

PASS GRASSROOTS LOBBYING HANDBOOK



PROFESSIONAL AVIATION SAFETY SPECIALISTS, AFL-CIO

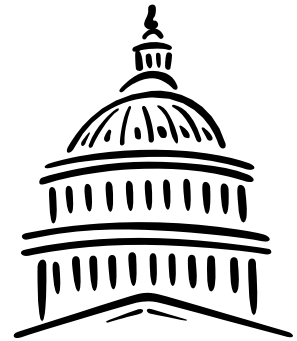
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SECTION 1. INTRODUCTION

The *PASS Grassroots Lobbying Handbook*, produced by the PASS Legislative Department, is a permanent reference work for PASS Legislative Committee members and PASS members concerned with legislation that could affect jobs and employee benefits. This manual teaches the basics of grassroots lobbying so that PASS members can learn how to monitor and influence legislation at the federal level. Information is divided into seven sections:



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| Section 1. | Introduction |
| Section 2. | Grassroots Lobbying Defined |
| Section 3. | The PASS National Legislative Committee |
| Section 4. | Duties and Responsibilities of Legislative Committee Members |
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Action Items and Tips for Success

At the end of some sections of this handbook are action items and additional tips identified by the large checkmark. Each is a suggestion for finding additional information or an idea on how to become a better grassroots lobbyist.



SECTION 2.

GRASSROOTS LOBBYING DEFINED

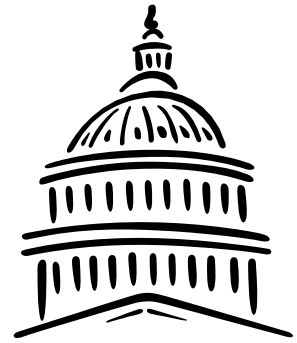
Today, lobbying and lobbyists are a major force in the decision-making process of federal and state governments. By definition, lobbying is the means by which a person or a group of persons attempts to influence the voting of legislators. In the last few years, individual constituents have increasingly replaced the large, well-funded groups that spent millions of dollars to dominate lawmaking. Specifically, “grassroots lobbying” now plays a substantial role in many legislative battles.

Grassroots lobbying refers to any technique that delivers information to members of Congress from constituents—the people back home who vote. Communication with congressional leaders may include letters, phone calls, emails or personal visits. Grassroots lobbyists develop a communications network so that when there is a vote on Capitol Hill—whether in a subcommittee or committee or on the House or Senate floor—as many constituents as possible let members of Congress know whether they support or oppose the pending bill. By moving quickly and in significant numbers, grassroots lobbyists can make a difference in the mind of a representative or senator who is unsure how to vote on the bill or is not very familiar with the subject of the bill.

With an effective grassroots lobbying network across the nation, PASS can help preserve its members’ benefits, protect their careers and ensure that they can fulfill their responsibility to protect this country’s aviation system.

SECTION 3.

THE PASS NATIONAL LEGISLATIVE COMMITTEE



The PASS national Legislative Committee is charged with providing an effective grassroots lobbying system. This section outlines the committee's purpose, goals and organization. In addition to the national Legislative Committee, individual chapter committees help PASS work toward achieving the union's legislative and political goals.

A. PURPOSE

The purpose of the PASS national Legislative Committee is to establish a group of knowledgeable and effective grassroots lobbyists who:

- Develop personal contacts with both members of Congress and the legislative staff working in personal offices and on committees
- Initiate and coordinate PASS's legislative activity

B. GOAL

The ultimate goal of the PASS national Legislative Committee is to have a PASS member establish working relationships with every member of Congress and their staffers in Washington, in the district offices of all 435 House members and in the state offices of all 100 Senate members.

Committee members make sure PASS members understand the following:

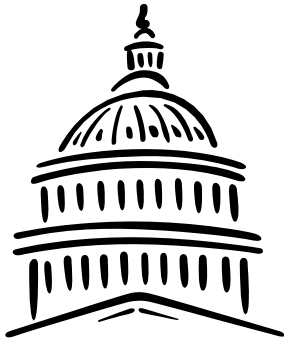
- How laws are made
- Which lawmakers represent them
- How those lawmakers are elected
- The issues in Congress that may affect them

PASS national Legislative Committee members let representatives and senators know our position on every pertinent piece of legislation and persuade them to adopt our position on pending legislation. This handbook describes the federal legislative and political processes so that you and other PASS members can influence pending legislation and make a difference in the political and legislative processes.

C. ORGANIZATION

The PASS national Legislative Committee consists of the following:

- PASS national president
- PASS National Legislative Committee chairperson
- PASS member from each of the PASS regions
- PASS legislative director



SECTION 4. DUTIES AND RESPONSIBILITIES OF LEGISLATIVE COMMITTEE MEMBERS

Each level of the grassroots network has specific responsibilities designed to ensure the maximum level of communication among committee members and the general membership. This section explains those responsibilities.

A. NATIONAL HEADQUARTERS

The PASS national president directs all legislative activity, working with the PASS Legislative Department in initiating, identifying and promoting legislation of interest to PASS. The Legislative Department's duties include the following:

- Establishing a communication link to all members of the grassroots lobbying network
- Providing legislative training for all national Legislative Committee members
- Providing timely information regarding legislation
- Identifying members of the House or Senate to be contacted regarding pertinent legislation

B. NATIONAL LEGISLATIVE COMMITTEE

The national Legislative Committee serves at the direction of the PASS Executive Board. The members act on recommendations made by the PASS Executive Board, including PASS's positions on legislative issues introduced in Congress.

C. COMMUNICATION

To keep PASS members informed about legislative and political activity, information is prepared and distributed at every level of the organization.

1. Information on File

The PASS national office maintains a list of all national Legislative Committee members and other chapter grassroots network members who may also participate in the national legislative network. The Legislative

Department maintains background information on pending legislation and congressional hearings and develops training programs and materials at the direction of the national president.

2. Information From Washington

The PASS Legislative Department prepares and distributes legislative and political updates to the Executive Board and Legislative Committee members and develops training programs and materials as needed. A biweekly *Legislative Update*, a concisely written report with detailed legislative news, is sent to every PASS Political Action Committee (PAC) member when Congress is in session. (For more information on the PASS PAC, see Section 7.)

3. Information From Committee Members

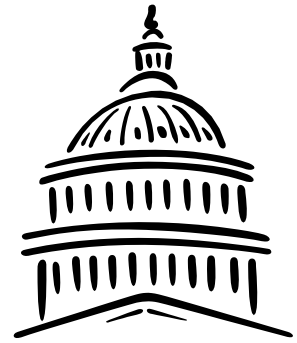
National Legislative Committee members use a variety of methods for communicating with PASS members and distributing legislative information to chapter officers and members within their regions. These include emails, letters, phone calls and meetings.

4. Online Information

Legislative information pertinent to PASS members is available in the Legislative Center of the PASS website at www.passnational.org. Materials available online include recent congressional testimony, information on the PASS PAC, every edition of the *Legislative Update* and links to other legislative websites of interest to PASS members. (Appendix B of this manual also lists websites with legislative information.)

SECTION 5.

HOW A BILL BECOMES A LAW



For a bill to become law, it must move through Congress in an organized process (see Figure 1). The steps a bill follows include:

- Introduction
- Committee action
- Scheduling for debate
- Floor action
- Two-house passage
- Presidential action

This section explains how most bills move through the legislative process, as well as the special process used to approve a budget bill.

