



# Advanced Legislative

## Procedure

### Floor and Conference Action

*Understand the rules and procedures used to delay, reshape and defeat legislation.*

This course can help your staff master the floor and conference processes that spell success for your organization's advocacy efforts.

"This is an excellent seminar regardless of Hill experience of the student." *Partner, Patton Boggs*

#### Sample Agenda

##### Day One: House Rules and Floor Procedures

9:00 Welcome and Introduction

9:05 The Procedural Biases of the House

9:40 Scheduling Legislation for House Floor Action

10:45 Break

11:00 The House Rules Committee: Gatekeeper to the Floor VIDEO: The Rule on Welfare Reform Bill (H.R. 4)

12:15 Lunch

1:15 Major Legislation on the House Floor and the Amending Process *(A break will be taken during this session.)*

4:15 Review and Wrap-up; Complete Evaluations as needed

4:30 Day One Concludes

##### Day Two: Senate Procedures: Scheduling, Amending and Floor Action

9:00 Welcome and Introduction

9:05 The Dynamics of the U.S. Senate

9:45 Scheduling and Calling Up Bills on the Senate Floor *(A break will be taken during this session)*

11:15 Senate Floor Procedures

VIDEO: Excerpts from Senate Floor Debate

12:15 Lunch

1:15 Amending Legislation on the Senate Floor *(A break will be taken)*

*(Day Two continued)*

4:15 Review and Wrap-up; Complete Evaluations as needed

4:30 Day Two Concludes

##### Day Three: Conference Committee Decision-Making: Strategies and Tactics

9:00 Welcome and Introduction

9:05 The Role of the Conference Committees in the Legislative Process

9:35 Resolving differences Between The Houses and Pre-Conference Procedures and Maneuvers

10:30 Break

10:45 The Conference Committee in Action VIDEO: Conference Committee on Natural Gas bill (20 min)

11:20 Break

11:30 The Post-Conference Process

12:15 Introduction of Simulation

12:30 Working Lunch/Caucus Meetings

1:40 Return to Conference Room

1:45 The Simulation: Conference Committees Meet

3:15 Break

3:30 The Simulation: Conference Committees Report and Vote on Their Deliberations

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**Sample Agendas:** See how others have used our training. Selected sample agendas from actual programs designed for previous clients are on our web site at [www.SampleAgendas.com](http://www.SampleAgendas.com)

**When:** The complete course requires three full days, although selected topics can be combined with other program topics for a shorter or longer program.

**Where:** Your location

**Who:** This course is appropriate for senior-level staff in civilian agencies and military departments.

**Course Fee:** Inside the Washington, DC metropolitan area, when the course is offered on the client's site with lunch provided by the client, this course is cost-effective with as few as twenty attendees. *Customization saves staff travel-time, provides confidentiality and allows organization-specific issues to be addressed by the instructor.*

**Questions:** For more information and to get a custom program quote and date availability, call 202-678-1600.



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PO Box 25706, Alexandria, VA 22313-5706

202-678-1600

fax 202-466-5370