



NBCC's 2020 Guide to the Legislative Process

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INTRODUCTION

The National Breast Cancer Coalition's (NBCC) *Guide to the Legislative Process* is a tool for you to prepare for our Annual Lobby Day and use throughout the year.

This guide contains valuable information about communicating with Members of Congress in writing or in person. It includes helpful hints about the legislative process – and how bills introduced on the House and Senate floor may or may not ultimately become law.

Be advised that the legislative process is complicated. Don't expect to understand everything immediately. Rather, refer to this Guide as issues arise that need clarification. Consult the included glossary when you are faced with language that is unfamiliar to you. And remember, understanding these materials is an ongoing process.

Congratulations for your initiative in working towards becoming the best advocate you can be!

For specifics about NBCC's legislative and public policy priorities, check our website at StopBreastCancer.org.

LEGISLATOR VISITS

Meetings with legislators and/or members of their staff provide powerful evidence of your commitment to the issue of breast cancer research and remind the legislator that you are holding them accountable for their support on issues affecting breast cancer. These meetings provide an opportunity to educate the legislator about breast cancer issues and to thoroughly explain NBCC positions.

Members of Congress have staff both in Washington, D.C. and in their home state or district. The Washington, D.C. staff generally works on emerging and current legislative issues, and focus on the technical aspects of legislation. Home state or district office staff often deals less with legislation directly and focus on constituent service activities. They provide a constant link between the Member of Congress and his/her constituents. They are therefore very interested in your point of view, yet may be less familiar with the specifics of legislation.

How to Arrange a Visit

Call or email the office of your legislator and ask for the Scheduler. If you need contact information for your members of Congress you may email a request to policy@stopbreastcancer.org. Introduce yourself and briefly explain your reason for wanting to meet with the legislator. If you are a constituent, be sure to mention that fact. It will help you get a meeting with the legislator as opposed to a staff member. Additionally, if you are representing an organization, like NBCC, be sure to mention that as well. If you are not sure who your Senators or Representative are, call 202-224-3121 (Senate) or 202-225-3121 (House) or log onto www.house.gov or www.senate.gov. Remember, each American living in the 50 states has two Senators and one Representative. Each American in the District of Columbia and the territories (Puerto Rico, the Virgin Islands, Guam, and American Samoa) has one non-voting Representative and no Senators.

Tips for Successful Visits

- ◆ Know Your Legislator's Record on Breast Cancer Issues: It is important to be informed on the legislator's position on breast cancer issues in order to frame your arguments. Also, be prepared to thank the legislator if he/she has been supportive in the past. Refer to the materials from NBCC to view your legislator's support for NBCC's legislative and public policy priorities.

- ◆ Prepare for the Meeting: The meeting will probably be brief, especially if it is with the legislator. Therefore, it is essential that you make the most of your time. Clearly define the issues you want to discuss and plan the best way to present them. If three or more persons will be attending the meeting, designate a spokesperson who will lead the discussion and briefly summarize your concerns and position.
- ◆ Staff Can Be Important Allies: Although a meeting with the legislator is always best, their schedules are often too hectic to allow a personal meeting. Staff often makes important decisions about the issues the legislator gets involved in. In addition, they provide a filter of information for the legislator. Therefore, it is important to take meetings with staff seriously and to build positive working relationships with them.
- ◆ Keep Your Message Focused: Be specific about what you want your legislator to do – refer to specific bills or initiatives that he/she can support or work for.
- ◆ Know Your Issues: It is important to be knowledgeable about the issues. Know the pros and cons of the arguments. This is important when discussing any issue but particularly the DOD Breast Cancer Research Program. Be prepared to answer questions which may arise from the opposite point of view. If you don't know the answer to a question, tell the Member or staffer that you'll get back to him/her. Then check with the NBCC national office for a response.
- ◆ Be Persuasive: Use what you know about your legislator's views or experience to appeal to him/her.
- ◆ Bring Materials: Bring a packet of materials about the NBCC positions with relevant news articles or other supporting materials to leave with your legislator.
- ◆ Prepare your Ask: EVERY legislative visit should end with an 'ask'. Each visit is an opportunity and you want to make sure you have a reason to follow up. Even if your Member has cosponsored all the bills and done what we've asked on priorities, there may be another way they can be helpful. For example, you could ask them to talk to other Members of your state's delegation or other Members on their Committees to ask them to cosponsor NBCC's legislative priorities.