A. INTRODUCTION

An idea for a bill may come from anybody; however, only members of Congress can introduce a bill in Congress. After the idea for a bill is developed and the text of the bill is written, a member of Congress must officially introduce the bill in Congress by becoming the bill's sponsor. Two or more sponsors for the same bill are called cosponsors. Members of Congress usually sponsor bills that are important to them and their constituents and will try to gain support for them.

After introduction, a bill is given a bill designation and a bill number. These two items identify in what chamber the bill was introduced (House or Senate) and what number it is in the order of bills introduced. For example, H.R. 100 was introduced in the House of Representatives and was one hundredth in the order of bills introduced.

Legislation may also be introduced as resolutions. A matter concerning the operation of either the House or Senate alone is initiated by a simple resolution. Simple resolutions are denoted as H. Res. or S. Res. and are numbered sequentially. They are not presented to the president for action.

Concurrent resolutions, which are denoted as H. Con. Res. or S. Con. Res., are used to deal with matters that affect both chambers or to express the sentiments of both on an issue. (The annual budget bill is a concurrent resolution.) Concurrent resolutions are not sent to the president for action.

Lastly, joint resolutions, indicated by H.J. Res. or S.J. Res., are similar to bills in that they deal with matters affecting the United States and may originate in either the House or the Senate. Joint resolutions become law in the same manner as a bill, which must be signed by the president to have the force of law.

B. COMMITTEE ACTION

After its introduction, a bill is referred to the appropriate committee by the Speaker of the House or the presiding officer in the Senate. There are 22 House committees and 20 Senate committees, each of which has jurisdiction over different areas of public policy such as transportation, government affairs, etc. Bills may be referred to more than one committee or split so that parts are sent to different committees.

Bills are placed on the calendar of the committee to which they have been assigned. The committee may refer a bill to a subcommittee for in-depth study. Usually the first step in this process is a public hearing, where committee members hear witnesses representing various viewpoints on the measure. PASS often submits testimony—either in person or writing—when a bill deals with an issue that affects PASS members.

After hearings are completed, the bill is considered in a session that is popularly known as the "markup" session. During markup, the committee will make revisions

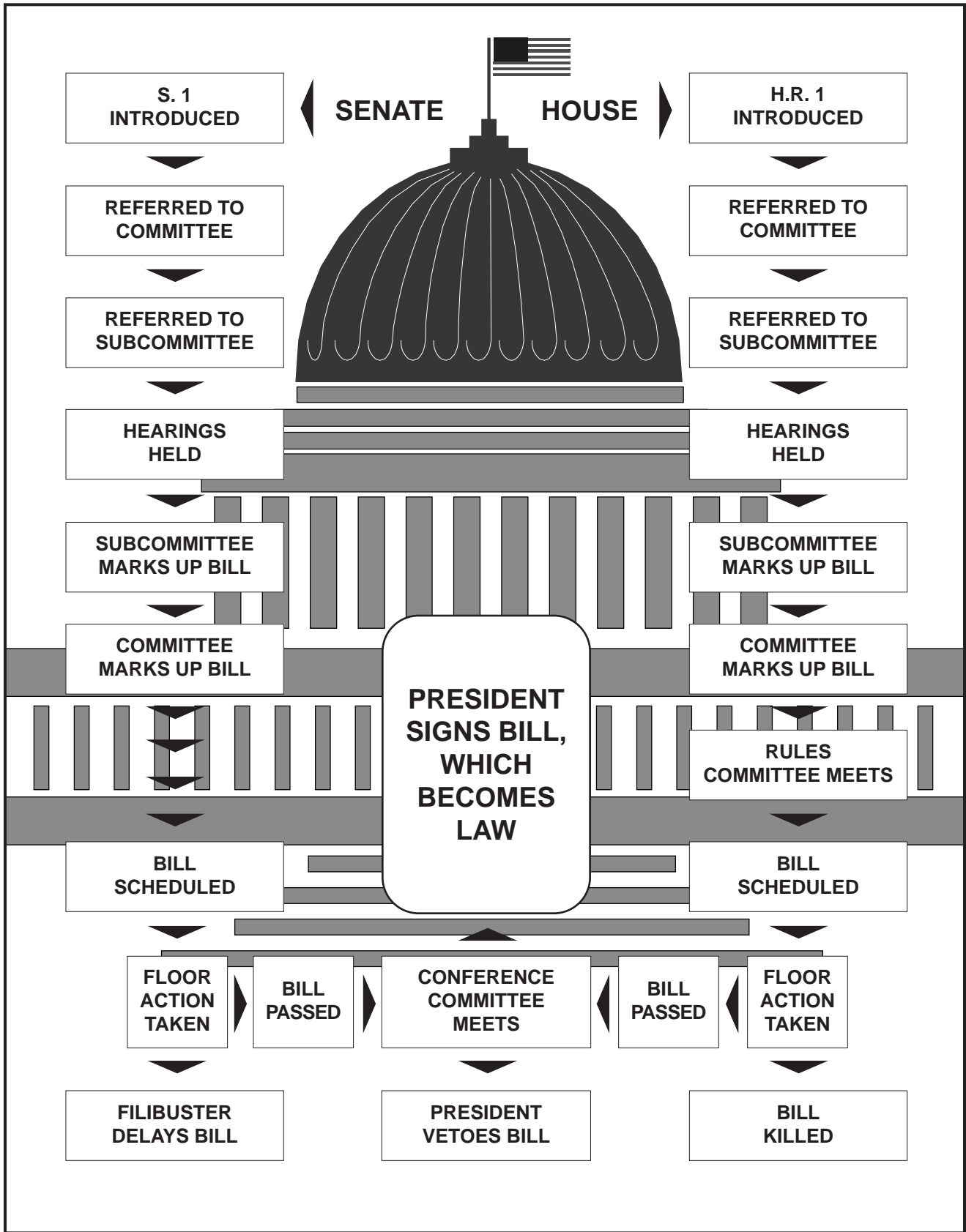


FIGURE 1. HOW A BILL BECOMES A LAW

and additions to the bill. Amendments may be offered to the bill, and the committee members vote to accept or reject these changes. This process can take place at either the subcommittee level or the full committee level, or at both. If the final version of a bill is approved, the bill is “reported out” of committee, usually accompanied by a committee report explaining the bill’s provisions and the committee’s decision.

C. SCHEDULING FOR DEBATE

Once the bill is reported by the committee, it is ready to be scheduled for debate by the full House or Senate. In the House, a bill is scheduled by the Rules Committee, which determines when a bill is debated, how much time is spent on debate and whether or not amendments to the bill from the House floor will be allowed.

In the Senate, bills go on the Senate calendar and are scheduled for debate by the majority leadership. There is no time limit on debate in the Senate unless there is a unanimous vote from all members.

D. FLOOR ACTION AND TWO-HOUSE PASSAGE

Next, a bill is sent to the House or Senate floor for consideration by all members. The bill is debated, sometimes amended, and then voted up or down. If approved by one body, the bill is sent to the other to go through the committee procedure. If the second body passes the bill with no changes, it is then sent to the president for signature.

More commonly, however, the House and Senate pass separate versions of the bill so the bill is sent to a conference committee. Both the House and Senate appoint members from the committees that first considered the bill to serve on the conference committee to resolve the differences between the two bills. These members are called conferees. Failure to compromise leads to the “death” of the bill in the conference committee. On the other hand, if the conferees reconcile their differences, the bill goes back to the House and

Senate for passage. At this point, there can be no further changes; the bill must be voted up or down.

