

# **COMMUNICATING WITH ELECTED OFFICIALS**

**Tips on Telephoning Your Elected Representatives:** To find your senators' and representative's phone numbers, you may use our searchable online congressional directory or call the U.S. Capitol Switchboard at (202)224-3121 and ask for your senators' and/or representative's office.

Remember that telephone calls are usually taken by a staff member, not the member of Congress. Ask to speak with the aide who handles the issue about which you wish to comment.

After identifying yourself, tell the aide you would like to leave a brief message, such as: "Please tell Senator/Representative (Name) that I support/oppose (S.\_\_\_/H.R.\_\_\_)."

You will also want to state reasons for your support or opposition to the bill. Ask for your senators' or representative's position on the bill. You may also request a written response to your telephone call.

**Tips on Writing Congress:** The letter is the most popular choice of communication with a congressional office. If you decide to write a letter, this list of helpful suggestions will improve the effectiveness of the letter:

1. Your purpose for writing should be stated in the first paragraph of the letter. If your letter pertains to a specific piece of legislation, identify it accordingly, e.g., House bill: H. R. \_\_\_\_, Senate bill: S.\_\_\_\_.
2. Be courteous, to the point, and include key information, using examples to support your position.
3. Address only one issue in each letter; and, if possible, keep the letter to one page.

## **Addressing Correspondence:**

### **To a Senator:**

The Honorable (full name)

\_\_(Rm.#)\_\_(name of)Senate Office Building

United States Senate

Washington, DC 20510

Dear Senator:

**To a Representative:**

The Honorable (full name)

\_\_(Rm.#)\_\_(name of)House Office Building

United States House of Representatives

Washington, DC 20515

Dear Representative:

**Note:** When writing to the Chair of a Committee or the Speaker of the House, it is proper to address them as:

Dear Mr. Chairman or Madam Chairwoman:

Dear Madam Speaker or Mr. Speaker:

**Tips on E-Mailing Congress:** Generally, the same guidelines apply as with writing letters to Congress. You may find and e-mail your senators and representative directly from this Web site.

## **VISITING CAPITOL HILL**

Meeting with a member of Congress or congressional staff is a very effective way to convey a message about a specific legislative issue. Below are some suggestions to consider when planning a visit to a congressional office.

**Plan Your Visit Carefully:** Be clear about what it is you want to achieve; determine in advance which member or committee staff you need to meet with to achieve your purpose.

**Make an Appointment:** When attempting to meet with a member, contact the Appointment Secretary/Scheduler. Explain your purpose and who you represent. It is easier for congressional staff to arrange a meeting if they know what you wish to discuss and your relationship to the area or interests represented by the member.

**Be Prompt and Patient:** When it is time to meet with a member, be punctual and be patient. It is not uncommon for a Congressman or Congresswoman to be late, or to have a meeting interrupted, due to the member's crowded schedule. If interruptions do occur, be flexible. When the opportunity presents itself, continue your meeting with a member's staff.

**Be Prepared:** Whenever possible, bring to the meeting information and materials supporting your position. Members are required to take positions on many different issues. In some instances, a member may lack important details about the pros and cons of a particular matter. It is therefore helpful to share with the member information and examples that demonstrate clearly the impact or benefits associated with a particular issue or piece of legislation.

**Be Political:** Members of Congress want to represent the best interests of their district or state. Wherever possible, demonstrate the connection between what you are requesting and the interests of the member's constituency. If possible, describe for the member how you or your group can be of assistance to him/her. Where it is appropriate, remember to ask for a commitment.

**Be Responsive:** Be prepared to answer questions or provide additional information, in the event the member expresses interest or asks questions. Follow up the meeting with a thank you letter that outlines the different points covered during the meeting, and send along any additional information and materials requested.

## **CONGRESSIONAL STAFF ROLES**

Each member of Congress has staff to assist him/her during a term in office. To be most effective in communicating with Congress, it is helpful to know the titles and principal functions of key staff.

### **Commonly used Titles:**

**Administrative Assistant or Chief of Staff:** The Administrative Assistant reports directly to the member of Congress. He/she usually has overall responsibility for evaluating the political outcome of various legislative proposals and constituent requests. The Admin. Asst. is usually the person in charge of overall office operations, including the assignment of work and the supervision of key staff.

**Legislative Director, Senior Legislative Assistant, or Legislative Coordinator:** The Legislative Director is usually the staff person who monitors the legislative schedule and makes recommendations regarding the pros and cons of particular issues. In some congressional offices there are several Legislative Assistants and responsibilities are assigned to staff with particular expertise in specific areas. For example, depending on the responsibilities and interests of the member, an office may include a different Legislative Assistant for health issues, environmental matters, taxes, etc.

