

# BASIC TRAINING

## PARLIAMENTARY PROCESS, FACTS, AND STRATEGIES

### PARLIAMENTARY BOOT CAMP

#### SPOTLIGHT INFO

##### HOUSE CALENDAR

Lists—

- the bills pending on the legislative calendars of the House;
- bills referred under time limitations;
- bills in conference;
- history of bills and resolutions reported;
- days in session; and,
- the status of budget and appropriations bills.

##### HOUSE JOURNAL

- Sequential listing of legislative activity of the House which is approved on each legislative day.

##### CONGRESSIONAL RECORD

- Transcript of House and Senate activities.
- Daily Digest summarizes legislative activity in both House and Senate.
- Contains notices and statements required under the rules.

## The House Calendar, Journal, and Record

Tracking legislation in the House has become much easier since the advent of computerized databases such as the **Legislative Information System** and **Thomas**. However, the printed documents which contain much of the information in those databases are still printed and circulated every day. The House Calendar provides the current status of legislation in the House; the House Journal is a history of legislative activity and a requirement of the Constitution; and the Congressional Record is a transcript of each day's proceedings in the House. While the online databases provide easy access to a great deal of information about the status of bills, using the original documents can provide a different perspective on activities in the House.

### THE CALENDAR

The **Calendar and History of Legislation** is a publication printed by the Clerk of the House on each day that the House is in session. It contains a variety of summary information about legislation pending in the House.

**House, Union, and Private Calendars.** The Calendar gets its name from the legislative dockets, or calendars in the House. There are three main calendars: (1) the **Union Calendar**, for legislation raising revenue or requiring an appropriation, either directly or indirectly, (2) the **House Calendar**, for bills or resolutions that do not qualify for the Union Calendar, and (3) the **Private Calendar**, for bills and resolutions usually for the relief of individuals or entities. Most legislation is referred to the Union Calendar, while the House calendar is reserved for resolutions relating to internal matters.

**Special orders.** The first section of the Calendar lists any **special orders** entered into, including post-

poned votes, morning-hour debate, and special order speeches.

**Calendars.** These sections list the measures reported by committees and referred to the Union, House, and Private calendars. After a measure passes or fails, it no longer appears on the calendar to which it was referred.

**Discharge motions.** This section lists any pending motions to discharge a committee. It is important to distinguish the discharge motion from a discharge petition; the motion is only recorded in the Calendar once the threshold of 218 signatures appear on a discharge petition.

**History of Bills and Resolutions.** This section contains a concise history of each bill or resolution reported to or considered by either or both the House and Senate.

**Time Limitations.** This section of the calendar lists bills which have been referred to other committees under a time limitation, such as a sequential referral or a time limitation of an additional referral.

**Bills in Conference.** This section lists bills currently in conference with the Senate, including the dates on which both Houses agreed to the conference, as well as a list of conferees.

**Calendar.** This page is a calendar in the traditional sense of the word, showing on which days during the Calendar year the House was in session. This is a useful reference when counting days for layover or tolling requirements, such as availability of a motion to instruct or a discharge petition.

**Status of Major Legislation.** This table lists the major budget and appropriations bills, and their status.

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