

TheCapitol.Net's Executive Conference:
Tracking and Monitoring the Legislative Process

Presented for (national law firm)

(Agenda from a custom program presented for a national law firm in 2002. To have a program tailored for your organization, contact us.)

Washington, DC

Day 1

- 9:00 Welcome and Introduction**
TheCapitol.Net
- 9:05 Overview of the Legislative Process** *Congressional Expert*
*Why Congress behaves the way it does
*Differences between House and Senate procedures
*Politics and dynamics of the 107th Congress
- 10:00 Break**
- 10:10 Introduction and Referral of Legislation** *Congressional Expert*
*Where ideas for bills come from
*Drafting of legislation
*Introduction and obtaining cosponsors
*Referral of bills to committees
*Types of referrals
- 10:40 The Work of Committees: Hearings, Markups and Committee Reports** *Congressional Expert*
(A 10 minute break will be taken at approximately 11:15 a.m.)
*Types of committees: standing, select, special, joint
*Membership of committees
*The work of subcommittees: hearings and markups
*Committee reports
- 12:00 Lunch**
Breaks will be taken at appropriate times during the afternoon
- 1:00 How the Senate Schedules and Votes on Legislation** *Congressional Expert*
*Senate Calendars
*Scheduling procedures and the amendment process
*Unanimous consent time agreements; the "hold"
*Filibusters; cloture motions
- How Legislation Gets to the House Floor and House Floor Procedures** *Congressional Expert*
*Rules Committee, open, closed, modified rules
*House Calendars
*Committee of the Whole
*House procedures and the amendment process
*Suspension of the rules
- Reconciling Differences Between the House and Senate, and Presidential Action**
Congressional Expert
*Reconciling differences "ping-pong" style
*Conference committee procedures and reports
*Presidential action
*Veto override
- 3:00 The Work of Personal and Committee Staff** *Congressional Expert*
An experienced speaker will discuss the positions and responsibilities of committee and personal staff, the organization of congressional offices and the work environment on the Hill. S/he will stress the importance of finding the "right" staffer to contact when searching for different types of congressional documents and information, and how to build a strong working relationship with staffers.
- 4:00 Day 1 Concludes**

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Day 2

- 9:00 **Welcome** *TheCapitol.Net*
- 9:05 **Overview of Congressional Documents** *Congressional Expert*
- * The Legislative Process and Corresponding Documents
 - * Types and Versions of Legislation
- 9:45 **Committee Documents** *Congressional Expert*
- * Committee Calendar
 - * Committee Print
 - * Committee Hearing
 - * Committee Markup
 - * Committee Report
- 10:15 **Break**
- 10:30 **Leadership Documents and Legislative Advisories** *Congressional Expert*
- * House Calendar
 - * Resolutions from the House Rules Committee
 - * Senate Calendar of Business
 - * Senate Executive Calendar
 - * Senate Unanimous Consent Agreements
 - * Whip Notices
 - * The Congressional Record
- 11:00 **Conference and Presidential Documents** *Congressional Expert*
- * Comparative Print (side-by-side)
 - * Conference Report
 - * Enrolled Bill
 - * Public Law/Slip Law
 - * A Working Example: Following a Bill through the Process
- 12:00 **Complete evaluations and program concludes**

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