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## Budget and Appropriations Process Basics

### **The federal budget. Yes, it's daunting; it's also extraordinarily important.**

The truth is, our nation's priorities are established through the federal budget process. It is incumbent upon those who care to have a good working knowledge of how money is distributed at the federal level.

The federal budget involves lots of unique (not to say confusing) terminology. Walk the hallways of Congress and you'll hear words like *appropriations*, *discretionary funds*, *mandatory funds*, *budget caps*, *budget resolution*, *conference report*, *reconciliation*.

But don't despair; you can master all this. This section offers a brief overview of budget basics -- including key terms and timelines. While countless books cover the federal budget, this section serves as a good starting point to help everyone understand where the money goes and how it gets there.

WAND Education Fund offers action guides on several important topics. One of these covers the ins and outs of the federal budget process. Titled "All Our Dollars," it's available online: [www.wandEducationFund.org](http://www.wandEducationFund.org). For hard copy, contact the WAND national field office: 404-524-5999

## Budget and Appropriations Timetable

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February	President submits a budget request.
February - April	House and Senate Appropriations Committees and House and Senate Budget Committees hold hearings on the President's budget.
April 15	Goal for completion of House-Senate Budget Resolution.
May - June	House and Senate Appropriations Subcommittees and full Committees consider the annual appropriations bills (during the 109 <sup>th</sup> Congress, 12 in the Senate and 10 in the House).
June - July	House and Senate approve annual appropriations bills, though the process is typically not completed until after August recess.
September	House and Senate Conference resolve differences between House and Senate versions of annual appropriations bills. President signs bills.
October 1	Deadline for enactment of annual appropriations bills (though it is common that this deadline is not met and continuing resolutions are enacted until the appropriations process is completed).

# What does this all mean?

## Overview

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The federal budget process takes about nine months to complete (in some years it takes longer).

- First, the President submits his budget to Congress.
- Second, Congress passes a budget resolution, which sets targets for other committees to follow in making their spending or tax decisions.
- Third, Congress passes appropriations bills to provide funding for federal programs, which require annual approval.
- Fourth, if the budget resolution includes savings or decreases/increases, then Congress tries to meet budget resolution targets by passing a reconciliation bill. The President can always alter the process by vetoing an appropriations bill or the reconciliation bill. To override a veto, each chamber must pass the bill again by a two-thirds majority, or change the part of the bill the President objects to.

If Congress does *not* complete action on all the appropriations bills by the end of the fiscal year, Congress must pass a continuing resolution (CR) to keep the federal government open and federal programs operating. Because appropriations bills expire at the end of each fiscal year, a continuing resolution simply allows spending to continue beyond the end of the fiscal year until the appropriations bills have been signed into law.

**When the federal budget process has been completed, the nation has its fiscal priorities for the year.** Obviously, many important fiscal decisions are made at the state and local levels regarding how federal funds are spent. Advocates need to become knowledgeable about how budget decisions are made at all levels of government.

## President's Budget

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**On the first Monday in February, the President submits a budget to Congress.** It covers everything from money for federal programs in every agency, to proposed tax cuts or tax increases. Generally, both the House and Senate hold hearings on the President's proposals. The hearings are held by committees with jurisdiction over the subject matter.

## Budget Resolution

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The first step in putting together a budget is to pass a budget resolution, which is the blueprint for committees to follow in developing their spending, savings, and tax proposals. The budget resolution does not require the President's signature and does not become law. It is passed by the House and the Senate and serves as an internal budget management tool for Congress.

## What is a Budget Resolution?

Since a budget resolution never becomes law, you're probably wondering what is in it that makes it a management tool for Congress. The budget resolution sets broad targets for committees to follow. It says how much generally will be spent for all areas of the federal budget. It also makes assumptions (e.g., child care spending will be increased by 5%, or a program will be eliminated).

The budget resolution also includes parameters about taxes -- setting a target goal for tax cuts or tax increases. The budget resolution is a management tool because it sets targets, but the actual decisions within the targets will be made by various committees later in the budget process.

The House and Senate Budget Committee chairpersons draft the budget. It is possible for both chairs to come up with the same plan, but it is not likely.

Once the House and Senate have each passed a budget resolution, the differences in the two measures must be worked out so that each chamber can pass the same measure. To hammer out the differences, House and Senate members are appointed to a conference committee that meets to negotiate a final budget resolution.

## Appropriations Bills

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Appropriations bills are spending bills that actually provide funding for federal programs in compliance with the broad spending targets included in the budget resolution.

Once the budget resolution is adopted, there is a finite amount of money available to House and Senate Appropriations Committees. In the 109<sup>th</sup> Congress, the House Appropriations Committee has 10 subcommittees, divided by subject; the Senate Appropriations Committee has 12.

A certain amount of spending called for under the budget resolution is given to the Appropriations Committees and then further subdivided to each of the subcommittees. In effect, this gives each subcommittee a limited amount of money to further divide among competing programs within its jurisdiction.

This is why it is so hard to increase funds for a program like child care and simultaneously reduce funds from a Defense Department program like the F-22 fighter jet or missile defense. These programs are split in different subcommittees. Child care is under jurisdiction of the subcommittee on labor, HHS, and education funding, while the F-22 and missile defense are under jurisdiction of the defense subcommittee. By the time funds are allocated to the Appropriations subcommittees, child care competes against other domestic programs under HHS (or labor or education) -- just like all defense programs compete against each other.

***This is why the budget resolution is so important!*** The time to shift priorities between defense and domestic spending is during the consideration of the budget resolution when broad spending targets are set. Otherwise, proponents of some programs completely lose out because the budget resolution locks in the aggregate levels of spending for each broad area.

## Reconciliation

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Reconciliation is a collection of changes in tax laws and in entitlement and mandatory spending programs which, taken together, reconcile the differences between money coming into the federal treasury (revenue) and money authorized to be spent in a fiscal year. Authorizing committees write various parts of a reconciliation bill every couple of years.