- ◆ Remember to Follow Up: Always get the contact information (a business card if available) for the staff person you meet with so you can follow up with any additional questions or to make sure a Member signs on to a bill if they've promised to do so. If there is a specific request – signing on to a letter, becoming a cosponsor of a bill, etc. – be sure to agree on a date for you to follow up to see if the action has been completed.
- ◆ Document the Meeting: It is very important to take notes that summarize the commitments, the legislator's views, and other pertinent information obtained at the meeting. If several people are attending the meeting, designate a notetaker to summarize major points. Also, if you are meeting with a staff person, be sure to get his/her card for future contacts.
- ◆ Send a Thank-You Email: Legislators should be thanked in writing for the meeting. In the email, briefly reiterate the issues of concern and any commitments obtained at the time of the meeting. Remember to always thank legislators for supporting our positions. Be sure to include your contact information.

LETTERS, PHONE CALLS, AND EMAILS TO LEGISLATORS

Letters, phone calls, and emails to Members of Congress are very powerful lobbying tools. Congressional offices generally respond to every letter, call, and email and consider them a very important measure of constituent opinion. It may be a good idea to contact your legislator both in writing—preferably an email—and via phone. The number of letters, calls, and emails that have been sent to Congressional offices on the issue of breast cancer have often made the crucial difference in gaining a legislator's support.

How to Write a Letter to a Member of Congress:

For Senators: The Honorable [Senator's Name]
 U.S. Senate
 Washington, DC 20510

For Representatives: The Honorable [Representative's name]
 U.S. House of Representatives
 Washington, DC 20515

For the President: President Donald Trump
 The White House
 Washington, DC 20500

- ◆ **Be Specific About an Issue:** State at the beginning of your letter what specific breast cancer program or issue you are writing about. Include a bill number and/or title if you know it.
- ◆ **Keep the Email Brief and To-The-Point:** Congressional offices receive hundreds, sometimes thousands, of letters. Your email will be most useful if it states your opinion and makes one or two points that support your opinion.
- ◆ **Personalize Your Argument:** Talk about your personal experience with breast cancer. Real life experiences are very compelling to legislators and their staffs.
- ◆ **Recognize Past Support:** If the legislator has been supportive of breast cancer issues, thank them for their work and tell them you are counting on their continued support.
- ◆ **Be Sure to Include Your Name and Address:** Legislators pay great attention to the opinions of their own constituents and they often respond to the letters they receive.
- ◆ **Email or Postal Mail:** All letters mailed to the House and Senate are first sent off site to be tested for contaminants, which delays postal mail delivery to the Hill by as much as two weeks. As a result, email is the most common mode of communication with lawmakers and their staff. However, sending a letter via the post is still acceptable. Whether you are using email or the post, be sure to include your name and full address, including zip code. An email should be sent to an individual staffer rather than a general email box. It is also effective to send an email followed up by a hard copy sent via the post.

THE LEGISLATIVE PROCESS – HOW A BILL BECOMES A LAW

The United States government is divided into three branches: executive, legislative, and judicial.

The legislative branch of the U.S. Congress consists of two chambers – the U.S. House of Representatives has 435 members and the U.S. Senate has 100 members. Members of the House each serve two-year terms and Senators serve six-year terms. Each person in the 50 states is represented by two Senators and one House Member. Each person living in the District of Columbia or U.S. territories (Puerto Rico, the Virgin Islands, Guam, and

American Samoa) has one non-voting delegate and no Senators. Senators represent their entire state and House Members represent a district normally consisting of approximately 600,000 citizens.

Before the beginning of each Congressional cycle, elections are held for all seats in the House and for one-third of all the Senate seats. Each Congress is divided into two year-long sessions. For example, January 2019 was the start of the 1st session of the 116th Congress.

