First: Every standing committee may propose laws related to its jurisdiction according to the procedures stipulated in this Rules and Procedures.

Second: Each committee of the Standing Committees shall study the bills and draft laws related to its jurisdiction, and shall express its opinion on these bills and on other subjects which have been referred to it by the COR Presidency, as well as on the subjects related to the jurisdiction indicated in this bylaws.

Third: Each committee should follow up and monitor the maintenance of balance in institutions related to its jurisdiction.

### **Article 88**

The Committee on Foreign Affairs shall be in charge of the following:

First: To study the International and regional situation and the developments in international policy.

Second: To follow up the foreign policy and diplomatic representation of the State

Third: To follow up International Conferences.

Fourth: To study the international political agreements and treaties in cooperation with the Legal Committee.

Fifth: To propose legislation that regulates diplomatic and consular affairs.

Sixth: To follow up matters related to the bodies and agencies of the United Nation and international and regional organizations.

### **Article 89**

The Committee on Security and Defense shall be in charge of the following:

First: To follow up the external security affairs of the state.

Second: To follow up internal security affairs and combating terrorism and crime.

Third: To follow up the armed forces affairs.

Fourth: To follow up the affairs of the Intelligence service.

Fifth: To propose legislation related to officers and members of the Iraqi armed forces, police and intelligences apparatuses.

### **Article 90**

The Committee on Legal Affairs shall be in charge of the following:

First: To review previous laws and their compatibility with the Constitution

Second: To study legislation related to the Judiciary

Third: To assist the COR and its committees in drafting legislative texts

Fourth: To improve and develop legal and judicial systems

Fifth: To study draft laws submitted to it by the COR and the Government, give opinions about them, and prepare and draft its texts according to instructions from COR Presidency.

Sixth: To review the decisions of the dissolved Revolutionary Command Council.

Seventh: To follow up the Independent Electoral Commission of Iraq (IECI).

### **Article 91**

The Committee on Oil, Gas and Natural Resources shall be in charge of the following:

First: To scrutinize and supervise the policy on oil and natural resources.

Second: To audit the accounts of the revenues from oil, gas and the rest of natural resources.

Third: To submit draft laws to control wasting oil and natural resources wealth.

Fourth: To follow up rehabilitation and founding oil facilities to insure the flow of oil products to the citizens

Fifth: To follow up the policy of oil for food, medicine and basic needs; as well as the corruption files resulting from it.

Sixth: To follow up the rehabilitation and the founding of projects related to natural Resources.

## **Article 92**

The Committee on Integrity shall be in charge of the following:

First: To follow up cases of administrative and financial corruption in various departments of the state.

Second: To follow up and monitor the work of the Integrity Commission's offices (Integrity Commission, The Inspector General Office, the Board of Supreme Audit and other independent commissions)

Third: To propose bills related to Integrity.

## **Article 93**

The Committee on Financial Affairs shall be in charge of the following:

First: To follow up on the General Budget of the State and the transfer between its Sections.

Second: to propose legislation related to customs, taxes, and fees.

Third: To follow up on banks, credits, loans and insurance.

Fourth: To supervise the preparation of the COR budget.

Fifth: To follow up on forgiving the debts and compensations imposed on Iraqi people.

Sixth: To follow up financial policies of various Government Ministries and institutions.

#### **Article 94**

The Committee on Economic, Investment and Reconstruction Affairs shall be in charge of the following:

First: To follow up the economic plans of the state.

Second: To focus on the role of the private sector and privatization.

Third: To follow up on issues related to internal and external trade, wages and prices.

Fourth: To scrutinize contracts entered to import items on the ration card and to ensure a streamlined, sound and secure distribution process.

Fifth: To follow up the development of local industry.

Sixth: To follow up the affairs of the national and foreign investments, and propose the laws and decisions that encourage investment projects in Iraq.

Seventh: To follow up all aspects of housing construction projects, infrastructures and others.