## Continuing Resolution

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The fiscal year begins on October 1. Sometimes, it's not possible to complete action on all of the appropriations bills before this date. In this case, to keep the government open, the House and Senate must approve a continuing resolution, also referred to as a "CR." **A CR keeps federal programs operating until regular appropriations bills are enacted.** You may remember that the government actually shut down in 1995 when the various appropriations bills had not been passed and Congress was not able to pass a CR.

Generally, while a CR is in place, Congress works to complete action on any appropriations bills left outstanding. Sometimes, action happens in a timely manner and appropriations bills are sent individually to the President. At times, the remaining appropriations bills are consolidated into one bill to further expedite the process. At this point, the mega-measure may be called the "omnibus" appropriations bill.

## Legislative Basics

**If you want to be effective when you're advocating your interests, you need a good understanding of how Congress works.** If you comprehend the steps a bill must follow to become law, you will be able to determine the most appropriate time to try to shape the outcome of the legislation.

It's important to keep in mind the key differences between the House and Senate when contacting Members or staff of the two chambers. Since almost all legislative battles these days lead back to a discussion of federal budget priorities, it's particularly important to develop a basic understanding of the federal budget process.

### How a Bill becomes a Law

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A small percentage of legislation proposed in any session of Congress becomes law. The system is designed to make bill passage difficult; each bill must pass through a series of steps prior to enactment. Here are the steps a bill must follow in each chamber of Congress:

#### **Introduction of a Bill**

*Bills may be introduced in either the House or Senate, except for tax bills, which must originate in the House.*

While the idea for a given piece of legislation can come from any number of sources, only a Member of Congress can actually introduce a bill.

Upon introduction, each bill is assigned a bill number. House bills start with H and Senate bills start with S.

Members who introduce the legislation are called "prime sponsors" and may seek out other members to co-sponsor their bill.

#### **Referral to Committee**

##### ***House***

The Speaker of the House refers bills to Committees based on precedent and Committee jurisdiction.

##### ***Senate***

The Senate Majority Leader refers bills to Committees based on precedent and Committee jurisdiction.

#### **Referral to Subcommittee**

##### ***House***

The Committee Chair refers bills to at least one Subcommittee.

Hearings, while not mandatory, are usually held to seek opinions on and draw attention to the bill.

Next, the bill faces the markup procedure, where line by line analysis takes place for possible amendments.

The Subcommittee may then choose among several options: pass the bill on to the full Committee with or without recommendations, vote it down, or allow the bill to die by not taking any action.

### ***Senate***

The procedure is similar in both chambers. However, Senators serve on many more Committees and Subcommittees than House members.

## **Reported out to Full Committee**

### ***House***

The Committee Chair may hold additional hearings or markups.

The Committee may then choose among several options: pass the bill on to the full House with or without recommendations, vote it down, or allow it to die by not taking action.

A bill that is not reported out of Committee may be released through a discharge petition requiring 218 signatures.

### ***Senate***

Senate committees follow similar procedures. While there's no equivalent to the discharge petition in the Senate, there are procedures to bypass committee consideration of a bill.

## **Rules Committee Action**

### ***House***

The House Rules Committee determines the procedure for debate on the floor, including amendments that will be allowed and time limits.

The Rules Committee may be bypassed and a bill brought to the floor by agreement between the majority and minority party leadership through the process known as Suspension of the Rules. Suspension requires a two-thirds majority of the full House (290) for passage and is designed to expedite consideration of non-controversial matters.

### ***Senate***

No such Rules Committee process exists in the Senate. Any amendments may be offered from the floor.

## **Floor Action**

### ***House***

The rule for consideration of the legislation is voted on. If it passes, opponents and supporters debate the bill under the terms of the rule.

If passed, the bill then moves to the Senate.

### ***Senate***

Senate Majority Leaders may bring legislation to the floor at any time.

Traditionally, there are no set limits on debate. An attempt to delay or kill a bill through continual debate is known as a filibuster.

To stop a filibuster, a cloture petition with 16 signatures must be filed. Once the petition is filed a cloture vote must receive 60 votes to pass the petition and stop the filibuster.

If passed, the bill then moves to the House.

### **Conference Committee**

When the House and Senate pass different versions of the same bill, a conference committee is appointed by the leaders of both chambers. Members are selected from the committees that originally considered the bill. The conference committee is given the task of resolving differences between the House and Senate versions. If they fail to do so, the bill dies.

If the conference committee agrees on a compromise bill, it reports the bill out as a conference report which goes back to both chambers for a final vote. No amendments to the conference report are allowed.

If both chambers vote to support the conference report, it then goes to the White House for approval.

If one or both chambers fail to support the conference report, the bill dies.

### **The President's Desk**

Once the bill reaches the White House the President has three choices:

1. Sign the bill into law.
2. Veto the bill and send it back to Congress. A two-thirds majority in both chambers is needed to override a veto and pass the bill into law. Failing a two-thirds vote in both chambers, the bill then dies.
3. Take no action on the bill for ten days. If Congress has not adjourned at that time, it becomes law; if Congress has adjourned, the bill has been "pocket vetoed" and Congress cannot vote to override.

## Key Differences between the House and Senate

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<b>House of Representatives</b>	<b>Senate</b>
440 members serving two-year terms; 435 +4 non-voting delegates and one non-voting resident commissioner	100 members serving six-year terms.
House members usually have only one or two major committee assignments, so they tend to be policy specialists.	Senators have three or more major committee assignments, so they tend to be policy generalists.
Scheduling and rules are controlled by majority party.	Scheduling and rules generally agreed to by majority and minority leaders.
Powerful Rules Committee controls time of debate, admissibility of amendments, etc.	No equivalent to House Rules Committee. Few limits on debate or amendments.
Floor debate limited.	Unlimited debate unless shortened by unanimous consent or by invoking clotures.
Non-germane amendments may not be offered on the floor.	Non-germane amendments may generally be offered from floor.
Rules Committee tightly structures debate.	Unanimous consent loosely structures debate.

## Making Your Voice Heard

**Your opinion is important!** In a democracy, state and national officials are elected to represent the constituents of their districts. As a citizen, you have not only a right but a responsibility to convey your opinions and concerns to your elected officials. Now is the time when the people -- individual constituents, taxpayers -- should raise their voices loud and clear.