Early each year, as required by the Constitution, the President of the United States must deliver a message to Congress on the State of the Union, the budget and the economy. These messages allow the President to present ideas for new legislation.

Being educated about the political process and how advocates can influence it is extremely important. To understand the intricacies of how laws are developed, the following are the legislative steps a bill goes through in the U.S. Congress:

1) Bill Introduction – House or Senate

A bill can originate in either house of Congress with one exception – all appropriations and tax (spending) bills must originate in the House. While each session of Congress might consider and pass thousands of bills, only a few hundred actually become law during the two-year session. To find a complete list of every bill that has been introduced in this Congress and some past Congresses, you can log on to: www.congress.gov.

2) Referral to Committee

Once a bill has been introduced, it is given a number and then referred to the specific committee(s) that has jurisdiction over the proposed legislation. Each committee has a website which will explain the types of bills that are under its jurisdiction. During each Congress, bills are numbered sequentially. Senate bills are designated S. (123) and House bills are designated H.R. (456). Bills will not be assigned the same number in both the House and Senate. A bill can be considered by the full committee or can be referred to a subcommittee.

3) Subcommittee Review

Hearings allow public officials, experts, supporters and opponents to present their views – either in person or in writing – and have their views recorded. Once the hearings are completed, the subcommittee may “mark up” (approve and vote on) the bill.

4) Mark Up

Members of the subcommittee can “mark up” a bill before recommending it to the full committee. Marking up a bill means making changes or amending it prior to recommending it to the full committee. Amendments offered might change the meaning of the bill. If a subcommittee votes not to report the legislation to the full committee, the bill dies. However, if it is approved, it is reported out to the full committee for further action.

5) Committee Action to Report a Bill

Once the full committee receives a subcommittee’s report (mark) of a bill, it can conduct further study and hearings or can choose to vote on the subcommittee’s recommendations and any new proposed amendments. Then the committee votes on whether to “order the bill reported” (recommend) to the House or Senate. If the committee approves it, an official version of the bill containing all the committee’s changes is prepared.

6) Publication of a Written Report

Once a committee votes to approve a bill, committee staff is instructed by the committee chair to prepare a report on the bill. The report describes the scope and intent of the legislation, potential impact on existing laws and programs, the opposing view, the position of the executive branch, and the budget justification. The committee report helps legislators, lobbyists and anyone interested in the legislation determine the meaning of the bill.

7) Debate

After a committee approves a bill, it goes to the House or Senate floor for debate. Action “on the floor” is that which occurs as part of the formal session of the full Chamber. There are rules and procedures governing the floor debate, including the order for bills to be debated, the time limit for the debate and what, if any, amendments will be allowed. The rules differ in the House and Senate. The majority party generally decides the rules for debate.

8) Voting

At the conclusion of a floor debate, and after the approval of any amendments, the bill is voted on and either passed or defeated. If approved, the bill is sent to the other chamber.

9) Referral to Other Chamber

When either the House or Senate passes a bill, it is referred to the other chamber to follow a similar route through committee and floor action. This chamber can approve, reject, ignore, or change the bill.

10) Conference Committee Action

Once similar bills have been approved in both the House and Senate, a conference committee comprised of both Representatives and Senators, usually from the committees of jurisdiction, is formed to reconcile any differences between the bills. If the conferees cannot reach an agreement, the legislation dies. However, if an agreement is reached, a conference report is prepared that describes the committee members' recommendations for changes and must be approved by both the House and Senate.

11) Final Actions

Once the House and Senate have approved a bill in identical form, it is sent to the President. Once the President receives the bill, he/she has several courses of action. If the President approves of the legislation, he/she can sign it and it becomes public law. If Congress is in session and the President does not sign the bill within 10 working days of receiving it, it automatically becomes law. If the President opposes the bill, he/she can veto it. If Congress adjourns its second session before the end of the 10-day period and the President doesn't sign the bill, it is considered a "pocket veto" and the bill dies. Congress can override a Presidential veto with a 2/3 vote of the Members (as opposed to a simple majority for other bills). If both the House and Senate successfully override the veto, the bill becomes law.

