

Committee on Rules Legislative Process Program

Section 1 – *Program Introduction*

111TH CONGRESS

LOUISE M. SLAUGHTER, *Chairwoman*

Overview of the Program and House Staff Resources

Section 1, chapter 1 of 2

Updated January 21, 2009



This packet is a reference guide for House staff. The first Legislative Process Program seminar does not cover the materials in this packet. Instead, the first seminar covers the second packet in Section 1 entitled “**Organization of the House.**”

Overview of the Program and House Staff Resources

Section 1 chapter 1 of 2

Table of Contents

I. Overview of the Program	4
A. Topic Overview	4
B. Program Outline	4
II. House Staff Resources	5
A. Offices	5
1. The House Parliamentarian	5
2. The Congressional Research Service (CRS)	5
3. The Committee on Rules	6
4. Other Standing Committees of the House	7
5. The Chief Administrative Officer (CAO)	12
B. Useful Texts	13
1. Congressional Record	13
2. House Calendars	15
3. House Manual, House Practice, and Precedents	17
4. Senate MAnnual	19
5. How Our Laws Are Made	19
6. Riddicks Manual	19
7. Legislative Committee Documents and House Reports	19
C. Useful Websites	21
1. THOMAS/Legislative Information System (LIS)	21
2. Clerk of the House Website	21
3. House Leadership Websites	22
4. Rules Committee Website	23
5. CRS Website	24
6. HouseNet	24
7. GPO Access	25
8. House Website	25
D. Other Resources	26
1. Video Resources	26
2. Dear Colleague E-mail List	26
3. LIS Alerts	26
4. CRS E-mail Lists	27
5. Weekly Colloquies	27
6. Cloakrooms	27
7. C-SPAN	27
8. Specialized publications/sites	28

I. Overview of the Program

The primary mission of this program is to provide House Members and staff with practical information on the rules, procedures, and general operations of the House of Representatives. The program draws heavily from two well respected institutions: the Congressional Research Service (CRS) and the Office of the House Parliamentarian. Program seminars are conducted by employees of these offices as well as by current and former House committee and leadership staff. Classes are shorter than traditional CRS courses offered on similar topics (lasting about an hour), the focus is generally on the House, and no registration or prerequisites are required. Presentations are meant to be informal with a great deal of audience participation.

A. TOPIC OVERVIEW

After a brief introduction, four main topics are covered as follows: **Drafting, Introduction and Bill Referral; The Committee System and the Federal Budget Process; House Floor Procedure and Rules;** and **The Senate, the Executive Branch and Congressional Oversight.** A series of classes will be conducted on sub-topics of each of these broad categories and two videos are available on the Rules Committee website to illustrate the hearing process and floor procedures. These videos, produced by Walter Oleszek of CRS, can be accessed at:

http://www.rules.house.gov/lpp/lpp_commproc.wmv

http://rules.house.gov/lpp/Day_in_the_House.wmv

B. PROGRAM OUTLINE

SECTION 1 – PROGRAM INTRODUCTION

- Overview of the Program and House Staff Resources – *This Packet*
- Organization of the House

SECTION 2 – DRAFTING, INTRODUCTION AND BILL REFERRAL

- Authoring Legislation
- Jurisdiction and Referral to Committee

SECTION 3 – THE COMMITTEE SYSTEM AND THE FEDERAL BUDGET PROCESS

- Committee Process
- The Budget Process
- The Appropriations Process and the Appropriations Committee
- The Rules Committee
- House Committee Hearings and Markups – Key Features (CRS VIDEO)

SECTION 4 – HOUSE FLOOR PROCEDURE AND RULES

- The Rules of the House
- Floor Procedure and Voting
- Points of Order
- Motions in the House
- A Day in the House: Floor Procedures in the U.S. House of Representatives (CRS VIDEO)

SECTION 5 – THE SENATE, THE EXECUTIVE BRANCH AND CONGRESSIONAL OVERSIGHT

- Senate Process and Procedures
- Resolving Differences with the Senate
- Presidential Action
- Congressional Oversight

II. House Staff Resources

A. OFFICES

1. THE HOUSE PARLIAMENTARIAN

CONTACT: 202.225.7373

The office of the Parliamentarian of the House of Representatives serves as a non-partisan, expert source for interpreting the rules and procedures of the House. The Parliamentarian is appointed by the Speaker and he and his staff advise Members of Congress and House staff regarding parliamentary matters. The office is charged also with compiling precedents of the House and assisting the Speaker with the referral of legislation, ruling on points of order, and advising the presiding officer while the House is in session.

Members and staff may seek confidential legislative advice on several topics including, but not limited to: the drafting of bills and amendments; the germaneness of a specific amendment; assuring an amendment is in compliance with all House rules; specific parliamentary procedure questions; advice on raising or defending against points of order; issues affecting the referral of legislation; committee process questions; and questions about the rules of the House or the rules of a specific committee.

2. THE CONGRESSIONAL RESEARCH SERVICE (CRS)

CONTACT: 202.225.5700

The Congressional Research Service (CRS) is a department of the Library of Congress whose mission is to support an informed national legislature¹. CRS operates as a nonpartisan analytical, research, and reference arm for Congress by providing support to Members of Congress, Congressional staff and committees. This support comes in the form of policy analysis, research support, and written products – both customized confidential memoranda and CRS reports that are made available to Congressional staff on the CRS website (www.crs.gov). CRS also conducts orientations, seminars, briefings, and workshops on public policy issues and the general operations of the Congress.

For a confidential consultation, staff can:

- Call 202.225.5700, press 1, then 5 and ask for an expert by subject; or
- Call a CRS expert directly; or
- Go directly to a CRS reading [room or research center](#) and ask for assistance. See below:

CRS Hotline / Congressional Reading Room / Research Centers

CRS Hotline. Call: 7-7100

Call for immediate reference and searching assistance.

Some examples:

Are there any CRS reports on terrorism activities?

Has legislation been introduced on tax incentives for home health care?

The office needs presidential quotes on the virtues of the Constitution.

What is the Consumer Price Index for the past five years?

I need a copy of the President's statement on Homeland Security.

Hours:

Monday-Thursday 8:30 a.m.-8:00 p.m.; Friday 8:30 a.m.-6:00 p.m.

Saturday 8:30 a.m.-5:00 p.m. Hours may change when Congress is not in session.

¹ "Whom CRS Serves", <http://crs.gov/services/general/whoserve.shtml>, 2 January 2008.

CRS Congressional Reading Rooms

La Follette Congressional Reading Room

Madison Building, Room LM-202
Telephone extension 7-7100

Hours:

Monday-Thursday 8:30 a.m.-8:00 p.m.; Friday 8:30 a.m.-6:00 p.m.

Saturday 8:30 a.m.-5:00 p.m. Hours may change when Congress is not in session.

CRS Research Centers

Each center provides access to the CRS website, reference collections, CRS reports, and automated resources.

Hours:

Monday-Friday 9:00 a.m.-5:30 p.m.; Hours may change when Congress is not in session.

CRS Rayburn Research Center

B-335 Rayburn Building
Telephone extension 5-2030 and 5-6958

CRS Senate Research Center

B-07 Russell Building
Telephone extension 4-3550

Printed and Automated Resources

The La Follette Congressional Reading Room and the two CRS Research Centers provide reference and research assistance to Members and congressional staff. Resources include CRS reports and computers for congressional staff to access the CRS website, the Legislative Information System, the Library of Congress catalog, and a variety of electronic databases, many providing full text of magazine and journal articles. Collections also include newspapers and magazines; directories of organizations, corporations, educational institutions, federal and state agencies; statistical and biographical information; and quotation books. The Senate and Rayburn Research Centers and the La Follette have print sets of the *U.S. Code Annotated*, *Congressional Record*, *Federal Register*, *Statutes at Large*, and *U.S. Code Congressional and Administrative News*. Information Specialists respond to telephone or in person requests.