Keep in mind that elected officials will respond more readily to a constituent; you vote for them, they represent you. Contacting an elected official outside your district has little or no impact.

Do not underestimate the value of raising your issues. Members must act on thousands of issues; you may bring light to one heretofore unknown.

The President is also elected by you, and should hear from you. Polls are popular barometers of public taste and trends, but the Presidency is hardly immune to calls and written communications.

WAND Education Fund offers action guides on several important topics. One of these explores how to lobby Congress effectively. Titled "A Citizen's Guide," it's available online: [www.wandEducationFund.org](http://www.wandEducationFund.org). For hard copy, contact the WAND national field office: 404-524-5999

## Need information on Your Members of Congress?

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**It's your Congress. You have one Representative and two Senators.** Before you do anything, determine who represents you in Congress, and find out how to reach them.

*If you have access to the web:* WAND has a lively Take Action! Center on the WAND web site. Please check it out: [www.wandactioncenter.org](http://www.wandactioncenter.org).

You just enter your zip code; it determines your Members of Congress, and enters their email addresses automatically.

*If you don't have access to the web:* If you're unsure of your legislators' names or contact information, please call the WAND field office: 404-524-5999; or contact your local election office; or refer to the phone book. You can call, fax, or send a letter.

## Visiting Your Members of Congress

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**A face-to-face meeting with an elected official is the most effective way to present your position on an issue.** This is true whether you are going alone or in a coalition. It is especially impressive to ask others to join you and present yourselves as a group of local experts, opinion leaders from the community and others whose judgment the Member is likely to respect. Once you have had such a meeting, future letters and other communications may receive closer attention from the Member and his/her staff.

If you're planning a trip to Washington, DC, you can try to set up meetings with your Members of Congress. However, this isn't your only chance to meet them face-to-face; they do spend a substantial amount of time at home, and they do spend some of that time in meetings — both public and private.

When your Members are at home, you have two ways to get face time. You can make an appointment for an office visit, or attend a local town hall meeting.

### **Office meetings**

Send your request letter for the meeting (by fax, email, or mail) to your Members as far in advance as possible. Then follow up by phone a few days later.

When you call, ask for the person who schedules the Member's time when s/he is at home. Fifteen minutes is a standard amount of time for a meeting with a Member. (If you meet with staff, it could be longer.) Offer to provide your letter again if necessary. (The scheduler may want to know a cell phone number in the event of last-minute changes.)

### ***Tips on conducting a successful meeting***

1. Assemble citizen groups to meet with your Senators or Representative regarding your issue. If the meeting is in the state office, be sure to follow up with the DC Legislative Assistant responsible for your issue.
2. Invite others who support your cause to join you.
3. Have a plan. Be prepared. Determine who will lead the discussion, who will ask questions, who will take notes.
4. Be gracious. When you begin the meeting, take a moment to extend thanks for something the Member has done, no matter how small. And remember to send a handwritten thank-you note after the meeting.
5. Be effective. To indicate the reach of your coalition, mention the number of constituents you represent. And have a specific request in mind: keep track of relevant Congressional legislation. Provide information about your request: hand out a brief summary.
6. Report back. What you learn in these meetings is important for future efforts. Be sure to contact the WAND DC office; email [lobby@wand.org](mailto:lobby@wand.org) with this information.

### **Town Hall meetings**

Attending an event where your Member of Congress is speaking offers a great opportunity: to thank your Member in public, call them to action on an issue, or ask them to take a leadership role.

The media are often at these events; media coverage will help influence your Member and educate the community.

### ***Tips on Attending a Town Hall***

1. Do your homework. Find out from the local office when and where your Members will be speaking.
2. Prepare questions ahead of time. Be confident, considerate and persistent about getting an answer to your question.
3. Familiarize yourself with your Members of Congress. You can find information about your Members on the WAND web site: [www.wandtakeaction.org](http://www.wandtakeaction.org).
4. Designate a note taker to jot down information and promises made by the Member.
5. Seek out media after the meeting to talk about your issues if they were not covered.
6. Seek out the Member (or staff) after the meeting to introduce yourself and follow up on your question (or ask it if you were not able to during the meeting).
7. Leave the event with a clear plan to follow up with staff.
8. Stay on message. Don't get distracted or angry if you feel your question is not adequately addressed. Be persistent in repeating the question and asking for a response.

### **Dealing Successfully with Congressional Staff**

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Get to know Congressional staff people, both in Washington, DC and in state/district offices. Members of Congress must address a multitude of issues and cannot be experts on each of them. Never underestimate the importance of Congressional staff.

Staff people often know more about a subject than Senators or Representatives. They brief the Members, write floor statements, and draft legislation. Because of their busy schedules, Members of Congress are often unavailable to meet with people. In these situations, communicating with Congressional staff members can be just as effective. Your relationship with them can be as important as the one you have with your Member.

Members of Congress will almost always include their staff in meetings with constituents, especially to ensure follow-up on an issue. Here are the key Congressional staff positions:

- **Administrative Assistant** or **Chief of Staff** reports directly to the Member of Congress; usually has overall responsibility for evaluating the political outcome of various legislative proposals and constituent requests.
- **Legislative Director** makes recommendations to the Member regarding the pros and cons of all legislative issues.
- **Legislative Assistant** advises a Member of Congress on a particular set of legislative issues.
- **Press Secretary** or **Communications Director** has the responsibility to build and maintain open and effective lines of communication between the Member, the Member's constituency, and the general public.

- **Scheduler** or **Executive Assistant** is responsible for allocating the Member's time among the many demands that arise from Congressional responsibilities, staff requirements, and constituent requests.
- Other staff titles in a Congressional office may include: **Legislative Correspondent, Office Manager, and Staff Assistant.**

## Writing Your Members of Congress

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**Writing a letter to express your views alerts and informs your Member of Congress.** However, relatively few citizens actually take advantage of this important link to the legislative process. Therefore, if you take the time to put your thoughts in writing to your Members, then your message will have impact. **Personal letters are golden.**

**Use the proper form of address.**

The Honorable (use full name)  
United States Senate  
Washington, DC 20510

The Honorable (use full name)  
U.S. House of Representatives  
Washington, DC 20515

**Be sure to include your address on the letter or email.** Generally only communications from a Member's constituents are read and responded to.