After a bill becomes law, it is given a "Public Law" number and the Government Printing Office publishes the official text. All public laws are numbered to reflect the Congress that created the law (e.g., PL 114-98 means the 98th law enacted in the 114th Congress.)

12) Development of Regulations

Through its federal agencies or departments, the executive branch is responsible for developing regulations to implement new laws.

GLOSSARY

An understanding of the following terms will be helpful in the legislative/government arena (both federal and state)

Act - The term for legislation that has passed the legislature and has been signed by the President/Governor or passed over his or her veto, thus becoming law.

Adjourn - To close a legislative day.

Adjourn sine die - To close a session of Congress.

Amendment - Proposal of a legislator to alter the language or stipulations in a bill or act. It is usually printed, debated and voted on in the same manner as a bill.

Appropriation - The provision of funds, through an annual appropriations act or a permanent law, for federal agencies to make payments out of the Treasury for specific purposes. The formal spending process consist of two sequential steps: authorization and appropriation.

Appropriation Bill - Grants the actual money usually approved by authorization bills, but not necessarily the total amount permissible. An appropriation bill originates in the House, and while it is not supposed to be acted on until its authorization measure is enacted, unauthorized programs often receive funding through the appropriations process.

Authorization - Basic substantive legislation enacted by the legislature that sets up a program or agency either indefinitely or for a given period of time. Such legislation is a prerequisite for the subsequent enactment of budget authority and may set certain limits on the amount that can be appropriated. In some instances, authorizing legislation may provide authority to incur debts or to mandate payments to particular persons or political subdivisions of the country or state.

Authorization Bill - Authorizes a program, specifies its general aim and conduct, and unless "open-ended," puts a ceiling on monies that can be used to finance it. Usually enacted before the related appropriation bill is passed.

Bills - Most proposals before a legislative body are called bills. In the United States Congress they are designated as H.R. (House of Representatives) or S. (Senate), according to the house in which they originated, and by a number

assigned in the order in which they were introduced from the beginning of each two-year congressional term.

Budget Authority - Authority provided by law that permits government agencies to incur obligations. The amount authorized by the legislature to become available for obligation in a given fiscal year is called budget authority for such year.

Budget Deficit - For any given year, an excess of budget outlays over budget receipts. The amount of deficit is the difference between outlays and receipts. Primarily, borrowing from the public finances deficits.

Caucus - Meeting of Republican or Democratic Members of Congress to determine policy and/or choose leaders.

Chair - Presiding Officer of a committee or chamber.

Chamber - Place where the entire House or Senate meets to conduct business; also the House of Representatives or Senate itself.

Clean Bill - A bill which has been revised in mark up. Amendments are assembled with unchanged language and the bill is referred to the floor with a new number.

Cloakroom - Small rooms off the House and Senate floors where Members can rest and hold informal conferences.

Closed Hearing - Hearings closed to all but Members, staff, and witnesses testifying; also called Executive hearings.

Cloture -The process by which a filibuster can be ended in the Senate other than by unanimous consent. A motion for cloture can apply to any measure before the Senate, including a proposal to change the chamber's rules. A cloture motion requires the signatures of 16 Senators to be introduced. To end a filibuster the cloture motion must obtain the votes of three-fifths of the entire Senate membership (60 if there are no vacancies), unless a filibuster is against a proposal to amend the standing rules of the Senate for which a two-thirds vote of Senators present and voting is required. The cloture request is put to a roll-call vote one hour after the Senate meets on the second day following introduction of the motion. If approved, cloture limits each Senator to one hour of debate, thus ending debate after 100 hours of consideration.

Conference - A meeting between committee members ("conferees") of the two legislative chambers to reconcile differences over provisions of a bill.

Congressional Record - The daily printed account of proceedings in both the U.S. House and Senate.

Consent Calendar - Uncontroversial reported bills may be placed on the Consent Calendar and brought up on the first and third Mondays of each month in the U.S. House of Representatives. Objection by three or more Representatives will strike the bill from the Consent Calendar. A bill killed on the Consent Calendar may still be brought to the floor under other procedures.