Members and staff can also borrow books and other media through CRS. The Library of Congress will even deliver and pick up the materials ordered through the online catalog: <http://www.crs.gov/bookloans/borrowingbooks.shtml>. Below is a link to more information about the services and history of the Congressional Research Service: <http://crs.gov/services/general/aboutcrs.shtml>.

3. THE COMMITTEE ON RULES

CONTACT: 202.225.9091

"The Committee has been described by various scholars and Members as a 'legislative traffic cop,' 'gatekeeper,' 'field commander,' and 'the Speaker's Committee.' All of these terms underscore the critical role the Committee plays in the conduct of legislative business on the House floor. While the primary responsibility of the Committee is to be the scheduling arm of the majority leadership, it also exercises 'original jurisdiction' over the rules of the House, joint rules of the House and Senate, the order of business in the House, and the budget process."²

The Rules Committee is a tremendous source for not only general parliamentary information but more often for current procedural information. Often times, valuable legislative materials such as the text of a bill or conference report, amendments, or the specific procedures for an upcoming

² Survey of Activities of the House Committee on Rules – 109th Congress, page 1

bill can be found only on the [Rules Committee website](#) (see also the “[Rules Committee Website](#)” section below for detailed information). A rule reported from the Committee is a good indicator of what upcoming floor proceedings will be and what issues Members should be prepared to debate and vote on. Even before a rule is reported, however the Rules Committee is a place where all Members can speak on issues important to them regardless of their committee assignments and can contribute to the development of the rule. Members and staff can contact the Rules Committee for guidance on amending specific legislation, to obtain time to speak on the floor on a specific rule, or for general information on House rules and procedure.

4. OTHER STANDING COMMITTEES OF THE HOUSE

House committees employ professional staffs who are expert on the issues that fall within their legislative jurisdiction. Policy experts can be found in each committee regarding specific legislation that the committee is working on. Standing committees compile reports to accompany the legislation they mark up, produce other supporting materials to explain specific legislation, and work with the leadership in the House to move legislation to final passage in the House and through resolving differences with the Senate. Members seeking to draft or perfect legislation may choose to consult with the committee of jurisdiction for advice and feedback.

All legislation introduced in the House is referred to one or more committees. Below is a list of House standing committees along with their legislative jurisdictions and the majority contact information:

Standing Committees of the House of Representatives		
Committee on Agriculture	202.225.2171	agriculture.house.gov
Jurisdiction: (1) Adulteration of seeds, insect pests, and protection of birds and animals in forest reserves. (2) Agriculture generally. (3) Agricultural and industrial chemistry. (4) Agricultural colleges and experiment stations. (5) Agricultural economics and research. (6) Agricultural education extension services. (7) Agricultural production and marketing and stabilization of prices of agricultural products, and commodities (not including distribution outside of the United States). (8) Animal industry and diseases of animals. (9) Commodity exchanges.	(10) Crop insurance and soil conservation. (11) Dairy industry. (12) Entomology and plant quarantine. (13) Extension of farm credit and farm security. (14) Inspection of livestock, poultry, meat products, and seafood and seafood products. (15) Forestry in general and forest reserves other than those created from the public domain. (16) Human nutrition and home economics. (17) Plant industry, soils, and agricultural engineering. (18) Rural electrification. (19) Rural development. (20) Water conservation related to activities of the Department of Agriculture.	
Committee on Appropriations	202.225.2771	appropriations.house.gov
Jurisdiction: (1) Appropriation of the revenue for the support of the Government. (2) Rescissions of appropriations contained in appropriation Acts.	(3) Transfers of unexpended balances. (4) Bills and joint resolutions reported by other committees that provide new entitlement authority as defined in section 3(9) of the Congressional Budget Act of 1974 and referred to the committee under clause 4(a)(2).	

Committee on Armed Services	202.225.4151	www.house.gov/hasc
<p>Jurisdiction:</p> <p>(1) Ammunition depots; forts; arsenals; and Army, Navy, and Air Force reservations and establishments.</p> <p>(2) Common defense generally.</p> <p>(3) Conservation, development, and use of naval petroleum and oil shale reserves.</p> <p>(4) The Department of Defense generally, including the Departments of the Army, Navy, and Air Force, generally.</p> <p>(5) Interoceanic canals generally, including measures relating to the maintenance, operation, and administration of interoceanic canals.</p> <p>(6) Merchant Marine Academy and State Maritime Academies.</p> <p>(7) Military applications of nuclear energy.</p>	<p>(8) Tactical intelligence and intelligence-related activities of the Department of Defense.</p> <p>(9) National security aspects of merchant marine, including financial assistance for the construction and operation of vessels, maintenance of the U.S. shipbuilding and ship repair industrial base, cabotage, cargo preference, and merchant marine officers and seamen as these matters relate to the national security.</p> <p>(10) Pay, promotion, retirement, and other benefits and privileges of members of the armed forces.</p> <p>(11) Scientific research and development in support of the armed services.</p> <p>(12) Selective service.</p> <p>(13) Size and composition of the Army, Navy, Marine Corps, and Air Force.</p> <p>(14) Soldiers' and sailors' homes.</p> <p>(15) Strategic and critical materials necessary for the common defense.</p>	
Committee on the Budget	202.226.7200	budget.house.gov
<p>Jurisdiction:</p> <p>(1) Concurrent resolutions on the budget (as defined in section 3(4) of the Congressional Budget Act of 1974), other matters required to be referred to the committee under titles III and IV of that Act, and other measures setting forth appropriate levels of budget totals for the United States Government.</p>	<p>(2) Budget process generally.</p> <p>(3) Establishment, extension, and enforcement of special controls over the Federal budget, including the budgetary treatment of off-budget Federal agencies and measures providing exemption from reduction under any order issued under part C of the Balanced Budget and Emergency Deficit Control Act of 1985.</p>	
Committee on Education and Labor	202.225.3725	edlabor.house.gov
<p>Jurisdiction:</p> <p>(1) Child labor.</p> <p>(2) Gallaudet University and Howard University and Hospital.</p> <p>(3) Convict labor and the entry of goods made by convicts into interstate commerce.</p> <p>(4) Food programs for children in schools.</p> <p>(5) Labor standards and statistics.</p>	<p>(6) Education or labor generally.</p> <p>(7) Mediation and arbitration of labor disputes.</p> <p>(8) Regulation or prevention of importation of foreign laborers under contract.</p> <p>(9) Workers' compensation.</p> <p>(10) Vocational rehabilitation.</p> <p>(11) Wages and hours of labor.</p> <p>(12) Welfare of miners.</p> <p>(13) Work incentive programs.</p>	
Committee on Energy and Commerce	202.225.2927	energycommerce.house.gov
<p>Jurisdiction:</p> <p>(1) Biomedical research and development.</p> <p>(2) Consumer affairs and consumer protection.</p> <p>(3) Health and health facilities (except health care supported by payroll deductions).</p> <p>(4) Interstate energy compacts.</p> <p>(5) Interstate and foreign commerce generally.</p> <p>(6) Exploration, production, storage, supply, marketing, pricing, and regulation of energy resources, including all fossil fuels, solar energy, and other unconventional or renewable energy resources.</p> <p>(7) Conservation of energy resources.</p> <p>(8) Energy information generally.</p> <p>(9) The generation and marketing of power (except by federally chartered or Federal regional power marketing authorities); reliability and interstate</p>	<p>transmission of, and ratemaking for, all power; and siting of generation facilities (except the installation of interconnections between Government waterpower projects).</p> <p>(10) General management of the Department of Energy and management and all functions of the Federal Energy Regulatory Commission.</p> <p>(11) National energy policy generally.</p> <p>(12) Public health and quarantine.</p> <p>(13) Regulation of the domestic nuclear energy industry, including regulation of research and development reactors and nuclear regulatory research.</p> <p>(14) Regulation of interstate and foreign communications.</p> <p>(15) Travel and tourism. The committee shall have the same jurisdiction with respect to regulation of nuclear facilities and of use of nuclear energy as it has with respect to regulation of nonnuclear facilities and of use of nonnuclear energy.</p>	