E. PRESIDENTIAL ACTION

After a bill has been sent to the White House, the president has several choices:

- The president may sign the bill, and the bill becomes law.
- The president may take no action. If Congress is in session, the bill automatically becomes law after 10 days. A pocket veto occurs when the president takes no action and Congress has adjourned its session. In this case, the bill “dies” and does not become law.
- The president may decide that the bill is unwise or unnecessary and veto the bill. It is then sent back to the House and Senate where it can only be overridden by a two-thirds vote of both chambers.

These are the possible routes a bill can take through the legislative system. For further explanation of the terminology used in this chapter, see the glossary in Appendix C.

F. BUDGET BILLS

Our nation’s Constitution stipulates that the Executive Branch may only spend funds for the purposes and amounts specified by Congress. The federal budget process determines how those amounts are set. Budget bills may originate in either the House or Senate, with one notable exception. Article I, Section 7, of the Constitution states that all bills for raising revenue shall originate in the House, but the Senate may propose or concur with amendments as on other bills. By tradition, general appropriations bills also originate in the House.

1. Authorizing and Appropriating Bills

For every federal program that exists, Congress must pass a bill allowing the program’s existence—an authorizing bill—beginning with approval by an authorizing committee. (The authorizing committees for

the FAA are the House Transportation and Infrastructure Committee and the Senate Commerce, Science and Transportation Committee.) Once authorized, a program must be funded to operate. Funds are provided—appropriated—when Congress passes an appropriations bill.

Each year, Congress must pass 12 appropriations bills. PASS members are primarily concerned with the annual Transportation and Department of Defense appropriations bills. A budget resolution usually determines how much money an appropriations bill includes.

2. Budget Resolution

The federal budget is usually initiated by means of a concurrent resolution because it involves matters affecting operations of both the House and Senate. Budget committees in the House and Senate typically draft budget resolutions that must be approved by the entire Congress. The budget resolution establishes the framework that Congress uses to consider separate revenue, spending and other budget-related legislation. Revenue and spending amounts set in the budget resolution establish the basis for the enforcement of congressional budget policies through points of order.

3. Budget Reconciliation

The reconciliation process is one mechanism for addressing a situation in which appropriators pass appropriations bills that have different spending totals or exceed the spending limits set in the budget resolution. This process starts with language in the budget resolution instructing committees to determine and recommend changes in laws or bills that will achieve the spending constraints. These recommendations are then combined into an omnibus reconciliation bill and reported by the House and Senate Budget Committees for consideration by the entire chamber. The next step is for both the House and Senate to send their respective reconciliation bills to conference, where the Budget Reconciliation Conference Committee holds

sub-conferences with authorizing committees and reports an Omnibus Budget Reconciliation Act (OBRA). Both chambers must pass the OBRA without amendment.

4. Continuing Resolution

The budget process must be completed by September 30, the end of the fiscal year. In recent years, not all of the appropriations bills have been signed into law by that date, requiring Congress to approve emergency funds through a continuing resolution (CR). A CR appropriates enough money to keep all or part of the government operating for a short period of time until Congress approves all of the appropriations bills. CRs may be of any length. Congress has, on occasion, passed a series of CRs during particularly contentious budget debates. Congress has also forced government agencies to shut down when Republicans and Democrats could not agree on either a budget or a CR.

5. Sequestration

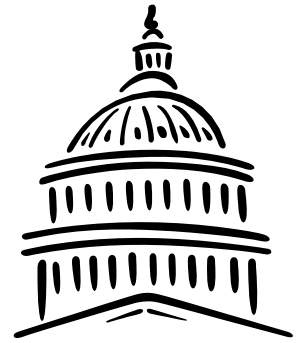
Breaches of the budget resolution are remedied by sequestration, or automatic cancellations of spending authority. Sequestration occurs when either spending or the deficit exceeds some previously agreed-upon amount or cap. With sequestration, spending on all federal programs is cut equally by a percentage figure, but no single program is targeted for elimination.



THOMAS—Get to Know It

The best source of legislative information on the Internet is THOMAS, a website by the Library of Congress at thomas.loc.gov. You can use the site to locate a bill by number, or search by keyword or the name of the bill's author. THOMAS also lists each bill's cosponsors, its legislative status, committee reports and references to it in the *Congressional Record*.

SECTION 6. CONTACTING MEMBERS OF CONGRESS



It is essential for every PASS member to maintain periodic contact with their members of Congress or their staffers. There are many possible communication methods, such as letters, email, phone calls and face-to-face meetings. PASS's grassroots lobbying efforts rely on communication, and the way constituents communicate is just as important as what they communicate. This section is a guide for communicating with the best results.

A. WRITING LETTERS

Letter writing is an effective way to communicate your message because it allows you to fully explain your views and concerns to lawmakers. It is also the most effective way to ask your members of Congress to introduce, cosponsor, support or oppose specific legislation. Figures 2 and 3 illustrate examples of letters you can use to introduce yourself and PASS to a member of Congress or staff person. Figure 4 is an example of a letter related to specific legislation.

Steps to Composing Persuasive Letters and Faxes

➤ Identify Yourself as a Constituent

It is a waste of time to communicate with your members of Congress without identifying yourself as a constituent because the primary duty of a legislative office is to represent the people who live in their congressional district or state. Make it obvious that you are a constituent by putting your name and complete address on both the envelope and the letter.

➤ Use Proper Forms of Address

To a senator:

**The Honorable (Full Name)
United States Senate
Washington, DC 20510**

Dear Senator (Last Name):

To a representative:

**The Honorable (Full Name)
House of Representatives
Washington, DC 20515**

Dear Representative (Last Name):

➤ State (and Repeat) Your Position

Make your position and/or request clear in both your opening and closing paragraphs. Be specific. State what action you want. Do you want the member to cosponsor a bill? Vote for or against a bill? If you want to know the member's stand on an issue, ask about it specifically. If you want support on a particular issue, request it and a response. Whatever it is, the best way to ensure that the office pays attention to your issue is to ask for something specific.

➤ Be Brief and Simple

Keep your letter to no more than two pages. In fact, try to stay on one page if possible. In the first paragraph, state your purpose and what you want. Avoid the temptation to be comprehensive in explaining the issue and making all possible arguments.

➤ Personalize Your Message

A personal letter is much more effective than a form letter. Form letters, postcards and petitions do not carry the weight of a personalized, individual letter. Persuasive constituent mail humanizes issues by placing them in a local, personal context. When sample letters are provided for your use, incorporate your own words and personal perspective into the text.

➤ Be Polite and Avoid Ultimatums or Rudeness

Treat the staff and the office with the same respect you expect. If you are disagreeable, it will make the staff far less likely to want to work with you in the future. You can be forceful about your views and opinions

without being rude. Threats and ultimatums do little to convince a member of Congress to adopt your position.

If a member of Congress does take the course of action that you suggest, you should send a note of thanks. This will help build your long-term relationship with the member of Congress and staff.

➤ **Do Not Enclose Additional Materials**

Additional reports or newspaper articles are rarely read or filed. If you have a particularly useful resource, mention it in your letter and offer to provide a copy upon request. Overwhelming an office with paper runs the risk of your letter being discarded along with the offending pile of paper.