**Type or write neatly.**

**Use your own words.**

**Be brief.** One or two paragraphs is sufficient. Write about only one issue in each letter. Refer to legislation by name and, when possible, by bill number.

**Have clear paragraphs.** Get to the point in your first paragraph by stating who you are and what you are writing about. Support your position in the remainder of the letter. Use facts, information, and examples from your own experience. Philosophical or emotional arguments, however, will generally not advance the cause and should be avoided.

**Offer information.** Be a resource person for the legislator. Cite sources and/or provide data as an enclosure (e.g., newspaper clippings or surveys).

**Send copies** of responses to WAND/WiLL. It will help us to more effectively advocate. WAND/WiLL | 322 4<sup>th</sup> St, NE | Washington, DC 20002  
Or fax it to us at (202) 544-7612. Email can also be used at [lobby@wand.org](mailto:lobby@wand.org).

## Emailing Your Members of Congress

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Check out the Take Action! Center on the WAND web site: **[www.wandactioncenter.org](http://www.wandactioncenter.org)**. You just enter your zip code; it determines your Members of Congress, and enters their email addresses automatically.

The Take Action! Center lists relevant issues and legislation, and provides suggested language.

## Calling Your Members of Congress

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Phone calls from a constituent can make a difference, too. Calls to the Congressional district office or Senate field office are also important. Be sure to provide your name and address.

**Call the Congressional Switchboard**, and ask to be connected to your Member's personal office. Call (202) 224-3121 or (202) 225-3121.

**Speak to the Legislative Assistant (if you have established a relationship).** Ask to talk to the LA who handles the issue in which you are interested. If s/he is not available, leave a brief message on voicemail, or inform the person who answers the phone of your views.

**Be well informed and prepared.**

**If you know that the Member of Congress has been supportive of your position,** make a point of expressing appreciation for it early in the conversation.

**If you have previously met with the Member of Congress,** or had some other involvement with him/her, don't hesitate to inform the LA.

## Delivering Your Message to the President

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Although the President has far more constituents than do Members of Congress, a letter to him/her can still be highly effective. Follow the same guidelines listed in the previous section when addressing the White House.

**Send a letter.**

The President  
The White House  
1600 Pennsylvania Ave., NW  
Washington, DC 20500

**Send a fax.**

Address your message to the attention of the President and fax it to (202) 456-2461.

**Send an email.** The President's email address is [comments@whitehouse.gov](mailto:comments@whitehouse.gov).

**Call the White House comment line** at (202) 456-1111.

The comment line allows you to either take a survey that lets the President know your position on certain issues, or leave a message for the President with a White House operator.

**Call the White House main switchboard** at (202) 456-1414 to leave your message for the President directly with an operator, avoiding the taped message of the comments line.

# 109<sup>th</sup> Congress: Key Senate Committees and Members

## 109<sup>th</sup> Congressional Leadership

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### **Senate Republican Leadership**

President Pro Tempore: Ted Stevens (R-AK)  
(Usually most senior members of the Senate majority party)

Majority Leader: Bill Frist (R-TN)  
Leader of the party with the majority of members in Senate

Majority Whip: Mitch McConnell (R-KY)  
Assists the Majority Leader by rounding up votes for legislation, which will be considered on the floor.

### **Senate Democratic Leadership**

Minority Leader: Harry Reid (D-NV)  
Leader of the party with the minority of members in the Senate.

Minority Whip: Dick Durbin (D-IL)  
Assists the Minority Leader by rounding up votes for legislation, which will be considered on the floor.

### **House Republican Leadership**

Speaker of the House: Dennis Hastert (R-IL)  
Highest ranking member of the House. Elected by the majority of Members of the House (essentially by the members of the party with the majority in the House).

Majority leader: Tom DeLay (R-TX)  
Manages Legislation on the House Floor.

Majority Whip: Roy Blunt (R-MO)  
Assists the Majority Leader by rounding up votes for legislation, which will be considered on the floor.

### **House Democratic Leadership**

Minority Leader: Nancy Pelosi (D-CA)  
Leader of the party with the minority of Members in the House.

Minority Whip: Steny Hoyer (D-MD)  
Assists the Minority Leader by rounding up votes for legislation, which will be considered on the floor.

## Senate Committee on the Budget

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Judd Gregg (R-NH)  
Pete Domenici (R-NM)  
Chuck Grassley (R-IA)  
Wayne Allard (R-CO)  
Mike Enzi (R-WY)  
Jeff Sessions (R-AL)  
Jim Bunning (R-KY)  
Mike Crapo (R-ID)  
John Ensign (R-NV)  
John Cornyn (R-TX)  
Lamar Alexander (R-TN)  
Lindsey Graham (R-SC)

Kent Conrad (D-ND)  
Paul Sarbanes (D-MD)  
Patty Murray (D-WA)  
Ron Wyden (D-OR)  
Russ Feingold (D-WI)  
Tim Johnson (D-SD)  
Robert C. Byrd (D-WV)  
Bill Nelson (D-FL)  
Debbie Stabenow (D-MI)  
Jon Corzine (D-NJ)

## Senate Armed Services Committee

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John Warner (R-VA)  
John McCain (R-AZ)  
Jim Inhofe (R-OK)  
Pat Roberts (R-KS)  
Jeff Session (R-AL)  
Susan Collins (R-ME)  
John Ensign (R-NV)  
Jim Talent (R-MO)  
Saxby Chambliss (R-GA)  
Lindsay Graham (R-SC)  
Elizabeth Dole (R-NC)  
John Cornyn (R-TX)  
John Thune (R-SD)

Carl Levin (D-MI)  
Edward Kennedy (D-MA)  
Robert C. Byrd (D-WV)  
Joe Lieberman (D-CT)  
Jack Reed (D-RI)  
Daniel Akaka (D-HI)  
Bill Nelson (D-FL)  
Ben Nelson (D-NE)  
Mark Dayton (D-MN)  
Evan Bayh (D-IN)  
Hillary Rodham Clinton (D-NY)