Committee on Financial Services	202.225.4247	financialservices.house.gov
(1) Banks and banking, including deposit insurance and Federal monetary policy. (2) Economic stabilization, defense production, renegotiation, and control of the price of commodities, rents, and services. (3) Financial aid to commerce and industry (other than transportation). (4) Insurance generally.	(5) International finance. (6) International financial and monetary organizations. (7) Money and credit, including currency and the issuance of notes and redemption thereof; gold and silver, including the coinage thereof; valuation and revaluation of the dollar. (8) Public and private housing. (9) Securities and exchanges. (10) Urban development.	
Committee on Foreign Affairs	202.225.5021	foreignaffairs.house.gov
(1) Relations of the United States with foreign nations generally. (2) Acquisition of land and buildings for embassies and legations in foreign countries. (3) Establishment of boundary lines between the United States and foreign nations. (4) Export controls, including nonproliferation of nuclear technology and nuclear hardware. (5) Foreign loans. (6) International commodity agreements (other than those involving sugar), including all agreements for cooperation in the export of nuclear technology and nuclear hardware.	(7) International conferences and congresses. (8) International education. (9) Intervention abroad and declarations of war. (10) Diplomatic service. (11) Measures to foster commercial intercourse with foreign nations and to safeguard American business interests abroad. (12) International economic policy. (13) Neutrality. (14) Protection of American citizens abroad and expatriation. (15) The American National Red Cross. (16) Trading with the enemy. (17) United Nations organizations.	
Committee on Homeland Security	202.226.2616	hsc.house.gov
(1) Overall homeland security policy. (2) Organization and administration of the Department of Homeland Security. (3) Functions of the Department of Homeland Security relating to the following: (A) Border and port security (except immigration policy and non-border enforcement).	(B) Customs (except customs revenue). (C) Integration, analysis, and dissemination of homeland security information. (D) Domestic preparedness for and collective response to terrorism. (E) Research and development. (F) Transportation security.	
Committee on House Administration	202.225.2061	cha.house.gov
(1) Appropriations from accounts for committee salaries and expenses (except for the Committee on Appropriations); House Information Resources; and allowance and expenses of Members, Delegates, the Resident Commissioner, officers, and administrative offices of the House. (2) Auditing and settling of all accounts described in subparagraph (1). (3) Employment of persons by the House, including staff for Members, Delegates, the Resident Commissioner, and committees; and reporters of debates, subject to rule VI. (4) Except as provided in paragraph (r)(11), the Library of Congress, including management thereof; the House Library; statuary and pictures; acceptance or purchase of works of art for the Capitol; the Botanic Garden; and purchase of books and manuscripts. (5) The Smithsonian Institution and the incorporation of similar institutions (except as provided in paragraph (r)(11)).	(6) Expenditure of accounts described in subparagraph (1). (7) Franking Commission. (8) Printing and correction of the Congressional Record. (9) Accounts of the House generally. (10) Assignment of office space for Members, Delegates, the Resident Commissioner, and committees. (11) Disposition of useless executive papers. (12) Election of the President, Vice President, Members, Senators, Delegates, or the Resident Commissioner; corrupt practices; contested elections; credentials and qualifications; and Federal elections generally. (13) Services to the House, including the House Restaurant, parking facilities, and administration of the House Office Buildings and of the House wing of the Capitol. (14) Travel of Members, Delegates, and the Resident Commissioner. (15) Raising, reporting, and use of campaign contributions for candidates for office of Representative, of Delegate, and of Resident Commissioner. (16) Compensation, retirement, and other benefits of the Members, Delegates, the Resident Commissioner, officers, and employees of Congress.	

Committee on the Judiciary	202.225.3951	judiciary.house.gov
(1) The judiciary and judicial proceedings, civil and criminal. (2) Administrative practice and procedure. (3) Apportionment of Representatives. (4) Bankruptcy, mutiny, espionage, and counterfeiting. (5) Civil liberties. (6) Constitutional amendments. (7) Criminal law enforcement. (8) Federal courts and judges, and local courts in the Territories and possessions. (9) Immigration policy and nonborder enforcement. (10) Interstate compacts generally.	(11) Claims against the United States. (12) Meetings of Congress; attendance of Members, Delegates, and the Resident Commissioner; and their acceptance of incompatible offices. (13) National penitentiaries. (14) Patents, the Patent and Trademark Office, copyrights, and trademarks. (15) Presidential succession. (16) Protection of trade and commerce against unlawful restraints and monopolies. (17) Revision and codification of the Statutes of the United States. (18) State and territorial boundary lines. (19) Subversive activities affecting the internal security of the United States.	
Committee on Natural Resources	202.225.6065	resourcescommittee.house.gov
(1) Fisheries and wildlife, including research, restoration, refuges, and conservation. (2) Forest reserves and national parks created from the public domain. (3) Forfeiture of land grants and alien ownership, including alien ownership of mineral lands. (4) Geological Survey. (5) International fishing agreements. (6) Interstate compacts relating to apportionment of waters for irrigation purposes. (7) Irrigation and reclamation, including water supply for reclamation projects and easements of public lands for irrigation projects; and acquisition of private lands when necessary to complete irrigation projects. (8) Native Americans generally, including the care and allotment of Native American lands and general and special measures relating to claims that are paid out of Native American funds. (9) Insular possessions of the United States generally (except those affecting the revenue and appropriations).	(10) Military parks and battlefields, national cemeteries administered by the Secretary of the Interior, parks within the District of Columbia, and the erection of monuments to the memory of individuals. (11) Mineral land laws and claims and entries thereunder. (12) Mineral resources of public lands. (13) Mining interests generally. (14) Mining schools and experimental stations. (15) Marine affairs, including coastal zone management (except for measures relating to oil and other pollution of navigable waters). (16) Oceanography. (17) Petroleum conservation on public lands and conservation of the radium supply in the United States. (18) Preservation of prehistoric ruins and objects of interest on the public domain. (19) Public lands generally, including entry, easements, and grazing thereon. (20) Relations of the United States with Native Americans and Native American tribes. (21) Trans-Alaska Oil Pipeline (except ratemaking).	
Committee on Oversight and Government Reform	202.225.5051	oversight.house.gov
(1) Federal civil service, including intergovernmental personnel; and the status of officers and employees of the United States, including their compensation, classification, and retirement. (2) Municipal affairs of the District of Columbia in general (other than appropriations). (3) Federal paperwork reduction. (4) Government management and accounting measures generally. (5) Holidays and celebrations.	(6) Overall economy, efficiency, and management of government operations and activities, including Federal procurement. (7) National archives. (8) Population and demography generally, including the Census. (9) Postal service generally, including transportation of the mails. (10) Public information and records. (11) Relationship of the Federal Government to the States and municipalities generally. (12) Reorganizations in the executive branch of the Government.	
Committee on Rules	202.225.9091	www.rules.house.gov
(1) Rules and joint rules (other than those relating to the Code of Official Conduct) and the order of business of the House.	(2) Recesses and final adjournments of Congress.	