#### **Article 95**

The Committee on Education and Higher Education shall be in charge of the following:

First: To follow up education related issues for all stages and curricula.

Second: To follow up and develop the universities and scientific research centers.

Third: To follow up the spreading of the culture of tolerance and human rights.

#### **Article 96**

The Committee on Health and the Environment shall be in charge of the following:

First: To review and develop the country's health policy consistent with the best governmental services.

Second: To pay due attention to the medical and health personnel and provide them with opportunities for stability to prevent immigration which is a loss of capability.

Third: To follow up the plans of providing medical drugs and equipment from internationally recognized origins.

Fourth: To follow up the implementation of laws and procedures for protecting the environment in Iraq.

Fifth: To follow up the protection and implementation of green zones in urban and rural areas of Iraq.

Sixth: To continue urging the ministries concerned to address the phenomenon of desertification.

Seventh: To monitor the process of burying harmful waste and propose draft laws that deter the burial of nuclear waste in the territories of Iraq.

### **Article 97**

The Committee on Labor and Services shall be in charge of the following:

First: To follow up issues related to municipal, drinking water and sewage Services.

Second: To follow up issues related to electricity.

Third: To follow up issues related to communications.

Fourth: To follow up issues related to transport.

Fifth: To propose laws for organizing relations between the government, employers and employees.

Sixth: To follow up the implementation of labor law.

Seventh: To monitor and follow up the preparation of skilled manpower in accordance with the requirements of the labor market.

### **Article 98**

The Committee on Regions and Governorates Affairs shall be responsible for the following:

First: To focus on the affairs of the regions and governorates, and their relationship with the Federal Government.

Second: To follow up on issues related to councils of regions, governorates and local councils.

Third: To follow up the adherence to fair participation in the management of various federal governmental institutions and missions, scholarships, and international, national and local conferences.

Fourth: To follow up the fair distribution of resources allocations among regions and provinces.

Fifth: To propose laws which regulate the relationship between legislative councils in the regions and governorates with the federal ministries.

Sixth: To propose laws to regulate the work of the two commissions mentioned in articles 105 and 106 of the Constitution.

### **Article 99**

Human Rights Committee

This committee shall be in charge of the following:

First: Follow up Iraqi Human Rights in accordance with the constitutional principals, monitor violations and suggest remedies.

Second: Monitor human rights violations by the authorities.

Third: Follow up the affairs of detainees and prisoners in prisons.

### **Article 100**

Committee on Culture, Arts, Media, Tourism and Archeology

First: Focus on all cultural fields.

Second: Focus on developing arts and literature.

Third: Focus on tourism, in particular religious tourism

Fourth: Follow up the affairs of Antiquities and examine the possibilities of recovering and preserving stolen archeological items.

Fifth: Follow up the media and monitor its performance.

Sixth: Follow up the Media and Communications Commission.

### **Article 101**

Committee on Endowment and Religious Affairs

This Committee shall be in charge of the following:

First: Follow up the activities and decisions of the Endowments' Diwans.

Second: Submit draft laws to activate and develop the endowments.

Third: Follow up the high commission for pilgrimage and Al-Umra.

### **Article 102**

Committee on the Deported, Displaced and Expatriates

This Committee shall be in charge of:

First: Follow up the returning of those displaced and deported by force to their places of residence prior to their displacement and return their movable and fixed assets.

Second: Follow up the returning of the movable and fixed assets which were confiscated without any justification under the previous regime from the deported and displaced.

Third: Follow up the affairs of the citizens who were detained under the former regime as a result of displacing their families outside Iraq

Fourth: Examine draft laws related to nationality, in accordance with Article 11 of the Constitution and in coordination with the Legal Committee.

Fifth: Follow up the Commission for Resolution of Real Property Disputes.

### **Article 103**

Committee on Agriculture, Water and Marshlands (Al-Ahwar) Affairs

This Committee shall be in charge of the following:

First: Follow up on agriculture and its development.

