



Study Guide for The American Citizen Chapter 13: The Lawmaking Process



Section One: How Is Congress Organized?

Terms and Sessions

1. What is a congressional term (a "Congress")? (352)
2. When does a term of Congress begin and end? (352)
3. How many "sessions" are in a term of Congress? (352)
4. What effect did the "lame duck amendment" have on congressional terms? (352)
5. What did critics of Congress say in support of the 20th Amendment? (352)
6. What is the normal workweek for both chambers of Congress? (352)
7. When does "floor action" take place in Congress? (352)

What are the three rules that the House and Senate obey for adjournment? (352)

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- 9.
- 10.
11. What is the rule that the House and Senate obey for recesses? (352)
12. What is a "special session"?
13. When might a special session be called? (353)
14. What is a "joint session"?
15. When might a joint session be called? (353)

Congressional Rules

There are a number of traditions, "informal rules," or unwritten standards of conduct that are observed in Congress. Describe how the following affect the behavior of members of Congress. (354)

16. loyalty -
17. civility -

18. specialization -

19. reciprocity ("log-rolling") –

20. compromise -

List and describe the three types of seniority that Congress recognizes. (355)

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24. How has the seniority system in Congress been praised? (355)

25. How has the seniority system in Congress been criticized? (355)

Congressional Leadership

How is the leadership of Congress decided? Describe the following positions of leadership in the House of Representatives, by whom or how they are selected, and what role each person plays as a leader in influencing legislation. (356-359)

Title of Leadership Position	How Leader Is Selected	How Leader Influences Legislation
Speaker of the House	26.	27.
Majority Leader	28.	29.
Minority Leader	30.	31.
Party Whips	32.	33.
Clerk of the House	34.	35.

Describe the following positions of leadership in the **U.S. Senate**, by whom or how they are selected, and what role each person plays as a leader in influencing legislation. (356-359)

Title of Leadership Position	How Leader Is Selected	How Leader Influences Legislation
President	36.	37.
President Pro-Tempore	38.	39.
Majority Leader	40.	41.
Minority Leader	42.	43.
Party Whips	44.	45.
Secretary of Senate	46.	47.

Support Services

Describe how the following agencies assist members of Congress. (359)

48. The Library of Congress -

49. General Accounting Office -

50. Congressional Budget Office -

51. What are the tasks that congressional staffs do that members of Congress cannot fit into their busy schedules? (359)

52. What tasks are congressional pages supposed to carry out? (359)

Section Two: Committees Play A Key Role In Lawmaking

Types of Committees

Describe what each of the following do and what makes them unique in Congress. (360-361)

53. standing committees --

54. select committees --

55. conference committees --

56. committees on committees --

Describe why the following committees are markedly different from others in their power, prestige, and reputation. (Why are these committees the most desirable for members of Congress?) (360-361)

57. Senate Foreign Relations Committee --

58. House Rules Committee --

59. House Ways and Means Committee --

60. House and Senate Appropriations and Budget committees --

Committee Assignments

61. On what is party membership in committees based in Congress? (362)

62. What are four factors that help to determine which committee assignments each representative is given? (362)

What are four ways committee chairpersons can wield great authority over bills sent to their committee? (363)

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67. Although _____ is still a factor in selecting committee chairpersons, under rules established in 1974 committee chairpersons are now elected. (363)

68. Apart from their regular committee duties, members of both houses of Congress belong to at least one caucus. Describe what a caucus is. (363)

69. *Appropriations* are a very important part of what Congress does. What does this term mean? (see the glossary in your text)

Section Three: How Does A Bill Become Law?

Proposing A Law

70. What is a "bill"? (364)

71. Who can introduce bills into Congress? (364)

72. What is that person called? (364)

From what two sources do legislative proposals come? (364)

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List and define the two major categories of bills. (364)

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77. What is a resolution? (364)

List and define the three major kinds of resolutions that Congress might consider passing. (364-365)

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81. Briefly describe the process for introducing a bill into the Senate. (366)

82. Briefly describe the process for introducing a bill into the House of Representatives. (366)

Consideration By Committee

83. Briefly describe the process of assigning bills to a committee. (366)

84. What does it mean to "pigeonhole" a bill in Congress? (366)

85. What is a "discharge petition"? (367)

Scheduling Bills

List and define the two types of calendars used in the Senate. (367)

Name of Senate Calendar	Description of Calendar
86.	87.
88.	89.

List and define the five types of calendars used in the House of Representatives. (367-368)

Name of House Calendar	Description of Calendar
90.	91.
92.	93.
94.	95.
96.	97.
98.	99.

100. Why is the Rules Committee so important and powerful? (368)

Floor Action

101. For either chamber of Congress to do official business, the Constitution requires that a quorum be present. What is a quorum? (368)

Describe the essential differences between debate in the House versus debate in the Senate. (How are the rules different?) (368)

102. In the House.....

103. In the Senate.....

104. What is a filibuster? (368-369)

105. What is the purpose of a filibuster? (368-369)

106. Who holds the "record" for a filibuster in the U.S. Senate?

107. What did he attempt to block?

108. Briefly describe *cloture* of debate in the Senate. (What does it take to do it?) (369)

109. In the House, all amendments to a bill (as well as the subject of speeches) must be "germane." What does this mean? (369)

110. Define the term "rider." (369)

111. Describe why sponsors of a "rider" might hope to attach one to a bill. (369)

List the four main methods of voting in Congress. (370)

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116. Describe the purpose of a conference committee. (370-371)

List the options the President has when presented with a bill passed by Congress. (371)

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120. How can Congress overcome a presidential veto? (371)