➤ **Do Not Exaggerate or Lie**

Stick to your facts and experiences. Stories fabricated to prove your point only run the risk of undermining your credibility. Many members of Congress and staff become adept at spotting a tall tale.

➤ **Make Your Message Timely**

Do not procrastinate. Your letter is not helpful if it arrives after a vote. Be aware of the legislative process and time your letter accordingly. Faxes and emails can allow you to get your letter to a legislative office at critical junctures in the process.

➤ **Offer to Be a Resource**

Congressional staff members usually are not experts in the issue areas they cover and often rely on trusted outside resources. Knowing that there is someone in the state or district who really understands a complex issue can be very useful to staff. In your letter, offer your assistance in areas in which you are knowledgeable and those important to PASS.

➤ **Be Persistent**

Perhaps the most important thing to remember when dealing with members of Congress and their staff is that persistence pays. In many cases, you may have to ask more than once before your congressional office is able to respond to your request.

➤ **Keep the PASS National Office Informed**

Send a copy of your letter to PASS and your chapter Legislative Committee. Knowing that you have contacted a member of Congress helps PASS and your chapter Legislative Committee coordinate legislative strategy and additional lobbying. Send a copy of any response you receive to PASS as well.

B. EMAIL

In situations where speed is important, email is a popular means of contacting Capitol Hill. Every congressional office accepts some form of electronic messages whether by email or online forms. It is best to contact your congressional office first to determine their preference for receiving messages (e.g., by standard mail, email or fax).

Tips for Sending Effective Emails

You should use the same concise and to-the-point writing style in the body of an email message as in a letter. Follow these tips to ensure that your email messages are received and read.

➤ **Put Your Name and Address at the Top of the Message**

The first thing your members of Congress want to determine is if you live in his or her state or district. Members of Congress and their staff do not have any obligation and little time to read messages from people who are not constituents so it is vital that you make it clear that you live in the state or district. In an email, your name and address should be flush left with no formatting.

➤ **Humanize Your Message**

This is one of the most important things you can do to ensure your email makes an impact. The value of quick-click emails to your elected officials with prewritten messages is questionable at best. Most legislative offices tend to assign a level of value to grassroots communications depending on how much effort they take. An email that is obviously generic will arrive in a legislative

office with the unfortunate impression that, while you may care about an issue, you probably only care about it in passing.

Using an online email interface (such as the PASS Action Center) is fine if it allows you to customize any message you send with a few lines where you can explain who you are, why you care and how you see a proposed piece of legislation affecting the state or district. You should create a unique message even if you are participating in a larger action online (but remember to keep the request exactly as it is provided to stay on message). Messages that have personal experiences or information are more likely to be read than simply tallied.

➤ **Proofread Your Email**

Too often the speed and ease of sending email is reflected in poor grammar and sloppy spelling. Even if a congressional staffer is able to determine your meaning, such errors reflect badly on your overall argument. Take a moment before you press “send” to proof your message.

➤ **Establish a Relationship Before Beginning to Send Emails**

Emails can be an extremely timely and powerful way for you to communicate with members of Congress or their staff after they have met you and recognize you as a voter from the state or district with important insight on an issue. Once they know who you are, your email has a much better chance of commanding more than a cursory glance by the intern.

➤ **Do Not Send Messages Too Often**

Be careful about sending an email on every issue that you hear about. If you end up trying to communicate with your elected officials too often, they will lose sight of the issues that you really care about and will not be able to discern the areas in which you have personal experiences or professional expertise.

C. TELEPHONE CALLS

Another effective way of communicating with legislators is through telephone conversations. Every representative and senator has

an office in Washington, D.C., and at least one in the home district or state. While it is unlikely that you will speak with the member of Congress directly, staff will generally welcome reasonable phone calls from constituents.

Strategically, any phone calls that come into a congressional office are likely to be tallied. Staff will probably not have time to take down your personal story. If you have a compelling individual story, you’ll want to consider a text-based form of communication (letters or email) before making a phone call.

If you do not know the phone number for the D.C. offices of your representative or senators, call the Capitol Switchboard at 202-224-3121. The switchboard will connect any caller to the appropriate office.

Tips for Making Compelling Phone Calls

➤ **Identify Yourself as a Constituent**

When a phone call comes into a legislative office, the staff (or member) is initially interested in one thing: Are you a constituent? It is a mistake to launch into your personal story without first explaining who you are and where you live. If you are a constituent, you have their ear.

➤ **Clearly State Your Position**

Once you have identified yourself as a constituent, clearly state your position and refer to a bill by its official number (e.g., “I would like Senator Jones to vote in support of S. 6”). You will also want to state concise reasons for your support or opposition on an issue. Keep in mind that if you are calling as part of an organized grassroots effort, you must stay on message—your request must be exactly the same as everyone else who is calling as part of that Action Alert. Remember, be sure to call during office hours since voicemail is not always the best way to communicate your message.

➤ **Request a Response**

This lets the office know that you are serious about your request and just might be watching when the vote is taken.

Date

The Honorable <Full Name>
United States Senate/United States House of Representatives
Washington, DC 20510/Washington, DC 20515

Dear Senator/Representative <Last Name>:

I am a constituent and an employee of the Federal Aviation Administration (FAA) working as an aviation safety inspector at the <insert Flight Standard District Office (FSDO)>. I am also a member of the Professional Aviation Safety Specialists (PASS), AFL-CIO. I am writing to introduce myself as <our local Legislative Representative/member of our local Legislative Committee>.

PASS represents all the aviation safety inspectors at my FSDO, as well as over 11,000 employees throughout the FAA. FAA aviation safety inspectors are responsible for certification, education, oversight, surveillance and enforcement of the entire aviation system. Our work is to ensure that America's airlines continue to be the safest in the world.

In order to obtain additional resources so inspectors can perform adequate inspections and spend more time on safety oversight and enforcement of regulations, PASS testifies before Congress and communicates frequently with its members, citing several crucial issues such as the need for increased staffing levels, more resources and improved training. To better help this process, <I/our committee> will keep your office informed on related issues as they occur and greatly appreciate your help and support as we continue to provide the highest level of safety.

Sincerely,

Jane Smith
111 Main Street
Yourtown, ST 54321
010-555-1212

Figure 2. Sample Introductory Letter to a Member of Congress

Date

The Honorable <Full Name>
United States Senate/United States House of Representatives
Washington, DC 20510/Washington, DC 20515

Dear Senator/Representative <Last Name>:

I am a constituent and an employee of the Federal Aviation Administration (FAA) working as a <insert specialty> specialist at the <insert facility name and location>. I am also a member of the Professional Aviation Safety Specialists, AFL-CIO (PASS). I am writing to introduce myself as <our local Legislative Representative/member of our local Legislative Committee>.

PASS represents all the systems specialists at my facility, as well as over 11,000 employees throughout the FAA. Our work is dedicated to providing the most efficient airspace worldwide by maintaining various complex environmental and electronic systems that enable the flying public to safely travel through the National Airspace System.

To maintain air safety and obtain improved systems and equipment, PASS testifies before Congress and communicates frequently with its members, citing several crucial issues such as the need for increased staffing levels, more resources and improved training. To better help this process, <I/our committee> will be keeping your office informed on related issues as they occur and greatly appreciate your help and support as we continue to certify air safety.

