



Senate Manual: A Guide to Its Contents

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The *Senate Manual* is one of the Senate's official reference volumes; it contains the standing rules, standing orders, resolutions, laws, and procedures affecting the Senate's business. Also included in the *Manual* are the Constitution of the United States as well as several other historic documents and selected historical data. For more information on congressional processes, see <http://www.crs.gov/products/guides/guidehome.shtml>.

The topics covered by the *Manual* are organized into numbered sections. The indexes cite section numbers rather than page numbers. The *Manual* is prepared by the Senate Committee on Rules and Administration. It is usually published each Congress as Senate document number one. The most recent edition is S.Doc. 107-1 (an update of the manual is being prepared).

A topical guide to the *Manual's* contents follows.

Standing Rules of the Senate. Contains the text of the Senate's 43 standing rules, together with footnotes indicating changes since 1979. A list of the standing rules precedes the text, and an index to the rules follows the text.

Standing Orders. Furnishes the text of nonstatutory standing orders affecting Senate business that have been adopted over the years, in the form of resolutions or by unanimous consent, that are currently in effect. Subject headings and citations to the source of the orders are provided.

Senate Wing of the Capitol and Senate Office Buildings. Provides the rules regulating the Senate wing of the Capitol and Senate office buildings that have been adopted by the Committee on Rules and Administration (Senate Rule XXXIII). These rules regulate the use of the Senate side of the Capitol, including the Senate chamber, restaurants, press galleries and other galleries, as well as the Senate office buildings.

Impeachment Trials. Specifies the rules of procedure for the Senate to try an impeachment presented by the House. The rules cover such issues as how evidence is gathered by the Senate, summoning and rights of the respondent (the person being tried), the role of the Senate's presiding officer, and examination of witnesses.

Conferences and Conference Reports. Contains a compilation of rules and precedents relative to conference committees, including requests for a conference; appointment, instruction, and authority of conferees; preparation and Senate consideration of conference reports; and form of the accompanying joint explanatory statement. An index is included.

General and Permanent Laws. Presents excerpts from the *U.S. Code* containing laws relating to the Senate. These provisions cover a broad range of subjects including election of Senators; organization of Congress; compensation of Members, officers, and employees of the Senate; congressional budget process and fiscal operations; Capitol building and grounds; and printing and documents. The excerpts are organized by Code title, chapter, and section. A table of contents is included.

Historical Documents. Reprints four historical documents: (1) the Declaration of Independence; (2) the Articles of Confederation; (3) the Ordinance of 1787 (for the governance of the territory northwest of the Ohio River); and (4) the Constitution of the United States, including the dates of ratification by the states, the text of amendments, and an index.

Statistical Information. Furnishes several tables or lists, primarily historical:

1. names and election dates of the presidents pro tempore of the Senate;
2. names and service dates of Senators, by state and election class, with an index;
3. electoral votes cast in each presidential election;
4. names and service dates of Supreme Court justices;
5. names and service dates of Cabinet officers, by executive department;
6. data on the first 13 states to ratify the Constitution, states subsequently admitted into the Union, the District of Columbia, and insular possessions; and
7. the apportionment of Representatives among the states.

General Index. The *Manual* includes an extensive subject list with references to the sections pertaining to each subject.

The text of the most recent *Manual*, S. Doc. 107-1, is searchable online, available at <http://www.gpoaccess.gov/smanual/browse.html>. □

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