Continuing Resolution - Legislation enacted to provide authority for agencies to continue operations until their regular appropriations are enacted. Continuing Resolutions are enacted when a Congress does not complete action on appropriations before the beginning of a fiscal year. These prevent full or partial government shutdowns.

Co-sponsor - Member who joins in sponsoring legislation but who is not the principal sponsor or the one who introduced the legislation.

Committee - Group of Members assigned to give special consideration to certain bills.

Companion bills - Identical bills introduced separately in both the House and Senate.

Executive Session - A meeting of a legislative committee (or, occasionally, of the entire membership) that only the group's members are privileged to attend. Frequently, witnesses appear before committees meeting in executive session and other legislators may be invited, but the public and press are not allowed to attend.

Filibuster - A time-delaying tactic in the Senate used in an effort to prevent a vote on a bill or amendment that probably would pass if voted on directly. The most common method is to take advantage of the Senate's rules permitting unlimited debate, but other forms of parliamentary maneuvering may be used. The stricter rules used by the House make filibusters more difficult, but delaying tactics are employed occasionally through various procedural devices allowed by House rules.

Final Passage - Adoption of a bill after all amendments have been voted on.

Fiscal Year - The twelve-month period selected by the state or federal government to indicate its period of budget authority. Fiscal years vary from

state to state. The current federal fiscal year runs from October 1 to September 30, and is designated by the calendar year in which it ends.

Five-minute Rule - Rule which allows any House Member to propose a germane amendment and debate it for five minutes. Opponents and supporters of the amendment each have five minutes to debate it.

Germane - Pertaining to the subject matters of the measure at hand. In the U.S. Congress, all House amendments must be germane to the bill, and a non-germane amendment can be stricken with a point of order. The Senate requires that amendments be germane only when they are proposed to general appropriation bills, bills being considered under cloture (closure of debate), or, often, when proceeding under an agreement to limit debate. The Rules Committee in the House often decides whether amendments are germane to a bill.

Hearing - Committee session for hearing witnesses.

House - The House of Representatives, as distinct from the Senate, although each body is a "house" of Congress or state legislature.

Impoundment - A term used to characterize any executive branch action that precludes the obligation of funds appropriated by the legislature. (See **Rescission**)

Joint Committee - Committee composed of members of both the House and Senate.

Joint Resolution - Legislation similar to a bill that has the force of law if passed by both the House and Senate and signed by the President, generally used for special circumstances.

Joint Session - An occasion upon which both Houses of Congress or the state legislature meet together for some purpose, such as an address by the President or the Governor. During a joint session, conduct of legislative business would be in order.

Lame Duck Session - A session of the legislature called after a general election that includes members who have been defeated.

Law – (See **Act**)

Legislative Day - The "day" extending from the time either House meets after an adjournment until the time it next adjourns. In Congress, because the House normally adjourns from day to day, legislative days and calendar days

usually coincide. But in the Senate, a legislative day may, and frequently does, extend over several calendar days.

Majority Leader - The chief strategist and floor spokesperson for the party in nominal control in either chamber. He or she is elected by party colleagues and is essentially program director for the entire chamber, because he or she manages and schedules its legislative and executive business.

Majority Whip - In effect, the assistant majority leader in the House or Senate. The Whip's job is to help marshal majority forces in support of party strategy and legislation.

Marking Up a Bill - This happens when officials go through a measure in committee or subcommittee, section by section, revising language and adding new phrases by amendment. If the bill is extensively revised, the new version may be introduced as a separate bill, with a new number.

Minority Leader - Floor leader for the minority party. (See **Majority Leader**)

Minority Whip - Performs duties of Whip for the minority party. (See **Majority Whip**)

Motion - A request by a Member for any one of a wide variety of parliamentary actions. One "moves" for a certain procedure, or the consideration of a measure or a vote, for example. The precedence of motions, and whether they are debatable, is set forth in the House and Senate Manual.

Omnibus Bill - Bill regarding a single subject that combines many aspects of that subject or other pieces of legislation (usually appropriations).

Outlays - Checks issued, interest on the public debt, or other payments made, offset by refunds and reimbursements.