Sincerely

Jane Smith
111 Main Street
Yourtown, ST 54321
010-555-1212

Figure 3. Sample Introductory Letter to a Member of Congress

Date

The Honorable <Full Name>
United States Senate/United States House of Representatives
Washington, DC 20510/Washington, DC 20515

Dear Senator/Representative <Last Name>:

As a voter and constituent in your state/district, I am writing to urge you to oppose/support S._____/H.R._____, a bill to _____. This bill will be considered soon by the Committee on _____ (or on the floor of the Senate/House).

Passage/defeat of this legislation is important to me as a member (spouse of a member) of the Professional Aviation Safety Specialists, AFL-CIO (PASS) and an employee (retired employee) of the Federal Aviation Administration (FAA). When this bill comes up for consideration, I urge you to vote for/against it because (in your own words, state your reason and your expertise on the matter as well as any personal experiences that are relevant).

I would appreciate your support of this position and would like to know your stance on the issue and how you intend to vote on this bill.

Thank you for taking time to consider my views.

Sincerely,

Jane Smith
111 Main Street
Yourtown, ST 54321
010-555-1212

Figure 4. Sample Letter to a Member of Congress

➤ **Be Brief**

Do not take up more than a minute of the staff's time. Unless you have previously established a relationship with the staffer, your phone message is likely to get translated into a tally mark no matter what you say. If you find that the nature of a phone call precludes you from relating an important argument or story, write and send a detailed letter.

➤ **Establish a Relationship Before Relying on Phone Communication**

Set up a face-to-face meeting with the legislator as a way to establish who you are and why you care about an issue. If a member of Congress or staffer knows you personally, you might be able to get off the tally page and leave a more substantive message.

D. FACE-TO-FACE MEETINGS

The face-to-face meeting is the best way to communicate PASS's positions on legislative issues. Legislators meet with constituents both in Washington, D.C., and when they are back in their home district or state. You can meet with your members of Congress individually or with a group of other PASS members.

Tips for Successful Legislative Meetings

➤ **Make an Appointment in Advance**

Time is always at a premium in congressional offices. Contact the office schedulers to arrange a meeting at least one month before the proposed meeting time. It is best to make your meeting request in writing and follow up with a phone call. Include a brief description of what you want to discuss and a list of attendees. You should follow up with a phone call to the scheduler about one week after sending a written request.

Congressional schedules are unpredictable, so do not be put off if your meeting is rescheduled or if you have to meet with staff in lieu of a member of Congress.

➤ **Do Your Homework**

Prepare carefully and thoroughly for your meeting. Take the time to "know" your member of Congress by reviewing past votes or statements on the issue, his/her party's position and committee assignments. Develop an agenda that all your participants clearly understand. Know your talking points in advance and be prepared to make your case. Research the opposition's arguments against your position and, if possible, acknowledge and rebut those arguments in your presentation.

➤ **Stay "On Message"**

Effective legislative meetings should be narrow in scope. Stick to a single issue, state only a few key points in support of your position and make a definite request for action. Many meetings are ineffective because a participant brings up other issues or strays from key supporting arguments. Have a message and stick to it.

➤ **Go Local**

Your effectiveness is based on geography. Members of Congress want to hear your thoughts and opinions because you are a constituent. One of your most useful strategies is to relate the issue and your position to your community. Members of Congress have many other avenues to get national or state analysis, reports, and statistics; what they need are anecdotal, local stories to make the statistics related to a particular initiative come alive.

➤ **Make a Clear, Actionable Request**

Do not forget that the purpose of your meeting is to secure support for your issue. It is appropriate, and expected, that you will make a request at your meeting. It is usually not enough to ask for generic support for an issue or cause. You should make a direct request that is tied to pending legislative activity if possible. The key is to make sure that your request is clearly articulated and actionable by the member of Congress.

➤ **Cultivate a Relationship With Staff**

Many grassroots advocates underestimate the important role of congressional staff. Don't be disappointed if you are asked to meet with a staff member instead of the elected official. A supportive staff person can often make the difference between success and failure. Staffs play an invaluable role in shaping a Congress member's agenda and position on issues. It is important that you make every effort to cultivate a positive working relationship with staff. Over time, staff may even come to regard you as a helpful resource for information on your issue.

➤ **Follow Up**

What happens after a meeting is almost as important as the meeting itself. Send a thank you note to everyone in the office who attended your meeting. You should not only express appreciation but also reinforce your message and any verbal commitment of support made by the member of Congress or staff. Stay informed on your issue and track how your member of Congress responds. Did the member of Congress follow through on his/her promise? If not, request an explanation. If so, express your appreciation.

Finally, do not forget to report the results of your meeting back to PASS and your regional representative on the national Legislative Committee. This information is vital to coordinating overall legislative strategy and evaluating the impact of advocacy efforts. Follow-up is important even if the member of Congress does not agree to support your request because you are building a long-term relationship.

E. OTHER COMMUNICATION METHODS

➤ **Organize a Site Visit**

One of the most effective and least expensive techniques for grassroots lobbyists is to invite your members of Congress or a staff person to visit your place of business. Site visits not only give you more time with the member or staffer but they also provide insight into your working life. Members find it much harder to criticize any business or government agency if they have seen the complexity and value of your work. See Appendix A for tips on organizing a site visit with your members of Congress.

➤ **Attend a Constituent Gathering**

Constituent gatherings are usually held when the legislator is in his or her home state or district for a "town hall" meeting. Most members of Congress are eager to attend a gathering of voters because the legislator then has the opportunity to learn voters' views and lobby for their support at the polls. PASS members are encouraged to attend town hall meetings and ask questions about issues important to PASS.



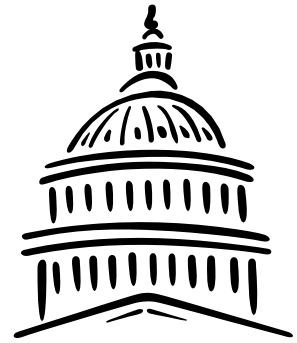
Lobbying: An Ongoing Process

An effective grassroots lobbyist will ask for something specific and then follow up to see what happened.

This applies whether you wrote a letter, sent an email or had a face-to-face meeting. Frankly, some congressional offices will ignore your first request. It is not until you ask again that they realize you are serious. By following up, you demonstrate that you care enough about the issue to keep track of it for a while—and, more importantly, to keep track of what your elected officials are doing about it.

SECTION 7.

ELECTING MEMBERS OF CONGRESS



The best way to ensure that members of Congress support legislation of concern to PASS is to help elect incumbents and candidates who are supportive of PASS and our issues. This section explains how, in addition to voting, PASS members can influence who is elected to Congress by getting involved in a political campaign or contributing to PASS's Political Action Committee (PAC).

A. WORKING ON A POLITICAL CAMPAIGN

Rules for what you, as a federal employee, may and may not do when participating in political campaigns were approved during Franklin Roosevelt's administration with passage of the Hatch Act. Congress approved major changes to the Hatch Act that took effect in February 1994. Those changes allow federal employees the opportunity to become very involved in congressional races when working on such campaigns "off the clock" and out of uniform.

Violation of the Hatch Act carries severe penalties, including removal from your job. PASS does not have the authority to grant approval of political activity. The Office of Special Counsel (OSC) is responsible for investigating reports or complaints concerning Hatch Act violations and publishes information on what is and is not allowed. For more detailed information, see the OSC's website at www.osc.gov, where you can also access a presentation on "Political Activity and the Federal Employee."