Committee on Science and Technology	202.225.6375	science.house.gov
(1) All energy research, development, and demonstration, and projects therefor, and all federally owned or operated nonmilitary energy laboratories. (2) Astronautical research and development, including resources, personnel, equipment, and facilities. (3) Civil aviation research and development. (4) Environmental research and development. (5) Marine research. (6) Commercial application of energy technology.	(7) National Institute of Standards and Technology, standardization of weights and measures, and the metric system. (8) National Aeronautics and Space Administration. (9) National Space Council. (10) National Science Foundation. (11) National Weather Service. (12) Outer space, including exploration and control thereof. (13) Science scholarships. (14) Scientific research, development, and demonstration, and projects therefor.	
Committee on Small Business	202.225.4038	www.house.gov/smbiz
(1) Assistance to and protection of small business, including financial aid, regulatory flexibility, and paperwork reduction.	(2) Participation of small-business enterprises in Federal procurement and Government contracts.	
Committee on Standards of Official Conduct	202.225.7103	www.house.gov/ethics
The Code of Official Conduct.		
Committee on Transportation and Infrastructure	202.225.4472	transportation.house.gov
(1) Coast Guard, including lifesaving service, lighthouses, lightships, ocean derelicts, and the Coast Guard Academy. (2) Federal management of emergencies and natural disasters. (3) Flood control and improvement of rivers and harbors. (4) Inland waterways. (5) Inspection of merchant marine vessels, lights and signals, lifesaving equipment, and fire protection on such vessels. (6) Navigation and laws relating thereto, including pilotage. (7) Registering and licensing of vessels and small boats. (8) Rules and international arrangements to prevent collisions at sea. (9) The Capitol Building and the Senate and House Office Buildings. (10) Construction or maintenance of roads and post roads (other than appropriations therefor). (11) Construction or reconstruction, maintenance, and care of buildings and grounds of the Botanic Garden, the Library of Congress, and the Smithsonian Institution.	(12) Merchant marine (except for national security aspects thereof). (13) Purchase of sites and construction of post offices, customhouses, Federal courthouses, and Government buildings within the District of Columbia. (14) Oil and other pollution of navigable waters, including inland, coastal, and ocean waters. (15) Marine affairs, including coastal zone management, as they relate to oil and other pollution of navigable waters. (16) Public buildings and occupied or improved grounds of the United States generally. (17) Public works for the benefit of navigation, including bridges and dams (other than international bridges and dams). (18) Related transportation regulatory agencies (except the Transportation Security Administration). (19) Roads and the safety thereof. (20) Transportation, including civil aviation, railroads, water transportation, transportation safety (except automobile safety and transportation security functions of the Department of Homeland Security), transportation infrastructure, transportation labor, and railroad retirement and unemployment (except revenue measures related thereto). (21) Water power.	
Committee on Veterans' Affairs	202.225.9756	veterans.house.gov
(1) Veterans' measures generally. (2) Cemeteries of the United States in which veterans of any war or conflict are or may be buried, whether in the United States or abroad (except cemeteries administered by the Secretary of the Interior). (3) Compensation, vocational rehabilitation, and education of veterans.	(4) Life insurance issued by the Government on account of service in the Armed Forces. (5) Pensions of all the wars of the United States, general and special. (6) Readjustment of servicemembers to civil life. (7) Servicemembers' civil relief. (8) Veterans' hospitals, medical care, and treatment of veterans.	

Committee on Ways and Means	202.225.3625	waysandmeans.house.gov
(1) Customs revenue, collection districts, and ports of entry and delivery.	(6) Deposit of public monies.	
(2) Reciprocal trade agreements.	(7) Transportation of dutiable goods.	
(3) Revenue measures generally.	(8) Tax exempt foundations and charitable trusts.	
(4) Revenue measures relating to insular possessions.	(9) National social security (except health care and facilities programs that are supported from general revenues as opposed to payroll deductions and except work incentive programs).	
(5) Bonded debt of the United States, subject to the last sentence of clause 4(f).		

5. THE CHIEF ADMINISTRATIVE OFFICER (CAO)

The CAO offers training on a wide range of topics. Here are just a few examples of the types of classes offered: Adobe Acrobat; Blackberry tips; CAPS Accounting; Microsoft Product Training; Website Management; and History in the Capitol.

For the current class schedule, visit Housenet (just type "housenet" into your browser from a House computer) and click on the "House Learning Center" link on the right.

Call 5-6002 option 3 to register for a course.

B. USEFUL TEXTS

1. CONGRESSIONAL RECORD

Searching the Record

The easiest way to search the Congressional Record is to visit www.lis.gov and use the links under the "Congressional Record" section. The "Date/Section" link breaks the record into headings making it easy to locate specific topics – use this function if you know the date of the record you are looking in. Use the "Index" section if you are just searching for a topic but do not have a specific date. There are also "quick Search" and "Advanced" links for searching with key words. Off campus computers can use www.gpoaccess.gov or <http://thomas.loc.gov/> to search the record.

A User's Guide to the Congressional Record

CRS Report: 98-265³
Updated May 6, 2008

Mildred Amer
Specialist in American National Government
Government and Finance Division

Summary

The *Congressional Record* is a substantially verbatim account of remarks made during the proceedings of the House and Senate, subject only to technical, grammatical, and typographical corrections. It consists of four main sections: the proceedings of the House and Senate, the Extensions of Remarks, and the Daily Digest. This report is one of a series on the legislative process. For more information on the legislative process, please see: <http://www.crs.gov/products/guides/guidehome.shtml>.

The daily *Record* sections are numbered separately and consecutively in each session of Congress. The pages of the House proceedings are preceded by an "H," those of the Senate with an "S," those of the Extensions of Remarks section with an "E," and the Daily Digest with a "D." The placement of Senate and House proceedings are usually alternated in the consecutive issues of the *Record*. There are no letter designations in the final, hardbound versions of the *Record*.

The Daily Digest is the key to use of the daily *Record*. It is the last section in each edition of the daily *Record* and serves as an index. By reading the Digest first, a reader can locate the times of meetings of both houses; measures reported, considered, or signed into law; and information on the previous and current days' committee activities and schedules. At the beginning of each month, a resume of congressional activity is published. It contains cumulative, statistical information on the congressional session.

Senators and Representatives may have remarks and other extraneous material, not necessarily pertaining to legislation, printed in the *Record* without ever speaking or reading the text on the floor. In the House, Members may also revise their remarks by asking permission of the presiding officer to "revise and extend" (i.e., expand their statements). However, these remarks as well as any other undelivered speeches and insertions are distinguishable by a different type style.

The Extensions of Remarks portion of the *Record*, located after the House and Senate proceedings, but before the Daily Digest, contains the bulk of House undelivered remarks and other insertions, such as constituent tributes. On the back page of each daily *Record* is found a list of the Members who have remarks in the "Extensions" section.