Override a Veto - If the President has disapproved of a bill and sent it back to the legislature with his objections, the U.S. Congress may override that veto by a two-thirds vote in each Chamber. The Constitution requires a yeas and nays vote.

Permanent Authority - (See **Budget Authority**)

Point of Order - An objection that language, an amendment, or bill is in violation of a rule.
Also used to force a quorum call.

President of the Senate - The Vice President of the United States is designated by the Constitution as the President of the Senate. The President of the Senate casts a vote only in cases of a tie.

President Pro Tempore - The Senator who presides over the Senate in the absence of the Vice President of the United States. The President Pro Tempore is usually the longest-serving Senator in the majority party.

Public Debt - The total of all direct borrowings of the United States Treasury or a state treasury, as opposed to the borrowings of other executive agencies.

Quorum - The number of members of the legislature whose official presence is necessary for the transaction of business. In the US Senate and House it is a simple majority of the membership or "one more than half" (when there are no vacancies: 51 in the Senate and 218 in the House).

Ranking Member - The most senior member of the minority party on a committee.

Recess - Unlike adjournment, a recess does not end a legislative day and therefore does not interfere with unfinished business. The rules in the US Congress set forth certain matters to be taken up and disposed of at the beginning of each legislative day. The House usually adjourns from day to day. The Senate often recesses, so that a legislative day may encompass several calendar days.

Reconsider a Vote - A motion to reconsider the vote by which an action was taken, until it is disposed of, has the effect of suspending the action. In the U.S. House of Representatives, a motion to reconsider can be made only by a member who voted on the prevailing side of the original question. The motion must be entered either on the same day or on the next succeeding day the House is in session.

Report - Both a verb and a noun as a legislative term. A committee that has been examining a bill referred to it "reports" its findings and recommendations to the whole body when the committee returns the measure. This process is called "reporting" a bill. A "report" is the document setting forth the committee's explanation of its action. In the US Senate and House, reports are numbered separately and are designated "S. Rept." or "H. Rept." Conference reports are numbered and designated in the same way as regular committee reports. Most reports favor a bill's passage. Adverse reports are occasionally submitted but more often, when a committee disapproves a bill, it simply fails to report it at all. When a committee report is not unanimous, the dissenting committee members may file a statement of

their views, called minority views and referred to as a minority report. Sometimes a bill is reported without recommendation.

Reporting a Rule - (See Rule)

Rescission - Enacted legislation that cancels (rescinds) budget authority previously granted by the legislature that otherwise would remain unused and available for obligation. At the federal level, pursuant to the Congressional Budget and Impoundment Control Act (Public Law 93-344, Title X) the President is required to transmit a special message to the Congress whenever he/she proposes rescission of budget authority. These special messages are also required to be published in the Federal Register.

Resolutions - In the U.S. Congress, simple resolutions designated by "H. Res." or "S. Res." deal with matters entirely within the prerogatives of either the House or Senate, and require neither passage by the other chamber nor approval by the President. They do not have the force of law and most deal with the rules of one House. Concurrent resolutions designated "H. Con. Res." or "S. Con. Res.," must be passed by both Houses but do not require the signature of the President and do not have the force of law. They generally are used to make or amend rules applicable to both Houses (to fix the time for adjournment of a Congress, for example) or to express the sentiments of the two Houses. Joint resolutions, designated "H.J. Res." or "S.J. Res.," require the approval of both Houses and usually the signature of the President, and have the force of law if approved. There is no real difference between a bill and a joint resolution. Joint resolutions also are used to propose amendments to the Constitution, but do not require Presidential signature. They become part of the Constitution when three-fourths of the states have ratified them.

Rider - A measure added to another, often unrelated, bill with the purpose of passing one piece of legislation on the strength (back of) another.