Second: Monitor the implementation of the water resources policies and its distribution internally.

Third: Follow up the affairs of the rural areas and develop them and increase the living standards for the growers and farmers.

Fourth: Follow up the affairs of the domestic animals wealth and the veterinary affairs.

Fifth: Follow up and develop the affairs of the nomads by way of their settlement and providing a suitable environment for them.

Sixth: Follow up the revival of the Marshlands.

Seventh: Follow up the affairs of the Marshlands residents and improve their conditions.

Eighth: Develop the Marshlands as a national wealth and a humanitarian heritage.

### **Article 104**

De-Ba'athification Committee

This Committee shall be in charge of the following:

First: Monitor and re-examine the measures taken by the High Commission for De-Ba'athification to ensure justice, objectivity, and transparency and ensure its compliance with the law.

Second: Make recommendations regarding the decisions issued by the High Commission for De-Ba'athification and its departments in the ministries and the governmental commissions, and submit recommendations to the COR.

### **Article 105**

Committee on Martyrs, Victims and Political Prisoners

This Committee shall be in charge of the following:

First: Follow up the work of Martyr (Al-Shaheed) organization.

Second: Follow up the work of the organization of Political Prisoners.

Third: Follow up the affairs of the martyrs and victims of military and terrorist operations.

Fourth: Follow up the affairs of people with special needs.

Fifth: Follow up the affairs of individuals who were dismissed for political reasons.

### **Article 106**

Committee on Youth and Sports

This Committee shall be in charge of the following:

First: Follow up the affairs of the youth, increase and develop their level of competence in the various fields.

Second: Follow up and develop the affairs of the athletic and the sports institutions.

### **Article 107**

Committee on Women, Families and Children's Affairs

This Committee shall be in charge of the following:

First: Propose draft laws that support the role and status of women in society and women's political course.

Second: Emphasize and defend the rights of women in accordance with human rights charters, taking into consideration the special nature of the Iraqi Society.

Third: Monitor executive branch violations of women's rights stipulated in the Constitution.

Fourth: Follow up the implementation of the laws and measures that protect the families in the Iraqi society.

Fifth: Work on developing laws and projects for the care of mothers and children.

Sixth: Provide care to the juveniles in order to prevent them from delinquency and vagrancy.

Seventh: Follow up the social care institutions in order that guarantees the rights of individuals with special needs, the disabled and elderly.

### **Article 108**

Committee on Civil Society Organizations

This Committee shall be in charge of the following:

First: Proposing and supporting legislations and measures that ensure the development and activation of the role of civil society organizations.

Second: Follow up the institutes and research centers that attend to the development of ideas and mechanisms of civil society organizations in a manner compatible with the special nature of the Iraqi society.

### **Article 109**

Committee on Member's Affairs and Parliamentary Development

This Committee shall be in charge of the following:

First: The Committee shall be in charge of following up all affairs of the Council of Representatives members.

Second: Verify the conditions that must be met by each member of the Council of Representatives.

Third: Work on developing members of the Parliament which can be achieved by way of connecting with the world through delegations.

### **Article 110**

Committee on Tribal Affairs

This Committee shall be in charge of the following:

First: Follow up on the affairs of the tribes and activate their national role.

Second: Continue the promotion of tribes and Iraqi clans in accordance with religion and the law.

Third: Oversee the reinforcement of noble human values in a manner that contributes to the development of society.

### **Article 111**

Complaints Committee

This Committee shall be in charge of:

1. Receive citizens' opinions, proposals and complaints.
2. Consider these complaints, proposals and papers and refer them to the competent committees.
3. Follow up these proposals with the competent committees and inform the public.

### **Article 112**

First: Each committee shall have the right to propose laws and present them to Speaker of the House who in turn shall refer them to the competent committee.

Second: The competent committee shall study the law and return to the Speaker.

Third: The Speaker of the COR shall refer the bill to the legal committee to review the draft and request to bring it before the COR.