³ <http://apps.crs.gov/products/rs/html/98-265.html>

The initial pages of the House and Senate proceedings contain an opening prayer and designations of the presiding officers. Then, typically, the House will turn to "one minute" speeches and the Senate to "morning business," during which Members have the opportunity to speak on current events or other matters. Debate on bills and resolutions usually follows. Unanimous consent agreements, if any, are printed in the Senate proceedings; they guide when or how a measure will be considered. Rollcall or voice votes on amendments, passage, or tabling of measures are shown in the *Record*. For a rollcall vote, a list is printed indicating how Members voted. Information on the status of amendments adopted or rejected is easily obtained in the Daily Digest.

In the Senate, a bullet symbol (●) precedes and distinguishes undelivered remarks. Inserted Senate statements unrelated to pending business are usually printed near the end of Senate proceedings under the heading "Additional Statements." In the House proceedings, any portion of a statement not spoken is printed in different type style. In the Senate, with unanimous consent, undelivered remarks are printed as if spoken.

The Senate and House portions of the *Record* list measures reported out of their committees, and thus, ready for floor consideration. Also, in Senate proceedings, is report and vote information on treaties and nominations from the Senate's Executive Calendar. Printed separately in the *Record* portion for each house is a list of measures introduced, including original sponsors and the committees to which they were referred. Texts of Senate bills are printed upon request within the Senate proceedings, with the sponsor often giving a statement of introduction. The list of introduced House measures is printed at the end of its proceedings. Texts of House measures are rarely printed, and there are usually no statements of introduction.

Also published in the proceedings of each house are appointees to conference committees; messages from the House and Senate to each other; presidential messages; and petitions and memorials (i.e., messages from state and local governments calling for actions by Congress). The Senate prints the names of Members filing cloture motions, votes on such motions, notices of hearings, and requests for committees to meet beyond the ending time established in its rules.

Found in the last portion of the Senate proceedings are the announcements of the time and business for the next meeting as well as a list of any executive nominations. The last pages of the House proceedings usually include the granting of special orders and permission to submit Extensions of Remarks, the announcement of the costs of *Record* insertions exceeding two pages, statements on the time and agenda of the next House session, and the list of House measures introduced.

At the back of the *Record*, following the Extensions of Remarks, when space permits, are published the names and office numbers of each Member, committee rosters, officers of the House and Senate, and judges on the federal courts. The "Laws and Rules for Publishing the Congressional Record" are also often found on the back pages of the *Record*.

Indices to the *Record* are published periodically during a session of Congress and can also be found online with the full text of the *Record* at <http://www.congress.gov>. For more information, consult [CRS Report 98-266](#), *Congressional Record: Its Production, Distribution, and Accessibility*.

2. HOUSE CALENDARS

Calendars of the House of Representatives

CRS Report: 98-437⁴
Updated June 4, 2007

Christopher M. Davis
Analyst in American National Government
Government and Finance Division

In the House of Representatives, the term "calendar" has two related meanings. This fact sheet, one of series of fact sheets on legislative process, explains calendars and their use in the House of Representatives⁵.

First, "calendar" refers to several lists of measures and motions that are (or soon will become) eligible for consideration on the House floor. When a House committee reports a measure, it is placed on one of these calendars. If a measure is not on one of the calendars, either it is awaiting action by one or more House committees to which it was referred, or it is being held "at the Speaker's table" in anticipation that the House may agree to consider it, perhaps by unanimous consent, without first referring it to committee.

Second, "calendar" also refers to the document that contains these lists and other information about the status of legislation. The full title of this document is *Calendars of the United States House of Representatives and History of Legislation*. The calendar is printed daily and distributed within the House. The most recent daily issue of the calendar is available online at <http://www.gpoaccess.gov/calendars/house/browse.html>.

The front cover of the calendar gives (1) the dates on which each session of the current Congress convened and adjourned *sine die*; (2) the number of days the House actually has met during the current session; (3) the date and time at which the House is next scheduled to meet, and any special procedures that are in order on that day; and (4) any special orders — concerning special order speeches and morning hour debates, for example — to which the House has agreed.

The remainder of the calendar presents:

- Lists of measures that are on the *Union Calendar*, the *House Calendar*, or the *Private Calendar*. In general, authorization, appropriations, and tax bills are placed on the Union Calendar when they are reported from committee. All public bills and resolutions that are not placed on the Union Calendar are placed instead on the House Calendar. Private bills, affecting specific individuals or entities, are placed on the Private Calendar when reported from committee. On each of these three calendars, bills are listed in the order in which they were reported. Each list includes, in addition to the number and title of each bill, (1) the date on which the bill was reported and the Member reporting it; (2) the committee that ordered it reported; and (3) the number of the written committee report accompanying the bill.
- A list of any *motions to discharge committees* that have received the required signatures of 218 Members and that are awaiting action by the House.
- Lists of *public laws* and *private laws* that have been enacted during the current Congress, giving for each the public or private law number and the corresponding House or Senate measure number.

⁴ <http://www.congress.gov/erp/rs/html/98-437.html>

⁵ This report was written by Stanley Bach, formerly a Senior Specialist in the Legislative Process at CRS. Dr. Bach has retired, but the other listed author updated the report and is available to answer questions concerning its contents.

- A legislative *history of bills and resolutions* that have been reported to or considered by either or both houses of Congress. There are separate sections for House bills, House joint resolutions, House concurrent resolutions, House resolutions, and each of the same four kinds of Senate measures. Within each section, the measures are listed in numerical order. The entry for each measure presents the dates on which various stages of the legislative process took place — for example, the dates on which the bill was reported from committee in the House, the date on which it later passed the Senate, and the date it became law. Also included are the numbers of relevant House and Senate reports, and the rollcall tally, if any, by which the House or Senate passed or defeated the measure. This is one convenient place to determine the current status of a measure on which some legislative action has occurred.
- A list of measures that one House committee has reported and that the Speaker has referred to one or more other committees for a limited period of time.
- A list of *bills in conference*, with the dates on which each house agreed to go to conference and the names of the House and Senate conferees.
- A calendar for each month of the year, showing the days on which the House was in session, and indicating the total number of days to date on which the House has met. Calendars published during the second session of a Congress include corresponding information for the first session.
- A chart that depicts the legislative history and current status of major bills, including appropriations bills, considered during the current session. For calendars published during the second session of a Congress, a comparable chart shows the legislative history and current status of major bills during the first session.

Calendars that are printed on Monday of each week, or on the first day that the House was in session during the week, contain three additional features: (1) information on *bills through conference* — that is, measures on which conference committees have completed action; (2) an alphabetical index of the *short titles* of pending bills; and (3) and a *subject index* of the House and Senate measures that are listed in the section of the calendar on the history of bills and resolutions.

The final edition of the calendar that is published at the end of each Congress contains still more useful information, including lists of measures that became law and measures that the President vetoed, and statistical data comparing the workload of the Congress with prior Congresses.

3. HOUSE MANUAL, HOUSE PRACTICE, AND PRECEDENTS

House Legislative Procedures: Published Sources of Information

CRS Report: 98-309⁶
Updated December 8, 2006

Betsy Palmer
Analyst in American National Government
Government and Finance Division

The House of Representatives has published information about its current procedures in three primary sources: a **House manual**, a book on **House procedure written for everyday use**, and a set of **House precedents**. The predecessors to these compilations also remain valuable for some purposes. These documents can enable Members and staff to study the House's rules and precedents and to gauge how they are likely to apply in various circumstances. See <http://www.crs.gov/products/guides/guidehome.shtml> for more information on legislative process.