Rule -The term has two specific legislative meanings. A rule may be a standing order governing the conduct of House/Assembly or Senate business and listed in the chamber's book of rules. The rules deal with duties of officers, order of business, admissions to the floor, voting procedures and so forth. In the U.S. House of Representatives, a rule also may be a decision made by its Rules Committee about the handling of a particular bill on the floor. The Committee may determine under which standing rule a bill shall be considered, or it may provide a "special rule" in the form of a resolution. If the resolution is adopted by the House, the temporary rule becomes as valid as any standing rule. A special rule sets the time limit on general debate. It may also waive points of order against provisions of the bill in question or against specified amendments intended to be proposed to the bill. It may even forbid

all amendments or in some cases, all amendments except those proposed by the legislative committee which handled the bill. In this instance it is known as a "closed" or "gag" rule as opposed to an "open" rule, which puts no limitation on germane floor amendments. (See **Suspension of the Rules**)

Select or Standing Committee - A committee set up for a special purpose and usually for a limited time by resolution of either the House or the Senate. Most special committees are investigative. Legislation is not referred to them and they cannot report bills to their parent chamber.

Sequestration - In general, sequestration entails the permanent cancellation of budgetary resources by a uniform percentage. This uniform percentage reduction is applied to all programs, projects, and activities within a budget account. However, the current sequestration procedures, as in previous iterations of such procedures, provide for exemptions and special rules. That is, certain programs and activities are exempt from sequestration, and certain other programs are governed by special rules regarding the application of a sequester.

Session - Length or amount of time a particular legislature will actually meet. A Congress is composed of two sessions. A new session of Congress usually begins each January and continues until adjourned at the end of a calendar year.

Speaker - The presiding officer of the House or Assembly elected by its Members.

Special Session - A session of the legislature after it has adjourned. Special sessions are convened by the President or governor.

Sponsor - The Representatives or Senators who introduces a measure.

Substitute - An amendment, or sometimes the text of an entire bill, introduced in place of the pending text. Passage of a substitute measure kills the original measure by replacing it. Under certain circumstances, a substitute may be amended.

Supplemental Appropriation - An appropriation to cover the difference between an agency's regular appropriation and the amount that becomes necessary for it to operate for the full fiscal year, because of new laws or obligations.

Suspension of The Rules - Often a time-saving procedure for passing bills in the legislature. In the U.S. House the wording of the motion that may be made by any Member recognized by the Speaker, is: "I move to suspend the rules

and pass the bill...." A favorable vote by two-thirds of those present is required for passage. Debate is limited to 40 minutes and no amendments from the floor are permitted. If a two-thirds favorable vote is not attained, the bill may be considered later under regular procedures. The suspension procedure is in order on the first and third Monday and Tuesday of each month and is usually reserved for noncontroversial bills.

Table a Bill - The motion to "lay on the table" is not debatable in either the U.S. House or Senate. It is usually a method of making final, adverse disposition of the matter. In the Senate, however, different language is sometimes used. The motion is worded to let a bill "lie on the table" perhaps for subsequent "picking up." This motion is more flexible, merely keeping the bill pending for later action, if desired.

Three-Day Rule – In the House, a requirement that measures reported from committee be held for at least three calendar days (not counting weekends and holidays) before being brought to the floor. Similar to the one-day rule in the Senate.

Unanimous Consent Agreement - A procedure used frequently in the U.S. Congress to advance a proposition without restoring to the established rules of the procedure. An objection thwarts the unanimous consent agreement.

Veto - Disapproval by the President/Governor of a bill or joint resolution, other than one proposing an amendment to the Constitution. When the U.S. Congress is in session, the President must veto a bill within 10 days, excluding Sundays, after he/she has received it; otherwise, it becomes law with or without his signature. When the President vetoes a bill, he returns it to the Chamber where it originated with a message stating his objections. (See **Override A Veto**)

Whip - Assistant leader for each party in each chamber who keeps other members of the party informed of the legislative agenda of the leader. He/she also tracks sentiment among party members for certain legislation and tries to persuade Members to be present and vote for measures important to the leadership. (Counts votes).

Yield - Permission granted by the Member who has the floor to another Member who wishes to make a comment or ask a question.