**Press Secretary or Communications Director:** The Press Secretary's responsibility is to build and maintain open and effective lines of communication between the member, his/her constituency, and the general public. The Press Secretary is expected to know the

benefits, demands, and special requirements of both print and electronic media, and how to most effectively promote the member's views or position on specific issues.

**Appointment Secretary, Personal Secretary, or Scheduler:** The Appointment Secretary is usually responsible for allocating a member's time among the many demands that arise from congressional responsibilities, staff requirements, and constituent requests. The Appointment Secretary may also be responsible for making necessary travel arrangements, arranging speaking dates, visits to the district, etc.

**Caseworker:** The Caseworker is the staff member usually assigned to help with constituent requests by preparing replies for the member's signature. The Caseworker's responsibilities may also include helping resolve problems constituents present in relation to federal agencies, e.g., Social Security and Medicare issues, veteran's benefits, passports, etc. There are often several Caseworkers in a congressional office.

**Other Staff Titles:** Other titles used in a congressional office may include: Executive Assistant, Legislative Correspondent, Executive Secretary, Office Manager, and Receptionist.

## **THE LEGISLATIVE PROCESS**

**Introduction:** Anyone may draft a bill; however, only members of Congress can introduce legislation, and by doing so become the sponsor(s). There are four basic types of legislation: bills, joint resolutions, concurrent resolutions, and simple resolutions. The official legislative process begins when a bill or resolution is numbered - H.R. signifies a House bill and S. a Senate bill - referred to a committee and printed by the Government Printing Office.

**Step 1. Referral to Committee:** With few exceptions, bills are referred to standing committees in the House or Senate according to carefully delineated rules of procedure.

**STEP 2. Committee Action:** When a bill reaches a committee it is placed on the committee's calendar. A bill can be referred to a subcommittee or considered by the committee as a whole. It is at this point that a bill is examined carefully and its chances for passage are determined. If the committee does not act on a bill, it is the equivalent of killing it.

**STEP 3. Subcommittee Review:** Often, bills are referred to a subcommittee for study and hearings. Hearings provide the opportunity to put on the record the views of the executive branch, experts, other public officials, supporters and opponents of the legislation. Testimony can be given in person or submitted as a written statement.

**STEP 4. Mark Up:** When the hearings are completed, the subcommittee may meet to "mark up" the bill, that is, make changes and amendments prior to recommending the bill

to the full committee. If a subcommittee votes not to report legislation to the full committee, the bill dies.

**STEP 5. Committee Action to Report a Bill:** After receiving a subcommittee's report on a bill, the full committee can conduct further study and hearings, or it can vote on the subcommittee's recommendations and any proposed amendments. The full committee then votes on its recommendation to the House or Senate. This procedure is called "ordering a bill reported."

**STEP 6. Publication of a Written Report:** After a committee votes to have a bill reported, the committee chairman instructs staff to prepare a written report on the bill. This report describes the intent and scope of the legislation, impact on existing laws and programs, position of the executive branch, and views of dissenting members of the committee.

**STEP 7. Scheduling Floor Action:** After a bill is reported back to the chamber where it originated, it is placed in chronological order on the calendar. In the House there are several different legislative calendars, and the Speaker and majority leader largely determine if, when, and in what order bills come up. In the Senate there is only one legislative calendar.

**STEP 8. Debate:** When a bill reaches the floor of the House or Senate, there are rules or procedures governing the debate on legislation. These rules determine the conditions and amount of time allocated for general debate.

**STEP 9. Voting:** After the debate and the approval of any amendments, the bill is passed or defeated by the members voting.

**STEP 10. Referral To Other Chamber:** When a bill is passed by the House or the Senate it is referred to the other chamber where it usually follows the same route through committee and floor action. This chamber may approve the bill as received, reject it, ignore it, or change it.

**STEP 11. Conference Committee Action:** If only minor changes are made to a bill by the other chamber, it is common for the legislation to go back to the first chamber for concurrence. However, when the actions of the other chamber significantly alter the bill, a conference committee is formed to reconcile the differences between the House and Senate versions. If the conferees are unable to reach agreement, the legislation dies. If agreement is reached, a conference report is prepared describing the committee members recommendations for changes. Both the House and the Senate must approve of the conference report.

**STEP 12. Final Actions:** After a bill has been approved by both the House and Senate in identical form, it is sent to the President. If the President approves of the legislation he/she signs it and it becomes law. Or, the President can take no action for ten days, while Congress is in session, and it automatically becomes law. If the President opposes the bill

he/she can veto it; or, if he/she takes no action after the Congress has adjourned its second session, it is a "pocket veto" and the legislation dies.

**STEP 13. Overriding a Veto:** If the President vetoes a bill, Congress may attempt to "override the veto." This requires a two thirds roll call vote of the members who are present in sufficient numbers for a quorum.