During the first session of every Congress, the House publishes the *House Rules and Manual*, formally entitled *Constitution, Jefferson's Manual, and Rules of the House of Representatives*. Each clause of the rules is followed by notes, prepared by the House parliamentarian, that summarize the most important precedents and interpretations relating to that clause. The *Rules and Manual* also contains a summary of recent changes in the House's rules and provisions of law that establish expedited procedures by which the House can act on certain kinds of measures. The volume begins with the annotated text of the Constitution and excerpts from Thomas Jefferson's *Manual of Parliamentary Practice*. It is distributed to Members when published.

In 1997 and again in 2003, the House published *House Practice: A Guide to the Rules, Precedents and Procedures of the House*, by Wm. Holmes Brown, and Charles W. Johnson, both former parliamentarians of the House. In more than 900 pages, this book explains all aspects of the House's procedures in considerable detail. The book is organized alphabetically by topic, beginning with "Adjournment" and ending with "Withdrawal." *House Practice* is the successor to *Procedure in the House of Representatives*, published in 1982 and with *Supplements* published in 1985 and 1987, and to *Cannon's Procedure in the House of Representatives*, last published in 1963.

The precedents established by the House and its presiding officers since the mid-1930s are in the process of being published. To date, 16 volumes have been released. The first nine are entitled *Deschler's Precedents of the United States House of Representatives*; the seven latest volumes are called *Deschler-Brown Precedents*, in recognition of the contributions made to the House by Mr. Brown and his predecessor, Lewis Deschler. Additional volumes in this series will be published as they are completed.

This collection includes an exhaustive compilation of procedural rulings and interpretations, accompanied by summaries of the events producing them. They often also include relevant excerpts from the *Congressional Record* and its predecessors. Precedents from earlier periods are found in the 11-volume set of *Hinds' and Cannon's Precedents of the House of Representatives*, published in part in 1907 and in part in 1936. Both collections of precedents are organized topically, beginning with the first meeting of the House at the beginning of a new Congress and continuing through the various stages of the legislative process.

Hinds', *Cannon's*, *Deschler's*, and *Deschler-Brown's* precedents are available at the Legislative Resource Center and at the La Follette Congressional Reading Room (202 Madison Building, Library of Congress).

⁶ <http://www.congress.gov/erp/rs/html/98-309.html>

For most purposes, the most effective research strategy likely is to begin with an examination of *House Practice*, followed by the *House Rules and Manual*, and then *Deschler's* and *Deschler-Brown Precedents*. The parliamentarian and his assistants welcome direct inquiries (at 225-7373) from Members and staff.

Several other published sources of information also can prove useful:

- The rules adopted by the House's committees are compiled and published for each Congress in *Rules Adopted by the Committees of the House of Representatives*, a committee print of the House Rules Committee.
- *The Rules of the Republican Conference* and the *Preamble and Rules of the Democratic Caucus*, adopted at the beginning of each Congress, include some party rules that are relevant to the House's legislative proceedings. They are available from the respective parties.

For additional information on all these documents, see [CRS Report RL30787](#), *Parliamentary Reference Sources: House of Representatives*.

4. SENATE MANUAL

“The Senate Manual, prepared during the second session of each Congress by the Senate Committee on Rules and Administration, contains the standing rules, orders, laws, and resolutions affecting the Senate, as well as copies of historical U.S. documents, such as Jefferson’s Manual, Declaration of Independence, Articles of Confederation, Constitution of the United States, et cetera. and selected statistical information on the Senate and other Government entities. It is issued each Congress as Senate Document 1.”⁷

The Senate Manual, 107th Congress edition, is available on the Government Printing Office’s website at: <http://www.gpoaccess.gov/smanual/browse.html>

5. HOW OUR LAWS ARE MADE

“This brochure is intended to provide a basic outline of the numerous steps of our federal law-making process from the source of an idea for a legislative proposal through its publication as a statute. The legislative process is a matter about which every person should be well informed in order to understand and appreciate the work of Congress.

It is hoped that this guide will enable readers to gain a greater understanding of the federal legislative process and its role as one of the foundations of our representative system. One of the most practical safeguards of the American democratic way of life is this legislative process with its emphasis on the protection of the minority, allowing ample opportunity to all sides to be heard and make their views known. The fact that a proposal cannot become a law without consideration and approval by both Houses of Congress is an outstanding virtue of our bicameral legislative system. The open and full discussion provided under the Constitution often results in the notable improvement of a bill by amendment before it becomes law or in the eventual defeat of an inadvisable proposal.

As the majority of laws originate in the House of Representatives, this discussion will focus principally on the procedure in that body.”⁸

Link to the Table of Contents for “How Our Laws Are Made”:

<http://thomas.loc.gov/home/lawsmade.toc.html>

Link to the entire document “How Our Laws Are Made”:

<http://www.senate.gov/reference/resources/pdf/howourlawsaremade.pdf>

6. RIDDICKS MANUAL

Floyd M. Riddick, Parliamentarian of the Senate from 1964 to 1974, compiled the first version of Riddick’s Senate Procedure in 1981 while serving as its Parliamentarian Emeritus. The current 1992 edition was revised and edited by Alan S. Frumin, Parliamentarian of the Senate for seven years following Floyd Riddick. Topics are presented in chapters arranged alphabetically by subject matter ranging from ‘Adjournment’ to ‘Washington’s Farewell Address’. This format provides an easy to use reference when questions related to the Senate arise.

Riddick’s Manual can be found on the Government Printing Office’s website at: <http://www.gpoaccess.gov/riddick/browse.html>

7. LEGISLATIVE COMMITTEE DOCUMENTS AND HOUSE REPORTS

Documents produced by the standing committees of the House are useful resources. During each Session of a Congress, every standing committee produces a “**Journal and History of**

⁷ <http://www.gpoaccess.gov/smanual/about.html>

⁸ Introduction to “How Our Laws Are Made” (page 1)
<http://thomas.loc.gov/home/lawsmade.bysec/introduction.html>

Legislation” or a **“Calendar of Business”** and at least once each Congress a **“Survey of Activities”**. These documents provide some or all of the following information: a list of the legislation acted on by the committee, a list of legislation referred to the committee, an official Membership list, votes cast in committee, a statistical profile of activities, a history of the committee, its jurisdiction, oversight plan, a list of printed publications and a variety of other information. These Documents can usually be found on the committee’s website or through another government source such as the Government Printing Office (www.gpoaccess.gov)

Committees also prepare **reports** to file with the House. These reports accompany legislation referred to the committee and marked up by it. These reports often contain an explanation or summary of the legislation, background, an explanation as to the need for the legislation, committee votes, a list of earmarks, a Ramseyer (a detailed description of how the legislation will change current law), and minority views. House Rules require many of these things to be included in any report accompanying a bill. These reports can be found on several government websites (see [“Websites”](#) section of this report).

C. USEFUL WEBSITES

1. THOMAS/LEGISLATIVE INFORMATION SYSTEM (LIS)

<http://thomas.loc.gov>
www.congress.gov
www.lis.gov

[Thomas](#) and its Congressional Version, the [Legislative Information System \(LIS\)](#) offers a wide array of information for Congress and the public.