## Senate Appropriations Subcommittee on Energy and Water Development

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Pete Domenici (R-NM)  
Thad Cochran (R-MS)  
Mitch McConnell (R-KY)  
Robert Bennett (R-UT)  
Conrad Burns (R-MT)  
Larry Craig (R-ID)  
Kit Bond (R-MO)  
Kay Bailey Hutchison (R-TX)  
Wayne Allard (R-CO)

Harry Reid (D-NV)  
Robert C. Byrd (D-WV)  
Patty Murray (D-WA)  
Byron Dorgan (D-ND)  
Dianne Feinstein (D-CA)  
Tim Johnson (D-SD)  
Mary Landrieu (D-LA)  
Daniel Inouye (D-HI)

## Senate Appropriations Subcommittee on Defense

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Ted Stevens (R-AK)  
Thad Cochran (R-MS)  
Arlen Specter (R-PA)  
Pete Domenici (R-NM)  
Kit Bond (R-MO)  
Mitch McConnell (R-KY)  
Richard Shelby (R-AL)  
Judd Gregg (R-NH)  
Kay Bailey Hutchison (R-TX)  
Conrad Burns (R-MT)

Daniel Inouye (D-HI)  
Robert C. Byrd (D-WV)  
Patrick Leahy (D-VT)  
Tom Harkin (D-IA)  
Byron Dorgan (D-ND)  
Dick Durbin (D-IL)  
Harry Reid (D-NV)  
Dianne Feinstein (D-CA)  
Barbara Mikulski (D-MD)

## House Committee on the Budget

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Jim Nussle (R-IA)  
Rob Portman (R-OH)  
Jim Ryun (R-OH)  
Ander Crenshaw (R-FL)  
Adam Putnam (R-FL)  
Roger Wicker (R-MS)  
Kenny Hulshof (R-MO)  
Jo Bonner (R-AL)  
Scott Garrett (R-NJ)  
Gresham Barrett (R-SC)  
Thaddeus McCotter (R-MI)  
Mario Diaz-Balart (R-FL)  
Jeb Hensarling (R-TX)  
Ileana Ros-Lehtinen (R-FL)  
Dan Lungren (R-CA)  
Pete Sessions (R-TX)  
Paul Ryan (R-WI)  
Mike Simpson (R-ID)  
Jeb Bradley (R-NH)  
Patrick McHenry (R-NC)  
Connie Mack (R-FL)  
Michael Conaway (R-TX)

John Spratt (D-SC)  
Dennis Moore (D-KS)  
Richard Neal (D-MA)  
Rosa DeLauro (D-CT)  
Chet Edwards (D-TX)  
Harold Ford (D-TN)  
Lois Capps (D-CA)  
Brian Baird (D-WA)  
Jim Cooper (D-TN)  
Artur Davis (D-AL)  
William Jefferson (D-LA)  
Tom Allen (D-ME)  
Ed Case (D-HI)  
Cynthia McKinney (D-GA)  
Henry Cuellar (D-TX)  
Ron Kind (D-WI)  
Allyson Schwartz (D-PA)

## House Armed Services Committee

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Duncan Hunter (R-CA)  
Curt Weldon (R-PA)  
Joel Hefley (R-CO)  
Jim Saxton (R-NJ)  
John McHugh (R-NY)  
Terry Everret (R-AL)  
Roscoe Bartlett (R-MD)  
Howard McKeon (R-CA)  
Mac Thornberry (R-TX)  
John Hostettler (R-IN)  
Walter Jones (R-NC)  
Jim Ryun (R-KS)  
Jim Gibbons (R-NV)  
Robin Hayes (R-NC)  
Ken Calvert (R-CA)  
Rob Simmons (R-CT)  
Jo Ann Davis (R-VA)  
Todd Akin (R-MO)  
Randy Forbes (R-VA)  
Jeff Miller (R-FL)  
Joe Wilson (R-SC)  
Frank LoBiondo (R-NJ)  
Jeb Bradley (R-NH)  
Michael Turner (R-OH)  
John Kline (R-MN)  
Candice Miller (R-MI)  
Mike Rogers (R-AL)  
Trent Franks (R-AZ)  
Bill Shuster (R-PA)  
Thelma Drake (R-VA)  
Joe Schwarz (R-MI)  
Cathy McMorris (R-WA)  
Michael Conaway (R-TX)  
Geoff Davis (R-KY)

Ike Skelton (D-MO)  
John Spratt (D-SC)  
Solomon Ortiz (D-TX)  
Lane Evans (D-IL)  
Gene Taylor (D-MS)  
Neil Abercrombie (D-HI)  
Marty Meehan (D-MA)  
Silvestre Reyes (D-TX)  
Vic Snayder (D-AR)  
Adam Smith (D-WA)  
Loretta Sanchez (D-CA)  
Mike McIntyre (D-NC)  
Ellen Tauscher (D-CA)  
Robert Brady (D-PA)  
Robert Andrews (D-NJ)  
Susan Davis (D-CA)  
Jim Langevin (D-RI)  
Steve Israel (D-NY)  
Rick Larsen (D-WA)  
Jim Cooper (D-TN)  
Jim Marshall (D-GA)  
Kendrick Meek (D-FL)  
Madeleine Bordallo (D-GU)  
Tim Ryan (D-OH)  
Mark Udall (D-CO)  
G. K. Butterfield (D-NC)  
Cynthia McKinney (D-GA)  
Dan Boren (D-OK)

## House Appropriations Subcommittee on Energy and Water Development

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David Hobson (R-OH)  
Rodney Frelinghuysen (R-NJ)  
Tom Latham (R-IA)  
Zach Wamp (R-TN)  
Jo Ann Emerson (R-MO)  
John Doolittle (R-CA)  
John Peterson (R-PA)  
Mike Simpson (R-ID)  
Dennis Rehberg (R-MT)

Pete Visclosky (D-IN)  
Chet Edwards (D-TX)  
Ed Pastor (D-AZ)  
Jim Clyburn (D-SC)  
Marion Berry (D-AR)