1. Union Chapter Political Activity

The Hatch Act allows the PASS national office and PASS chapters to participate actively in congressional campaigns. The following is a partial list of accepted activities. The PASS national office and chapters may:

- ✓ Endorse political candidates
- ✓ Send PASS members to legislative training workshops
- ✓ Invite incumbents and candidates to speak at PASS conventions
- ✓ Organize a voter registration campaign for chapter members

- ✓ Invite incumbents and candidates to speak at chapter union meetings (or joint meetings of several chapters in large metropolitan areas)
- ✓ Hold workshops to educate members on Hatch Act do's and don'ts

2. Individual Political Activity

The Hatch Act allows PASS members to participate actively in congressional campaigns. A partial list of acceptable activities includes the following. You may:

- ✓ Register and vote as you choose
- ✓ Work on a political campaign
- ✓ Contribute to the PASS PAC
- ✓ Contribute directly to a political party or campaign of your choice
- ✓ Write House and Senate candidates and determine whether they support PASS issues
- ✓ Assist in voter registration drives
- ✓ Offer friends, neighbors and relatives a ride to a polling location on Election Day
- ✓ Write an article supporting a political candidate
- ✓ Make legislation and politics a major part of your chapter's activities
- ✓ Work on a campaign when you are off the clock and out of uniform
- ✓ Make speeches on behalf of a candidate, stuff envelopes, make phone calls to encourage individuals to vote for a candidate, or put a sign in your yard or a bumper sticker on your personal vehicle
- ✓ Solicit campaign contributions, but *only* from PASS members
- ✓ Run for public office in nonpartisan elections

- ✓ Attend political fundraising functions
- ✓ Attend and be active at political rallies and meetings
- ✓ Join and be an active member of a political party or club
- ✓ Sign nominating petitions
- ✓ Campaign for or against referendum questions, constitutional amendments and municipal ordinances
- ✓ Make campaign speeches for candidates in partisan elections
- ✓ Hold office in political clubs or parties

Some specific examples of prohibited activities include the following. You may **not**:

- ✗ Use your official authority or influence to interfere with an election
- ✗ Collect political contributions unless both individuals are members of the same federal labor or employee organization and the one solicited is not a subordinate employee
- ✗ Knowingly solicit or discourage the political activity of any person who has business before the agency
- ✗ Engage in political activity while on duty
- ✗ Engage in political activity in any government office
- ✗ Engage in political activity while wearing an official uniform
- ✗ Engage in political activity while using a government vehicle
- ✗ Solicit political contributions from the general public.
- ✗ Run for public office in partisan elections
- ✗ Wear political buttons while on duty

B. CONTRIBUTING TO A POLITICAL CAMPAIGN

Whether or not you want to work on a political campaign, you can contribute to campaigns for members of Congress across the country through the PASS PAC. As a federal employee, your career and livelihood are stringently controlled by governmental policies and legislation. Members of Congress have absolute authority when it comes to

appropriating the funds to support the FAA and your job, and they control your health and retirement benefits. For that reason, it is essential that PASS members help elect only those candidates who will work for them on the issues that matter. The PASS PAC makes that possible.

The PASS PAC identifies and contributes money to qualified incumbents and challengers who will weigh the interests of the PASS membership when they vote on legislation crucial to federal workers and retirees and the FAA. Each PASS PAC donation helps elect individuals who will strive to shape government policy to the benefit of PASS members. Individual contributions are combined for maximum effect in electing the best possible leaders for our nation.

1. Annual Reports

PASS PAC membership is voluntary and easy. Participation in the PASS PAC does not affect PASS members' jobs or standing within PASS. Federal law requires the PASS PAC to submit quarterly financial reports to the Federal Election Commission.

All PASS PAC members receive an annual financial report detailing campaign disbursements. The PASS PAC treasurer may send additional information upon request.

2. Dues Withholding

The easiest way to participate in the PASS PAC is through dues withholding. By completing FAA Form 3710-13 (3/90), PASS members can authorize the FAA to deduct any amount (\$2, \$5, \$10 or \$20 is suggested) from their paychecks every pay period. PASS PAC forms are available in the Legislative Center on the PASS website at www.passnational.org or by calling the PASS national office at 202-293-7277. PASS members may also send individual contributions to the PASS national office.

3. PASS PAC Pins

To acknowledge your contribution to the PASS PAC, special lapel pins have been designed to serve as proud reminders to all contributing members. In addition, all PASS PAC members receive a biweekly *Legislative Update* while Congress is in session and periodic legislative publications that monitor the status of crucial legislation.

4. Contribution Rules

Here are some rules to follow when making a contribution to the PASS PAC:

- Make checks payable to PASS PAC
- Forward all cash collected via money order or certified check.
- If a contribution was accepted during a collection at a meeting, make note of the date, the number of people present, the name of each contributor and the amount of money each contributed
- Federal law prohibits PASS PAC from soliciting donations from nonmembers
- Donations are not tax deductible

5. Protect Your Benefits

PASS PAC collections are a primary responsibility of every chapter president. Not every member can or does attend chapter meetings. Chapter officers must be sure that every member is contacted personally about making a donation at least once a year. If PASS members value their benefits, those received now and those received after retirement, they must work to protect them. Make sure every chapter member makes a generous contribution to the PASS PAC.



Approving Political Activity

If you have questions about whether or not a specific political activity is allowed, contact the Office of Special Counsel:

800-85-HATCH (854-2824)

www.osc.gov

APPENDIX A.

ORGANIZING A SITE VISIT WITH A MEMBER OF CONGRESS

Today, members of Congress must keep track of hundreds of issues—many more than their predecessors did even a decade ago. Members are trying to cope with more issues at the same time budget cuts have reduced the number of staffers they can hire. To complicate matters further, there are more constituents visiting Washington and district/state offices. With this competition for time and attention, how can you help your members of Congress understand—and remember—your issues? One of the most effective and least expensive techniques for grassroots lobbyists is to get the member of Congress or staffer off Capitol Hill and into your environment so they can visit your place of business.

A. UNDERSTANDING THE VALUE OF THE VISIT

There are several reasons for scheduling a site visit:

- You get more time with the member of Congress or staffer without the competition of phone calls, votes, hearing or any other interruptions.
- You show the member of Congress what your working life is really like—a valuable experience for any member, but especially for young members of Congress and staffers who may have never been exposed to your type of business or government agency.
- You give members of Congress the chance to see real people at work. Members of Congress find it much harder to criticize any business or government agency if they have seen the difficulty, complexity and value of your work.

B. INVITING A MEMBER OF CONGRESS

The best time to invite a member of Congress to tour your site is when you are in the member's office during a personal visit. After explaining your issues, the logical next step is asking the member of Congress to see firsthand the nature of your work or the situation that would be influenced by pending legislation. If you are unable to extend an invitation in person, then do so in writing and suggest a date and location for a site visit.

Whether you deliver your invitation in person or in writing, remember that few invitations for a site visit are accepted the first

time they are offered. Success may come only after inviting the member of Congress several times and may require persistent and professional follow-up work with the staffer or legislative assistant assigned to handle your issue.

Whether inviting a member of Congress in person, by phone or by letter, confirm the acceptance in writing, indicating the date, time and precise location. Be sure to request a contact person who will be responsible for confirming the visit and with whom you can discuss additional details. Be prepared for changes—it is very common for visits to be cancelled and rescheduled several times, especially if the site visit occurs during a busy part of the legislative calendar.