### **Article 113**

All committees shall, within the limits of their jurisdiction, follow up the statements of the ministers on all subjects and make recommendations in this regard. The Presidency Council has the right to submit these recommendations to the Council.

### **Article 114**

The sessions of the committees are closed. The sessions may not be attended except by members of the committees, other members and staff of the Council of Representatives, and experts, advisors and members of the government whom the committee may seek help from. Representatives of the press and other media may not attend the meetings of the committees unless permission is granted by their Chairs.

### **Article 115**

Each committee shall submit to the Council a report on each subject matter that may be referred to it. The report must include all measures implemented by the committee and the reasons on which they based their opinion. The committee shall enclose with their report the drafts of the bills or legislations subject of the report and its explanatory notes. The report must also incorporate the opposing opinions that the members of the committee may have voiced on this issue.

### **Article 116**

With due consideration to the matters for which a specific provision was issued, the committee shall submit its report within two to four weeks at the latest from the date of referral of the subject matter to it unless another date was set by the Council of Representatives. If the set date lapses and the report is not submitted, the Speaker of the COR may request the Chair of the committee to clarify the reasons for the delay and specify the period needed for the completion of its work. The Speaker of the COR may however present the issue to the COR to take appropriate decision.

### **Article 117**

Copies of the decisions issued by the Presidency Council and decisions issued by the Council of Ministers shall be filed in the COR library and shall be made available to the various COR committees.

### **Article 118**

The ministries are obliged to inform the competent committees of the strategic decisions, administrative matters and professional instructions issued by them. The committees may request from the ministers copies of the reports they have prepared on their visits abroad as well as the international conferences and meetings they have taken part in. The competent committee may seek clarification from the concerned minister about the content of these reports, or may call on the heads of delegations to report in person to discuss such reports with them.

### **Article 119**

The Speaker of the COR may invite any COR committee to discuss an important or urgent matter. The Speaker of the COR shall chair the sessions of the committees he/she attends. Correspondence between a COR committee and the Executive Branch or other parties outside the Council of Representatives shall be made through the committee's chair, in accordance with the procedures set in this respect and a copy of which shall be forwarded to the Speaker of the COR.

### **Article 121**

The Speaker of the COR may, in writing and after presenting the proposal to the concerned committees, notify the proposing party who submitted the proposal of its violation of constitutional or legal principles, or its failure to meet the required format, or of the existence of its provisions in applicable laws and may consequently ask them to correct or withdraw the bill.

### **Article 122**

The Speaker of the COR shall refer the bills to the legal committee to study it and prepare a report on them to the Council of Representatives that includes the committee's opinion on whether the proposal may be considered, rejected or postponed. The Speaker of the COR may propose to the Council to reject the proposal for reasons related in general to the subject. If the Council of

Representatives agrees to consider the proposal, they then shall refer it to the competent committee

### **Article 123**

In case a bill has been submitted, and is associated with other bills that have already been referred to a committee - the Speaker of the COR shall refer such bill directly to this committee, provided that the committee has not begun studying the articles of the draft law or proposal.

### **Article 126**

The proposals of draft laws that are rejected by the Council of Representatives or withdraw by the presenters may not be re-submitted in the same Council of Representative's legislative period. The Speaker of the COR shall submit the above recommendation with its relevant documents to the Council in the first session. It then shall be referred to the competent committee. The Speaker of the COR may refer it to the competent committees directly after informing the Council of that in the first subsequent session.

### **Article 128**

The Speaker of the COR shall refer the draft laws submitted by the Executive branch to the competent committees, to study it and render its opinion on it before submitting it to the Council for debate, provided that this takes place in the presence of the representative of the Committee who submitted the draft law.

### **Article 129**

Any member may, when debating draft laws, propose amendments that include the deletion, addition or partition of articles. The amendment must be submitted in writing to the chair of the committee at least 24 hours before the session in which the articles included in the amendment are to be debated.