## House Appropriations Subcommittee on Defense

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Bill Young (R-FL)  
David Hobson (R-OH)  
Henry Bonilla (R-TX)  
Randy Cunningham (R-CA)  
Rodney Frelinghuysen (R-NJ)  
Todd Tiahrt (R-KS)  
Roger Wicker (R-MS)  
Jack Granger (R-GA)  
Kay Granger (R-TX)

John Murtha (D-PA)  
Norm Dicks (D-WA)  
Martin Olav Sabo (D-MN)  
Pete Visclosky (D-IN)  
Jim Moran (D-VA)  
Marcy Kaptur (D-OH)

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## Women in the 109<sup>th</sup> Congress

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### ***Senate Members***

Barbara Boxer (D-CA)  
Maria Cantwell (D-WA)  
Hillary Rodham Clinton (D-NY)  
Susan Collins (R-ME)  
Elizabeth Dole (R-NC)  
Dianne Feinstein (D-CA)  
Kay Bailey Hutchison (R-TX)

Mary Landrieu (D-LA)  
Blanche L. Lincoln (D-AR)  
Barbara Mikulski (D-MD)  
Lisa Murkowski (R-AK)  
Patty Murray (D-WA)  
Olympia Snowe (R-ME)  
Debbie Stabenow (D-MI)

### ***House Members***

Ginny Brown-Waite (R-FL)  
Hilda Solis (D-CA)  
Ileana Ros-Lehtinen (R-FL)  
Lois Capps (D-CA)  
Tammy Baldwin (D-WI)  
Melissa Bean (D-IL)  
Shelley Berkley (D-NV)  
Judy Biggert (R-IL)  
Marsha Blackburn (R-TN)  
Mary Bono (R-CA)  
Madeleine Bordallo (D-GU)  
Corrine Brown (D-FL)  
Shelley Moore Capito (R-WV)  
Julia Carson (D-IN)  
Donna Christensen (D-VI)  
Barbara Cubin (R-WY)  
JoAnn Davis (R-VA)  
Susan Davis (D-CA)  
Diana DeGette (D-CO)  
Rosa DeLauro (D-CT)  
Thelma Drake (R-VA)  
Jo Ann Emerson (R-MO)  
Anna Eshoo (D-CA)  
Virginia Foxx (R-NC)  
Kay Granger (R-TX)  
Jane Harman (D-CA)  
Katherine Harris (R-FL)  
Melissa Hart (R-PA)  
Stephanie Herseth (D-SD)  
Darlene Hooley (D-OR)  
Sheila Jackson Lee (D-TX)  
Eddie Bernice Johnson (D-TX)  
Nancy Johnson (R-CT)  
Stephanie Tubbs Jones (D-OH)  
Marcy Kaptur (D-OH)

Sue Kelly (R-NY)  
Carolyn Kilpatrick (D-MI)  
Barbara Lee (D-CA)  
Zoe Lofgren (D-CA)  
Nita M. Lowey (D-NY)  
Carolyn McCarthy (D-NY)  
Betty McCollum (D-MN)  
Cynthia McKinney (D-GA)  
Cathy McMorris (R-WA)  
Carolyn Maloney (D-NY)  
Doris Matsui (D-CA)  
Juanita Millender-McDonald (D-CA)  
Candice Miller (R-MI)  
Gwen Moore (D-WI)  
Marilyn Musgrave (R-CO)  
Sue Myrick (R-NC)  
Grace Napolitano (D-CA)  
Anne Northup (R-KY)  
Eleanor Holmes Norton (D-DC)  
Nancy Pelosi (D-CA)  
Deborah Pryce (R-OH)  
Lucille Roybal-Allard (D-CA)  
Linda Sanchez (D-CA)  
Loretta Sanchez (D-CA)  
Janice Schakowsky (D-IL)  
Debbie Wasserman Schultz (D-FL)  
Allyson Schwartz (D-PA)  
Louise McIntosh Slaughter (D-NY)  
Ellen O. Tauscher (D-CA)  
Nydia M. Velazquez (D-NY)  
Maxine Waters (D-CA)  
Diane Watson (D-CA)  
Heather Wilson (R-NM)  
Lynn Woolsey (D-CA)

## Senators with Terms Expiring in 2006

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Daniel Akaka (D-HI)	Kay Bailey Hutchison (R-TX)
George Allen (R-VA)	Jim Jeffords (I-VT)
Jeff Bingaman (D-NM)	Ted Kennedy (D-MA)
Conrad Burns (R-MT)	Herb Kohl (D-WI)
Robert C. Byrd (D-WV)	Jon Kyl (R-AZ)
Maria Cantwell (D-WA)	Joe Lieberman (D-CN)
Tom Carper (D-DE)	Trent Lott (R-MS)
Lincoln Chafee (R-RI)	Richard Lugar (R-IN)
Hillary Clinton (D-NY)	Ben Nelson (D-NE)
Kent Conrad (D-ND)	Bill Nelson (D-FL)
Jon Corzine (D-NJ)	Rick Santorum (R-PA)
Mark Dayton (D-MN)	Paul Sarbanes (D-MD)
Mike DeWine (R-OH)	Olympia Snowe (R-ME)
John Ensign (R-NV)	Debbie Stabenow (D-MI)
Dianne Feinstein (D-CA)	Jim Talent (R-MO)
Bill Frist (R-TN)	Craig Thomas (R-WY)
Orrin Hatch (R-UT)	

## Senators with Terms Expiring in 2008

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Jeff Sessions (R-AL)	Chuck Hagel (R-NE)
Ted Stevens (R-AK)	John Sununu (R-NE)
Mark Pryor (D-AR)	Frank Lautenberg (D-NJ)
Wayne Allard (R-CO)	Pete Domenici (R-NM)
Joe Biden (D-DE)	Elizabeth Dole (R-NC)
Saxby Chambliss (R-GA)	Jim Inhofe (R-OK)
Larry Craig (R-ID)	Gordon Smith (R-OR)
Dick Durbin (D-IL)	Jack Reed (D-RI)
Pat Roberts (R-KS)	Lindsey Graham (R-SC)
Mitch McConnell (R-KY)	Tim Johnson (D-SD)
Mary Landrieu (D-LA)	Lamar Alexander (R-TN)
Susan Collins (R-ME)	John Cornyn (R-TX)
John Kerry (D-MA)	John Warner (R-VA)
Carl Levin (D-MI)	Jay Rockefeller (D-WV)
Norm Coleman (R-MN)	Mike Enzi (R-WY)
Thad Cochran (R-MS)	
Max Baucus (D-MT)	

## Accessing Legislative Information

Amid the everyday hustle and bustle on Capitol Hill, there **are** answers: records are kept of every hearing, meeting, vote and more.