C. PREPARING FOR THE VISIT

A site visit provides an excellent opportunity to impress members of Congress and staffers, but without extensive planning, you could just as easily make a bad impression. The key to success is attention to detail in your planning and preparation.

When planning a site visit, remember that every member of Congress has a limited amount of time. That is why it is so important to establish up front the amount of time your visitors can spend at the site—and to stick to that schedule. To avoid any chance for confusion, confirm such details in writing, sending the information by mail, email or fax. Do not be surprised or disappointed, however, if there are last minute changes. Be prepared for the member of Congress to arrive at the site and announce that the visit will have to be cut short.

It is good to have many members of your grassroots network available for a site visit, but avoid overwhelming your visitors. Decide who should be involved and then select a principle spokesperson. Discuss each person's role, but remember that not everyone has to speak. Review plans for the visit at a pre-tour meeting, which is also an excellent opportunity to go over small details such as appropriate attire for the tour guides.

Good preparation includes briefing materials for the staffer who accompanies the member of Congress. The staffer will brief the member of Congress when they are driving or flying to your site so prepare concise, easy-to-understand materials. Provide a general overview using a simple and uncomplicated format. Again, avoid overwhelming the staffer or member of Congress.

Next, stage a dress rehearsal to review the precise path of the visit and expose any unanticipated problems. Consider every possible factor:

- Where do you want the member of Congress and staffer to enter and exit the facility? Is security or safety a concern?
- What departments should they see? (Time constraints may not allow you to include every one.)
- Whom might the member of Congress meet along the way, and how much time could such conversations take?
- Should someone take pictures during the visit? If so, when and where?

After touring the facility, especially if it is one where noise makes conversation difficult, consider having a brief meeting with the member of Congress in an office setting where you can answer follow-up questions.

D. CONDUCTING THE VISIT

On the day of the site visit, make sure to arrive at the planned meeting location early. If the member of Congress or staffer arrives early, you should be prepared. You can also use the extra time to review your plan for the visit, the key issues you want to reference during the visit and each person's role. And do not forget to ask the member of Congress to support or oppose any pending legislation you are concerned with or to introduce a bill you want to see enacted.

E. FOLLOWING UP AFTER THE VISIT

To extend the value of your site visit, send a formal letter of appreciation to the member of Congress no later than the day after the visit. If you took pictures, include them with the letter. If questions were asked that required information not available during the visit, include these answers in your letter as well. Then call the member's office to ensure that materials were received and that all questions were answered.

A single visit with a member of Congress or a staffer should be only one small part of a good communications program. A site visit is an excellent opportunity to develop a closer, more significant relationship. Take advantage of this opportunity by staying in touch, and by inviting the member of Congress to other events—including informal gatherings, such as a company picnic or holiday program.

APPENDIX B. LEGISLATIVE INFORMATION ON THE WEB

A. LEGISLATIVE BRANCH

THOMAS – U.S. Congress on the Internet
thomas.loc.gov

Government Printing Office
www.gpo.gov

Library of Congress
www.loc.gov

Government Accountability Office
www.gao.gov

B. EXECUTIVE BRANCH

The White House
www.whitehouse.gov

Office of Management and Budget
www.omb.gov

Federal Aviation Administration
www.faa.gov

Department of Transportation
www.dot.gov

National Institute for Occupational Safety & Health
www.cdc.gov/niosh

National Transportation Safety Board
www.nts.gov

Occupational Safety and Health Administration
www.osha.gov

C. HOUSE OF REPRESENTATIVES

U.S. House of Representatives
www.house.gov

Clerk of the House
clerk.house.gov

HOUSE LEADERSHIP WEBSITES

Office of the Speaker
www.speaker.gov

Office of the Majority Leader
www.majorityleader.gov

Office of the Republican Leader
www.republicanleader.house.gov

House Majority Whip
www.majoritywhip.house.gov

House Minority Whip
www.republicanwhip.house.gov

House Republican Conference
www.gop.gov

House Democratic Caucus
www.dems.gov

HOUSE COMMITTEE WEBSITES

Appropriations Committee
appropriations.house.gov

Transportation and Infrastructure Committee
transportation.house.gov

Committee on Oversight and Government Reform
http://oversight.house.gov

D. SENATE

U.S. Senate
www.senate.gov

SENATE LEADERSHIP WEBSITES

Senate Democrats
democrats.senate.gov

Senate Republicans
republican.senate.gov

SENATE COMMITTEE WEBSITES

Appropriations Committee
appropriations.senate.gov

Commerce, Science and Transportation
Committee
commerce.senate.gov

Senate Homeland Security and Governmental
Affairs Committee
hsgac.senate.gov

E. NEWS AND INFORMATION

C-SPAN
www.cspan.org

Inside Politics (CNN)
www.allpolitics.com

Congressional Quarterly
www.cq.com

National Journal
www.nationaljournal.com

Federal Times
www.federaltimes.com

Politico
www.politico.com

Government Executive Magazine
www.govexec.com

Political Wire
www.politicalwire.com

The Hill
www.thehill.com

Roll Call
www.rollcall.com

F. POLITICAL

Democratic Congressional Campaign Committee
www.dccc.org

Office of Special Counsel (Hatch Act)
www.osc.gov

Democratic National Committee
www.democrats.org

Republican Congressional Committee
www.nrcc.org

Democratic Senate Campaign Committee
www.dscc.org

Republican National Committee
www.rnc.org

Federal Election Commission
www.fec.gov

Republican Senate Campaign Committee
www.nrsc.org

APPENDIX C. GLOSSARY OF CONGRESSIONAL TERMS

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| Act | A bill that has passed through the legislative process and becomes a law. |
| Adjournment Sine Die | The final adjournment of a session of a Congress, occurring in November or December of every even-numbered year. |
| Amendment | A proposal to change the language of a bill or act. |
| Appropriations Bill | A bill reported out of the House or Senate Appropriations Committee that appropriates funds approved by authorization bills. |
| Authorization Bill | A bill reported out of one of several authorizing committees that authorizes a government program, which is then funded by an appropriations bill. |
| Bill | A legislative proposal introduced by a member of Congress. Bills are designated as H.R. (House of Representatives) or S. (Senate) according to the body in which they are introduced, and assigned numbers according to the order in which they are introduced. |
| Budget Bill | The document Congress sends the president each year designating how much money the government will spend during the next year (or more) and on what specific programs. |
| Budget Committees | A committee in each chamber that coordinates spending legislation and formulates the overall congressional budget. |
| Budget Resolution | Concurrent resolution of both the House and Senate that prescribes spending limits in ten various areas of government activity. |
| By Request | A phrase used when a senator or representative introduces a bill at the request of somebody else. |
| Calendar | An agenda for pending legislative business. |
| Chairperson | The leader of a congressional committee. Chairs are always members of the majority party; their powers include the ability to schedule hearings and allocate committee budget. |
| Chamber | A meeting place for either the House or Senate (as opposed to a committee room). |
| Clean Bill | A bill that has been changed during markup. Amendments are assembled with unchanged language and the bill is sent to the floor with a new bill number. |
| Clerk of the House | The chief administrative officer of the House of Representatives, with duties corresponding to those of the secretary of the Senate. |
| Cloakrooms | Small rooms for Democrats and Republicans located off the floor of the Senate and House of Representatives where members can go for informal conferences and phone calls. |