On LIS, users can find:

- the status of legislation,
- which committee or committees have jurisdiction over legislation,
- quick links to relevant excerpts from the Congressional Record,
- related bills or resolutions (such as special rules) that are linked to the legislation
- all votes cast in the House,
- an index of the entire Congressional Record,
- congressional reports,
- current laws,
- text of bills, reports, and conference reports,
- amendments,
- the U.S. Code, and
- several other publications

Advanced search options and the vast amount of information make this one of the most useful resources for Congressional staff.

For instructions on how to use LIS, see “[How to Use LIS](#)” Produced by Susan David and the LIS Team at CRS: <http://www.crs.gov/products/multimedia/MM70001.shtml>

2. CLERK OF THE HOUSE WEBSITE

<http://clerk.house.gov/>

The Office of the Clerk’s website is a resource for a great deal of official information on Members, Committees, Legislative Activities (including roll call votes soon after they are cast), Art and History, and Public Disclosure. The Clerk keeps the following documents up-to-date:

- Official Alphabetical List of Members [\[HTML\]](#)
- Official List of Members by State [\[HTML\]](#) [\[PDF\]](#)
- Official Member Telephone Directory [\[HTML\]](#) [\[PDF\]](#)
- Official Alphabetical List of Members with Committee Assignments [\[HTML\]](#) [\[PDF\]](#)
- Official List of Standing Committees [\[PDF\]](#)
- 2006 Election Results and Vote Counts [\[PDF\]](#)
- 110th Member Mailing Labels [\[MS Word\]](#) [\[Word Perfect\]](#) [\[Excel\]](#) [\[ASCII\]](#)
(right click link and select Save Target As)
- Rules of the U.S. House of Representatives [\[HTML\]](#) | [\[PDF\]](#)
- List of New Members [\[PDF\]](#)
- List of Nominees for the 110th Congress [\[HTML\]](#) [\[PDF\]](#)
- List of Duplicate and Similar Names of Members [\[PDF\]](#)
- List of Members by Seniority [\[PDF\]](#)

3. HOUSE LEADERSHIP WEBSITES

a. Office of the Speaker

<http://www.speaker.gov/>

The Speaker's website features reports and issue briefs on topics of the highest priority to the Speaker and the Democratic Majority, along with a collection of press releases, speeches given by the Speaker, and links to several House resources.

b. Office of the Majority Leader

<http://www.majorityleader.gov/>

The Majority Leader's website provides information on the House Democratic Majority's priorities through two avenues: Majority Leader Issue Reports and a Majority Priorities section of the site. The Issue Reports are prepared by the Leader's Office while the Majority Priorities section is a clearing house of information from several sources related to a specific topic or specific legislation.

The Leader's website is the best source for obtaining the Floor schedule. Below are the tools available regarding scheduling:

The Legislative Calendar:

The Legislative Calendar provides a year-long schedule for the House, including the days the House will be in session, when there will be votes, and the target adjournment date for the session. (There is also a monthly planner on the Leader's website which includes important anniversaries.)

The Weekly Leader:

The Weekly Leader is a document that provides a list of legislation that will be considered in the upcoming week along with scheduling information for that legislation, the time the House will convene each day, the time of the first vote of the week, and the predicted time of the last vote of the week.

The Daily Leader:

The Daily Leader is a document published by the evening before any legislative day. It offers up-to-date information on the legislation that will be considered on a specific day. Staff should check the Weekly Leader to get a general overview of how the week will be structured, and then check the Daily Leader throughout the week as it becomes available. Should the schedule change, the Weekly Leader will not be updated to reflect those changes; therefore, the Daily Leader will contain the most current schedule.

Floor Updates:

Democratic staff can subscribe to the Leader's Floor Updates email list by e-mailing democratic.changes@mail.house.gov with their name, office, and position.

c. Office of the Majority Whip

<http://majoritywhip.house.gov/>

The Whip Pack:

"The Whip Pack is a resource to inform you about legislation that the House will consider that week by providing information on the contents, background, effects, and history of the bills to be considered."⁹ It includes CRS reports related to the upcoming legislation, the Administration's position, fact sheets, talking points, press releases, news articles, and legislative history of the bill.

⁹ Source: Whip Pack Section of the Majority Whip's Website:
http://majoritywhip.house.gov/whip_pack/

The Daily WhipLine:

The Daily WhipLine is similar to the Daily Leader provided by the Majority Leader in that it provides the upcoming floor schedule, however it also includes more detailed information on the provisions of a rule, vote recommendations by the House Leadership, and Bill and Key Issue summaries.

4. RULES COMMITTEE WEBSITE

<http://www.rules.house.gov/>

The rules committee website provides up-to-date information on the legislation the Committee intends to act on. Most importantly, this includes legislation that will be brought to the floor under a Special Rule. The site is often the first and only place to get text of a bill, conference report, or amendments.

In order to make information on “hot” legislation easily accessible, the website contains the following resources under the **“Actions and Announcements” billboard on the homepage**:¹⁰

Amendment Process Announcements:

Amendment process announcements are sent through the mail via Dear Colleagues that are then posted here on the website.

Read these notices for:

- the meeting time or expected week of a hearing;
- the type of amendment process;
- any deadline announcements;
- special instructions;
- the staff contact; and
- the actual rule and report once they are filed on the floor of the House.

Committee Schedule/Meeting Time:

Within the billboard, meeting times are posted next to each bill as the meetings are announced. All past, present, and future meetings are also posted on the site. This information is updated soon after the Rules committee announces a meeting and changes to the schedule are noted.

Special Rules:

Within the billboard, for each bill that has had one or more rules reported, there is a link to a simple breakdown of the rule or rules. The committee vote, rule managers, resolution number, and the committee report are available along with a rule roadmap. The Roadmap is a simple bullet point summary of the rule, listing the type of rule granted, length of debate, waivers, and any other special attributes of the rule. The actual resolution and the summary and text of any amendments made in order also are included. See Section 3, Chapter 4 (“The Rules Committee”) for more detailed information on how to read a Special Rule.

Legislative Text:

The following documents are often posted on the billboard:

- Recently filed Bills or Resolutions: once the Rules Committee obtains a copy of a “hot” bill it is immediately posted on the website.
- Amendment Texts or Summaries: these are posted if an amendment deadline was announced.
- Conference Reports and joint explanatory statements: often the Rules Committee is the first place to find electronic copies.



¹⁰ All of this information is immediately archived and can be accessed through the links at the top of the webpage.

The site also provides the following general resources:

Educational Information:

The site provides resources about House rules, precedents, and procedures and the Legislative Process Program's portion of the site contains all packets used in the programs seminars.

Useful Committee and House Publications Available on the Site:

- Rules of the House
- Rules of the Committees of the House
- House Rules and Manual
- House Practice Manual
- Deschler's Precedents
- Cannon's Precedents
- Hinds' Precedents
- Detailed information on original jurisdiction measures reported from the Rules Committee

Submitting an Amendment:

There are detailed instructions on the site for submitting an amendment to the committee. Staff can use the "Submit Your Amendment" link on the homepage to complete the electronic requirement for submitting an amendment to the Rules Committee. Instructions for submitting the hard copies of the amendment are also on that page (http://rules.house.gov/amendment_form.asp).

5. CRS WEBSITE

<http://crs.gov/>¹¹

The Congressional Research Service (CRS) is the research arm of the Legislative branch, charged with providing Representatives, Senators, and Committees with nonpartisan, objective analysis and research on any legislative issues.

CRS Reports are in-depth analyses of issues that are before Congress, or any issue that a Member or their staff requests. In addition to CRS Reports, CRS can provide confidential memoranda, briefings and consultations, expert testimony, and training and orientation for staff and Members through seminars, institutes, and workshops.