When you decide to contact your Members of Congress, you should have concrete information to support your point of view. You don't have to be a recognized expert on an issue to be an effective citizen lobbyist. There are many ways to get information about the issues in which you are interested; it only takes a little initiative and a little time.

### Congressional Legislation

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When lobbying on Capitol Hill, you must keep up to date on the status of the legislation on which you are working.

#### ***To learn the status of legislation:***

To get the status and download the text of a bill, and to get the Congressional Record and a wealth of other legislative information, go to the Thomas web site, run by the Library of Congress, at **thomas.loc.gov**.

**Recorded Account of Senate Floor Proceedings.** Each day the Senate is in session, the party cloakrooms record regularly updated messages providing information on the latest legislative activity on the floor. To reach the Senate Democratic cloakroom recording, call 202-224-8541; the House Republican cloakroom at 202-224-8601.

**Recorded Account of House Floor Proceedings.** The House party cloakrooms also provide taped legislative activity updates on the days the House is in session. The House Democratic cloakroom may be reached at 202-225-7400; the House Republican cloakroom at 202-225-7430.

#### ***To get copies of legislation:***

Write or call the document rooms. Copies of all Congressional legislation are available free of charge through the Senate and House document rooms.

Senate Document Room  
B-04 Hart Senate Office Building  
Washington, DC 20510  
202-224-7860

House Document Room  
B-106 Cannon Building  
Washington, DC 20515  
202-226-5200

## Useful Web Sites

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Women's Action for New Directions	<a href="http://www.wand.org">www.wand.org</a>
Center for Arms Control and Non-Proliferation	<a href="http://www.armscontrolcenter.org">www.armscontrolcenter.org</a>
National Priorities Project	<a href="http://www.nationalpriorities.org">www.nationalpriorities.org</a>
Friends Committee on National Legislation	<a href="http://www.fcnl.org">www.fcnl.org</a>
Business Leaders for Sensible Priorities	<a href="http://www.sensiblepriorities.org">www.sensiblepriorities.org</a>
Center for Defense Information	<a href="http://www.cdi.org">www.cdi.org</a>
MoveOn	<a href="http://www.moveon.org">www.moveon.org</a>
True Majority	<a href="http://www.truemajority.org">www.truemajority.org</a>
Working Assets	<a href="http://www.workforchange.com">www.workforchange.com</a>

### ***SELECTED FEDERAL SITES***

Commerce Dept/Census Bureau	<a href="http://www.census.gov">www.census.gov</a>
Federal Statistics for 70 agencies	<a href="http://www.fedstats.gov">www.fedstats.gov</a>
Department of Homeland Security	<a href="http://www.ready.gov">www.ready.gov</a>
Government Accountability Office	<a href="http://www.gao.gov">www.gao.gov</a>
Government Printing Office	<a href="http://www.access.gpo.gov">www.access.gpo.gov</a>
White House	<a href="http://www.whitehouse.gov">www.whitehouse.gov</a>

### ***U.S. CONGRESSIONAL RESOURCES***

Congressional Budget Office	<a href="http://www.cbo.gov">www.cbo.gov</a>
U.S. House of Representatives	<a href="http://www.house.gov">www.house.gov</a>
U.S Senate	<a href="http://www.senate.gov">www.senate.gov</a>
Thomas, Legislative Information	<a href="http://thomas.loc.gov">thomas.loc.gov</a>
Office of Management and Budget (White House Agency)	<a href="http://www.whitehouse.gov/WH/EOP/omb">www.whitehouse.gov/WH/EOP/omb</a>

### ***STATE AND LOCAL RESOURCES***

National Governors Association	<a href="http://www.nga.org">www.nga.org</a>
National Conference of State Legislatures	<a href="http://www.ncsl.org">www.ncsl.org</a>
National Association of County Officials	<a href="http://www.naco.org">www.naco.org</a>
U.S. Conference of Mayors	<a href="http://www.usmayors.org/ucsm/home.html">www.usmayors.org/ucsm/home.html</a>
Council of State Governments	<a href="http://www.csg.org">www.csg.org</a>
National League of Cities	<a href="http://www.nlc.org">www.nlc.org</a>
National Association of Regional Councils	<a href="http://narc.org/narc/index.html">narc.org/narc/index.html</a>
National Association of State Budget Officers	<a href="http://www.nasbo.org">www.nasbo.org</a>
State and Local Government on the Net	<a href="http://www.piperinfo.com/state/states.html">www.piperinfo.com/state/states.html</a>
State Issues Forum	<a href="http://www.cfpa.org/sif">www.cfpa.org/sif</a>
Center for Policy Alternatives	<a href="http://www.cfpa.org">www.cfpa.org</a>

## Key Terms

**Act** - A bill that has passed through the legislative process and becomes law; Acts are designated as Public Laws and are given numbers, such as P.L 103-3 for the Family and Medical Leave Act.

**Adjournment Sine Die** - The final adjournment of a session of Congress.

**Appropriations Bill** - A bill reported out of the House or Senate Appropriations Committee; assigns government funds to spending bills.

**Authorization Bill** - A bill reported out of an authorizing committee; e.g., the House Armed Services Committee authorizes a government program and the funds necessary to finance it.

**Bill** - A legislative proposal introduced by a Member of Congress. Bills begin with an H. (House of Representatives) or S. (Senate) according to the body in which they are introduced, and are assigned numbers according to the order in which they are introduced.

