



## The Lawmaker's Manual for Legislative Oversight: Oversight Checklist ✓

This checklist can be found in the Appendix to the *Manual* and is a guide to implementing the methodology the *Manual* recommends.

### Preliminary Matters

1. Identify Potential Goal for Oversight Activities
2. Identify Legislative Purpose of Oversight Activities
3. Draft Authorizing Resolution
  - a. Whereas Clauses
    - i. Story
    - ii. Legislative Purpose
    - iii. Committee Jurisdiction
  - b. Resolved Clauses – address the following questions:
    - i. Who will do this?
    - ii. What is the committee addressing?
    - iii. How may the committee proceed?
    - iv. When may the committee act?
    - v. Consultants?
    - vi. Oversight Output?
4. Adopt Authorizing Resolution

### The Investigation

1. Draft Investigation Plan
2. Conduct Investigation
  - a. Informal Inquiries
    - i. Review internal documents
    - ii. Review publicly-available documents
    - iii. Interview individuals with relevant information
  - b. Formal Inquiries
    - i. Subpoena documents
    - ii. Subpoena individuals and entities for deposition

### The Contemplative Pause



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1. Review Investigation Results
2. Determine What the Investigation Results Require:
  - a. Full steam ahead?
  - b. Course correction?
  - c. Mission accomplished?

### **The Hearing**

1. Develop Theme
2. Witnesses and Documents
  - a. Select Documents
  - b. Select Witnesses
    - i. Witnesses needed to tell critical parts of the story
    - ii. Witnesses needed to explain documents
3. Draft Plan of Presentation
  - a. Determine witness order
  - b. Assemble exhibit packages
4. Prepare for Presentation
  - a. Member/Consultant preparations
    - i. Opening statements
    - ii. Questions for each witness
  - b. Staff preparations
    - i. Arrange for witness appearances (invitation/subpoena)
    - ii. Prepare briefing books
    - iii. Prepare exhibit copies
    - iv. Reserve stenographer/videographer
    - v. Publicize the hearing
5. Presenting the Story
  - a. Ensure quorum available
  - b. Present opening statements
  - c. Witness testimony
    - i. Witness presents written testimony
    - ii. Designated member/consultant examines witness
    - iii. Members examine witness under 5-minute rule
    - iv. Members conduct additional examination
6. Conclude the Hearing – two options
  - a. Conclude hearing and close the record



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- b. Conclude hearing and hold record open to receive additional written testimony/records
- 7. Post Hearing Activity
  - a. Send thank-you letters to witnesses
  - b. Communicate results with media and stakeholders
  - c. Draft report

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