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| Closed Rule | A rule granted by the House Rules Committee that prohibits amendments to a particular bill during House floor action. |
| Cloture | The procedure by which a filibuster can be ended in the Senate. Cloture requires the signatures of 16 senators and the votes of three-fifths of the entire Senate membership. |
| Committee of the Whole House | This device enables the House to act with a quorum of 100 instead of the normally required 218. 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 a "committee of the whole," the "committee" is dissolved and the House then takes up the bill for final action. |
| Committee Report | A report prepared by a House or Senate committee to explain the content of a bill being reported. Committee reports are mandatory in the House but optional in the Senate and contain "majority views" (opinion of the committee's majority) but also the "minority views" and "individual views" or "additional views." |
| Companion Bill | A bill similar or identical to one introduced in the other house of Congress. |
| Concurrent Resolution | A statement of opinion approved by a simple majority in the House and Senate but not sent to the president for approval. |
| Conferee | A member of Congress named to represent his or her chamber in negotiations with the other house in order to come to a compromise between the House and Senate versions of a bill. |
| Conference Committee | A special committee formed to reconcile differences between versions of a bill passed by the House and Senate. |
| Conference Report | Refers to the final version of a bill proposed by House and Senate conferees that also contains a section-by-section explanation of the agreement. |
| Congressional Record | The daily printed account of the proceedings of the House and Senate. |
| Congressional Terms of Office | Congressional terms normally begin on January 3 of the year following a general election. Terms are two years long for representatives and six years for senators. |
| Continuing Appropriations | Spending bill that provides funds for government operations for a short period of time until Congress and the president agree on an appropriations bill. |
| Continuing Resolution | Continues funding for a program at current levels or less if the fiscal year ends without a new appropriation in place; also know as a CR. |
| Enacting Clause | A clause included in every bill: "Be it enacted by the Senate (or House of Representatives)...." |

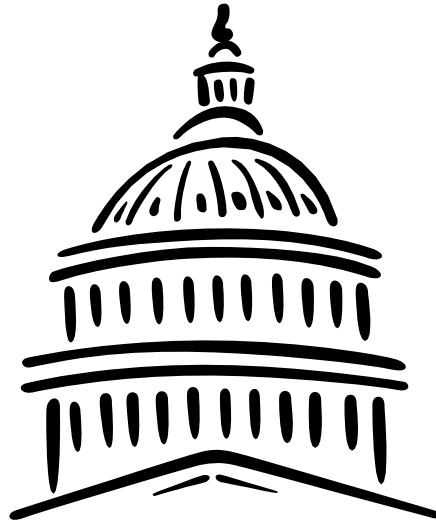
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| Engrossed Bill | The final copy of a bill as passed by the House or Senate. |
| Executive Session | A closed meeting of a Senate or House committee. |
| Filibuster | A delaying tactic of unlimited debate used only in the Senate. |
| Fiscal Year | For the federal government, the fiscal year runs from October 1 to September 30. |
| Germane | Pertaining to the purpose of a bill. |
| Hearing | House and Senate committee session 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 House and Senate members. |
| Joint Resolution | A statement of opinion approved by a simple majority in the House and Senate and sent to the president for approval to have the force of law. |
| Lame Duck | A member of the House or Senate who has not won reelection but whose term has not expired. |
| Majority Leader | The leading spokesperson and legislative strategist for the party in control of either the House or the Senate. |
| Majority Whip | The assistant majority leader in the House or Senate. |
| Manager's Amendment | A package of numerous individual amendments agreed to by both sides in advance. The managers are the majority and minority member who manage the debate on a bill for their side. |
| Markup | The process of 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 Senate. |
| Minority Whip | The assistant minority leader in either the House or Senate. |
| Omnibus Bill | A bill containing several separate but related items. |
| Ordered Reported | The process of moving a bill out of a committee. A full committee approves a bill and orders it "reported" to the House or Senate. Prior to floor action, the committee must write a report explaining the bill. The bill and report are then filed in the House or Senate and, at that point, the bill is considered "reported." |
| Override | A procedure that Congress may utilize when the president refuses to sign a bill into law. Congress must have a two-thirds vote in each chamber to override the veto. If this vote occurs, the bill then becomes law over the president's objections. |

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| Pocket Veto | Takes effect when Congress is in adjournment and the president fails to sign a bill within the 10 days allowed by the Constitution. If Congress is in session, the bill becomes law without the president's signature. |
| Point of Order | An objection that language, an amendment or bill is in violation or a rule. Used to force a quorum call. |
| President of the Senate | The presiding officer of the Senate, normally the vice president. |
| President Pro Tempore | The presiding officer of the Senate in the vice president's absence; elected by the full Senate. |
| Quorum | The required minimum number of members present in order for the House or Senate to conduct official business (51 in the Senate; 218 in the House). |
| Ranking Member | Refers to the second highest rank on a committee on the majority side after the chair; the ranking minority member has the highest rank on a committee on the minority side. |
| Recommit to Committee | A motion to return a bill to the committee that reported it after it has been debated on the floor. |
| Reconciliation | The process whereby Congress enforces a budget resolution, which requires the authorizing and appropriations committees to spend within the resolution's prescribed limits. |
| Reporting a Bill | Occurs when a committee that has been examining a bill "reports" its findings and recommendations to the chamber when it completes consideration and returns the measure. |
| Rider | An amendment, usually not germane, that its sponsor hopes to get through more easily by including it in other legislation. |
| Rule | The instructions on the time and substance of debate on a bill, which are attached to the bill when reported out to the floor by the House Rules Committee. |
| Secretary of the Senate | The chief administrative officer of the Senate; responsible for overseeing the duties of Senate employees, educating Senate pages, administering oaths, handling the registration of lobbyists, and handling other tasks necessary for the continuing operation of the Senate. |
| Select or Special Committee | A committee set up for a special purpose, usually for a limited time, by resolution of either the House or Senate. |
| Speaker of the House | The elected presiding officer of the House of Representatives. |
| Special Session | A session held after Congress has adjourned <i>sine die</i> . |
| Sponsor | The member who introduces a bill. A cosponsor is a member who formally signs on as a supporter to another members bill. |

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| Standing Committee | A House or Senate standing committee has permanent status, whereas a select committee is temporary. |
| Suspension of Rules | The process whereby the Senate and House may suspend their usual rules on the first and third Mondays of each month and during the last six days of a session if two-thirds of a quorum vote affirmatively. A bill may then be brought up immediately for a debate limited to 20 minutes for each side. No amendments are permitted. |
| Table a Bill | A motion to kill a bill by cutting off consideration of it. Such motions are nondebatable. |
| Unanimous Consent | A process for approving non-controversial bills without serious debate. Used to expedite floor action and frequently used in a routine fashion, such as when a senator requests the unanimous consent of the Senate to have specified members of his staff present on the floor during debate on a specific amendment. |
| U.S. Code | A consolidation and codification of the general and permanent laws of the United States arranged by subject under 50 titles. The first six deal with general or political subjects, and the other 44 are alphabetically arranged from "Agriculture" to "War." Certain sections of Title 5 cover employee benefits and retirement programs. |
| Veto | The rejection of a bill by the president. |
| Voice Vote | Voting "aye" or "no" in unison by voice, with no record of how individuals voted. |
| Well | The area in front of the speaker's rostrum from which House members address the House. |
| Whip | A key assistant to a party leader in the House or Senate. |
| Yield | Allowing one member to interrupt another. When a member has been recognized to speak, no other member may speak unless he obtains permission from the member recognized. |

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