**Budget Authority** - Funds authorized and appropriated by Congress that permit government agencies to enter into obligations requiring either immediate or future payment of money.

**Budget Committees** - Each chamber has a budget committee that coordinates spending legislation and formulates the overall Congressional budget.

**Budget Resolutions** - Concurrent resolutions of the House and Senate which prescribe spending limits in the various areas of government activity.

**Calendar** - An agenda for pending legislative business.

**Closed Rule** - A rule granted by the House Rules Committee, which prohibits amendments to a particular bill during House floor action. Under a “closed rule” the House must either accept or reject the bill, as recommended by the sponsoring committee.

**Cloture** - The procedure by which a filibuster can be ended in the Senate. Cloture requires the signature of sixteen Senators and the vote of three-fifths of the entire Senate membership.

**Committee of the Whole House** - The House itself becomes a “committee” and is assisted by the Parliamentarian. All debate is confined to the pending bill. After it has considered a bill as the “committee of the whole,” the “committee” is dissolved and the House then takes up the bill for the final action.

**Conference Committee** - A special committee formed to reconcile differences between differing versions of a bill passed by the House and the Senate. Conference Committee members are appointed from the bill’s sponsoring committee in each chamber.

**Congressional Record** - The daily printed account of the proceedings of the House and the Senate.

**Continuing Resolution** - If Congress has not enacted all the necessary appropriations bills when a fiscal year begins, it passes a joint resolution continuing appropriations at rates generally based on those of the previous year.

**Enacting Clause** - A clause included in every bill: "Be it enacted by the Senate (or House of Representatives)..."

**Executive Session** - A closed meeting of a Senate or House committee.

**Expenditures** - The actual spending of money as distinguished from its appropriation. The Administration makes expenditures; Congress votes appropriations. The two are rarely identical in any fiscal year, since expenditures may represent money appropriated in previous years.

**Filibuster** - A device used in the Senate to delay or prevent a vote by time-consuming talk. Cloture must be invoked to halt it.

**Fiscal Year** - Financial operations of the government are carried out in a twelve-month fiscal year. The fiscal year carries the date of the calendar year in which it ends. A fiscal year runs from October 1 through September 30.

**Germane** - Pertaining to the purpose of the bill.

**H.J. Res.** - Designates a House Joint Resolution. Either an H.R. or H.J. Res. becomes a law when passed by both Houses and signed by the President. In practice, a bill and a joint resolution are interchangeable.

**H. Con. Res.** - Designates a House Concurrent Resolution, which must be approved by both chambers. It does not require the President's signature and it does not have the force of law. It is generally used to express Congressional sentiment.

**H. Res.** - Designates a simple House Resolution, the authority of which extends only to the House itself and does not have the force of law. Used to change House rules and express House views.

**Hearings** - House and Senate Committee sessions in which testimony regarding legislation is taken from interested parties.

**Hopper** - A box on the House Clerk's desk where bills are placed to be introduced.

**Joint Committee** - A committee composed of both the House and the Senate.

**Joint Referral** - When a bill is referred to two or more committees at the same time.

**Majority Leader** - The leading spokesperson and legislative strategist for the party in control of either the House or Senate.

**Majority Whip** - The Majority Whip is the second ranking member of the Senate or the House.

**Marking Up a Bill** - Going through a bill section by section in committee and considering possible changes.

**Minority Leader** - The leading spokesperson and legislative strategist for the minority party in either the House or the Senate.

**Minority Whip** - The assistant minority leader in either the House or the Senate. Lobbies Members to vote with the party. Serves as the vote seeker and tally keeper of the minority party.

**Omnibus Bill** - A bill containing several separate but related items.

**Ordered Report** - A full committee approves a bill and orders it “reported” to the House or Senate. The bill has cleared the committee but is not quite ready for floor action. The committee must first write a report explaining the bill. The report may contain not only the “majority views” (opinion of the committee’s majority) but the “minority views” and “individual,” “additional,” or “dissenting views.” The bill and report are then filed in the House or Senate and at that point the bill is considered “reported.”

**Override a Veto** - If the President disapproves a bill and sends it back to Congress, Congress may override the veto by a two-thirds vote in each chamber; the bill then becomes law over the President’s objections.

**President of the Senate** - Presiding officer of the Senate, the Vice President of the United States.

**President Pro-Tempore** - The presiding officer of the Senate in the Vice President’s absence, elected by the full Senate. Usually this office is reserved for the most senior Senator of the majority party.

**Quorum** - The required number of members present in order for the House or Senate to conduct official business; 51 in the Senate and 218 in the House (usually waived).

**Rescission** - A bill to revoke money appropriated for the current fiscal year, but not yet spent.

**Recommit to Committee** - A motion made on the floor after debating a bill to return it to the committee that reported it.

**Reconciliation** - The process through which the Congress enforces a Budget Resolution, by requiring the authorizing and appropriations committees to spend within the Resolution’s prescribed limits.

**Rider** - Amendments that are extraneous to the subject of the original bill.

**Rule** - Instructions on the time and substance of debate on a bill, attached to the bill when reported out to the floor by the House Rules Committee.

**S.** - Stands for Senate and designates a bill originating in the Senate.

**S.J. Res.** - Designates a Senate Joint Resolution. Either an S. or S.J. Res. becomes a law when passed by both chambers and signed by the President. In practice, a bill and a joint resolution are interchangeable.

**S. Con. Res.** - Designates a Senate Concurrent Resolution, which must be approved by both chambers. It does not require the President's signature and it does not have the force of law. It is generally used to express Congressional sentiment.

**S. Res.** - Designates a simple Senate Resolution, the authority of which extends only to the Senate itself and does not have the force of law. Used to change Senate rules and express Senate views.

**Speaker of the House** - The elected presiding officer of the House of Representatives.

**Supplemental Appropriations** - Additional funds appropriated by Congress for the current fiscal year after enactment of the regular appropriations bills.

**U.S. Code** - A consolidation of the laws of the United States, arranged by subject under 50 titles.

**Veto** - Disapproval by the President of a bill or joint resolution. To override a veto, a two-thirds vote in each chamber is required.