### **Article 130**

The Finance Committee must obtain the opinion of the Council of Ministers on every proposed amendment that is proposed by the Committee in the credits included in the Budget bill. The Finance Committee must include in its report the government's opinion and arguments in this matter. This provision shall apply to every proposed amendment submitted by any of the COR committees or any member, if the proposed amendment may result in financial burdens.

### **Article 131**

The Chair of the session will read the report of the competent committee including any opinions contradictory to the opinions of the majority of the committee members. In any case, the debate will proceed on the basis of the draft submitted by the committee.

### **Article 135**

If the COR rendered a decision on an article, which would require the amendment of another article previously approved, the COR shall revisit and discuss said article. The COR may also - upon request by the government, the Chair of the committee or 50 of the COR members - re-discuss an article previously approved if new reasons are given before deliberations concerning the draft law are concluded.

### **Article 138**

First: The Council of Representatives will hold a session for this purpose. The COR shall forward the veto decision and the relevant documents to a competent committee to study the draft under objection, and the reasons on which the decision not to approve was based. The report of the competent committee shall be submitted to the Council for urgent consideration. If the Council approves the draft law under objection by majority it will be sent to the Presidency Council for approval.

### **Article 143**

The Council's finance department shall prepare the Council's final accounts, which shall be presented to the COR Presidency for approval and submittal to the Financial Affairs Committee who shall, in turn, submit its report to the COR for approval

### **Article 145**

First: The Council has the right to send member delegations abroad for issues related to its work, with consideration given to the competences of each committee.

### **Article 147**

Third: The advisors shall connect directly to the Council Presidency. They shall be responsible for rendering consultation and expertise to the COR and its permanent committees, preparing reports and conducting studies and researches related to the work and jurisdiction of the COR, in addition to any other assigned to them by the Council Presidency.

## **8. CONCLUSION**

### **Committees**

Internationally, parliamentary committees perform a wide range of activities, and are staffed according to their role and function. Committees are created for a variety of reasons and hold various powers and terms of reference.

Parliaments can conduct research on issues by delegating tasks to committees. Investigations, discussions or other tasks that require detailed examination are more easily undertaken by a small group than by parliaments as whole. Committees help facilitate the work of parliaments by spending the time to develop expertise that is of use to the parliament as a whole.

Parliamentary committees conduct inquiries into specified matters, and scrutinize government activity and provide oversight. Committees may move between various locations, and meet in public or in private sessions.

Many committees also act as a formal channel of communication between the parliament and the public. These committees often travel the country to hold public hearings at which concerned stakeholders can present their concerns and voice their opinions on various topics. The policy of including public input through committees allows parliaments to be better informed about community concerns, attitudes and problems.

### **Committee Staff**

The structure of committee staff varies greatly in accordance with a committee's role. Some committees have no professional staff, or have few professional staff with very minor responsibilities. Others have large, highly qualified professional staff with substantial responsibilities.

Most Committee Clerks are non partisan staff members whose role is to act as the committee's administrative officer, and provide administrative assistance to all members of the committee equally. Clerks keep the work of the committees organized and coordinated.

Their responsibilities are carried out with the direction of the Committee Chair, and often with the assistance of a Deputy. Deputy Chairs take on the roles and responsibilities of a Clerk in the Clerk's absence. Committee Clerks are often experts in parliamentary procedure and the functioning of committees in parliament.

In many committees, Clerks are the initial point of contact for the local community on issues of concern to that committee. They process requests for information from the public, and organize public meetings and hearings on the committee's subject matter.

Internationally, many Clerks are the focal point of their committee's involvement in inter parliamentary committee relations, and in inter parliamentary associations. In

addition, Clerks are often the point of contact for cooperation with internal parliamentary committees.

Clerks play an essential role in the successful functioning of COR committees, and as a result, in the successful functioning of the Iraq Parliament. By exercising their duties with care and diligence, Committee Clerks can contribute much to the democratic growth of their countries.