KEY CAPITOL INFORMATION

EXECUTIVE BRANCH

The White House	(Area Code 202)
Switchboard.....	456-1414
1600 Pennsylvania Avenue, NW	
Washington, DC 20500	

LEGISLATIVE BRANCH

United States Capitol	
Capitol Switchboard.....	224-3121 (Senate) 225-3121 (House)
Telephone numbers for offices in Capitol, House and Senate	
Office of Legislative Information.....	225-1772
Legislative status for both House and Senate Bills	

BUILDING LOCATIONS

Senate Office Buildings

Zip code is 20510 for all Senate Office Buildings.

SR: Russell Building, Delaware Ave. & Constitution Ave., N.E.

SD: Dirksen Building, 1st St. & Constitution Ave., N.E.

SH: Hart Building, 2nd St. & Constitution Ave., N.E.

House Office Buildings

Zip code is 20515 for all House Office Buildings

CHOB: Cannon Building, 1st St. & Independence Ave., S.E.

LHOB: Longworth Building, Independence & N.J. Aves., S.E.

RHOB: Rayburn Building, Independence Ave. & S. Cap. St., S.E.

HOB ANNEX: 1. New Jersey Ave. & C St., S.E.

HOB ANNEX: 2. 2nd & D Sts, S.W.

Other Important Landmarks/Addresses

The White House, 1600 Pennsylvania Ave., NW, Washington, DC 20500

Library of Congress, 10 First St., S.E., Washington, DC 20540

U.S. Supreme Court, 1 First St., N.E., Washington, DC 20543

ADDRESSING PUBLIC OFFICIALS

President

The President
The White House
Washington, DC 20500

Dear Mr. President
Very respectfully yours,

Vice President

The Vice President
The White House
Washington, DC 20500

Dear Mr. Vice President
Sincerely yours,

Cabinet Secretary

The Honorable (full name)
(Agency address)

Dear Secretary (surname)
Sincerely yours,

US Senator

The Honorable (full name)
United States Senate
Washington, DC 20510

Dear Senator (surname)
Sincerely yours,

US Representative

The Honorable (full name)
US House of Representatives
Washington, DC 20515

Dear Representative (surname) or
Congressman/Congresswoman (surname)
Sincerely yours,

KEY ADMINISTRATION OFFICIALS

Department of Health and Human Services (HHS)

Alex Azar, Secretary
200 Independence Ave. S.W.
Washington, D.C. 20201
877-696-6775 www.hhs.gov

Centers for Disease Control and Prevention (CDC)

Robert R. Redfield, M.D., Director
1600 Clifton Rd
Atlanta, GA 30333
404-639-7000 www.cdc.gov

Centers for Medicare and Medicaid Services (CMS)

Seema Verma, Administrator
7500 Security Boulevard
Baltimore MD 21244-1850
410-786-3151 www.cms.hhs.gov

Food and Drug Administration (FDA)

Stephen M. Hahn, M.D., Commissioner
10903 New Hampshire Avenue
Silver Spring, MD 20993
301-796-5000 www.fda.gov

National Cancer Institute (NCI)

Norman “Ned” Sharpless, Director
National Institutes of Health, Building 31
9000 Rockville Pike Bethesda, M.D. 20892
301-496-5615 www.cancer.gov

National Institute of Environmental Health Sciences (NIEHS)

Linda Birnbaum, Ph.D., D.A.B.T., A.T.S., Director
P.O. Box 12233
Research Triangle Park, NC 27709
919-541-3201 www.niehs.nih.gov

National Institutes of Health (NIH)

Francis S. Collins, M.D., Ph.D., Director
National Institutes of Health, Building I
1 Center Drive
Bethesda, MD 20892-0148
301-496-2433 www.nih.gov

RELEVANT WEBSITES

Following are websites with useful information for breast cancer advocates:

National Breast Cancer Coalition – www.StopBreastCancer.org

House of Representatives – www.house.gov

United States Senate – www.senate.gov

White House – www.whitehouse.gov

DOD Breast Cancer Research Program – cdmrp.army.mil/bcrp

Legislative Information on the Internet – www.congress.gov

Patient Protection and Affordable Care Act information– www.healthcare.gov

FAQs about your rights after a mastectomy –
www.dol.gov/sites/default/files/ebsa/about-ebsa/our-activities/resource-center/faqs/whcra.pdf