6. HOUSENET

(Just type "[housenet](#)" into the browser of any computer with a Congressional IP address)¹²

HouseNet provides myriad resources, from the daily menus in Congressional eateries, to information on the staff gym, parking, Dear Colleagues and countless other topics. Specifically, users can access:

Personnel information at:

http://housenet.house.gov/portal/server.pt?open=512&objID=203&parentname=CommunityPage&parentid=0&mode=2&in_hi_userid=2&cached=true;

Technology information at:

http://housenet.house.gov/portal/server.pt?open=512&objID=211&parentname=CommunityPage&parentid=4&mode=2&in_hi_userid=2&cached=true; and

Services information (such as House Recording Studio, Graphics, etc) at:

¹¹ This website is only available through the House network.

¹² This website is only available through the House network.

http://housenet.house.gov/portal/server.pt?open=512&objID=205&parentname=CommunityPage&parentid=5&mode=2&in_hi_userid=2&cached=true.

7. GPO ACCESS

www.gpoaccess.gov

The Government Printing Office's website disseminates official information from all three branches of the Federal Government. GPO Access is a tremendous resource for searching the Congressional Record, obtaining committee reports and prints, searching the U.S. Code, the Federal Register, and the House Calendar as well as several other useful documents. Users can browse the current edition of these documents or within current and past documents.

8. HOUSE WEBSITE

www.house.gov

The House website provides access to all Member, Committee, Leadership, and Administrative websites, along with other Legislative branch agency websites. The House of Representative's homepage also provides a link to what is happening "Currently on the House Floor". Users can look up Representatives using by a ZIP code or get information about which committees a member is assigned to.

D. OTHER RESOURCES

1. VIDEO RESOURCES

Below are links to two very useful video resources. “Legislative Procedures of the U.S. Congress” is a one hour video produced by Walter J. Oleszek that gives a broad overview of Legislative Procedure in the House and Senate. The second link is a tutorial on how to use LIS, one of the single most useful websites for a House staffer. This video shows how to use advanced features that regular users may not have known were available.

- **“Legislative Procedures of the U.S. Congress”:**
<http://www.crs.gov/products/multimedia/MM70001.shtml>
Produced by Walter Oleszek, Senior Specialist in American National Government, CRS
- **“How To Use LIS”:** <http://www.crs.gov/products/multimedia/MM70001.shtml>
Produced by Susan David and the LIS Team at CRS

2. DEAR COLLEAGUE E-MAIL LIST

A “Dear Colleague” is an official correspondence that is distributed in bulk to Members, Committees and other offices, by e-mail, hard copy, or both. The Rules Committee will periodically send a Dear Colleague letter announcing the amendment process for a specific bill. Members use Dear Colleagues for countless reasons. Staff can be placed on the electronic dear colleague list by their office’s System Administrator. For more detailed information, visit [Housenet](#) and search for “Dear Colleague” or click the following link:

http://housenet.house.gov/portal/server.pt?open=512&objID=313&mode=2&in_hi_userid=2&cached=true#1638DA_130779

3. LIS ALERTS

Alert Service sends email alerts the first time bills and amendments match a search you have saved or when there are changes.

Visit the following link to sign up and learn more about LIS Alerts:

<http://www.congress.gov/help/about-alert.html>

[LIS Alert Service 5-minute Flash movie](#)

(<http://www.congress.gov/help/alert/LISAlertService2007.swf>)

How to set up email alerts:

Step 1: [Sign on](#) once each time you open your browser for the first time. (Register at: <http://www.congress.gov/crsalert/casregist>)

Step 2: Perform a search in [Bill Summary & Status Quick](#), [Bill Summary & Status Advanced](#), or [Full Bill Text](#).

Step 3: Save the search from the Save Search/Alert link in the gray bar of the search results.

Step 4: Set up alert. This can be done right after a search is saved or later from [My Searches & Alerts](#).

Once set up, alerts run automatically and send you a daily email, Monday through Friday, if there is new information. You can also [view your alert results via the Web](#). You will be prompted to sign on if you have not done so first.

Alert Service functions:

- [My Searches & Alerts](#) to set up, delete or change alerts and to view, run, modify or delete saved searches.

- [Sign on](#) once each time you open your browser for the first time.
- Sign off by exiting your browser.
- [Request a new password](#) if you are already registered but forgot yours.
- [Manage your registration](#) to cancel your account or change your password, name, office, phone.
- [Register](#) once to establish your government email address with Alert Service. Your password will be sent via email.

To subscribe to email announcements about LIS tips, data updates, and system downtime, see [Join LIS Mailing Lists \(www.congress.gov/help/maillinglists.html\)](http://www.congress.gov/help/maillinglists.html)

4. CRS E-MAIL LISTS

CRS-PROGRAMS list: Announces seminars, institutes, and orientations to CRS services available to Members and congressional staff throughout the year. (<http://www.crs.gov/events/subscribe-crsprograms.shtml>)

FLOOR-AGENDA list: Electronic mailing list for Floor Agenda: CRS, the guide to CRS products that focus on issues likely to receive floor action in the House and Senate each week. Subscribers receive emails each Monday morning Congress is in session, and will also receive notification of any mid-week adjustments

5. WEEKLY COLLOQUIES

At the end of legislative business for the week, it is customary for the Minority Whip to ask unanimous consent on the floor of the House to speak out of order for “one minute” for the purpose of inquiring of the Majority Leader on the upcoming week’s schedule. At times, the leaders will appoint other Members to have this on-the-record conversation. The colloquy provides the Majority Leader’s perspective on the upcoming schedule. This is very useful as he is the person primarily responsible for setting that schedule. The colloquy also gives the Minority an opportunity to ask more detailed questions about the progress of specific legislation. If staff misses the colloquy or wants to read what exactly was said by one of the party leaders, the entire conversation is printed verbatim in that day’s Congressional Record under the name “Legislative Program.” The easiest way to find this is on www.lis.gov. See the [Congressional Record](#) section above or the [How to use LIS video link](#) for more detailed information on searching the Congressional Record.

6. CLOAKROOMS

The Cloakrooms are rooms at the rear of the House chamber, one for each party. Staff can call the Cloakrooms for up-to-date information on floor proceedings, but because of the overwhelming number of calls, it is often best to call the “Messages Only” line first:

Democratic:	5-7330
Floor Information:	5-7400
Legislative Program:	5-1600
Messages Only:	5-0466
Republican:	5-7350
Floor Information:	5-7430
Legislative Program:	5-2020

7. C-SPAN

Rule V of the Rules of the House of Representatives sets the House Floor camera policy. Complete and unedited audio and video broadcasting and recording is performed at the direction of the Speaker, and all accredited by the House Radio and Television Correspondents’ Galleries are provided access to this live coverage as long as this coverage is not used for political or commercial purposes.

C-SPAN I provides commercial-free, “gavel to gavel” coverage of all House floor proceedings live; C-SPAN II does the same for the Senate. Beyond this, the network often interviews political newsmakers, reporters and subject experts on the hot topics in Congress.

8. SPECIALIZED PUBLICATIONS/SITES

There are several non-governmental resources for obtaining information on both the substance and progress of legislation (for example: CQ, Roll Call, The Hill, Congress Daily etc.). Many of these products can be obtained online and several offer email updates to provide breaking news or clarifications to stories already printed. Check the various websites to sign up for these email lists.