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Legislative Procedure and Process Resources for Congressional Staff

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Updated January 10, 2019

Congressional Research Service

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RS21363

Written for congressional staff, this report identifies and provides details on how to obtain information on legislative procedures and process in the House and Senate. It provides references to selected CRS products and offers information on the CRS legislative institutes. A listing of selected supplementary materials is also provided.

This report will be updated as new information is available.

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A basic understanding of legislative procedure and processes is essential for congressional staff. Gaining familiarity with the key publications and websites listed in this report will assist congressional staff in obtaining this understanding, as well as providing a bibliography of sources to which staff may refer as questions arise in their work

House and Senate Sources

Congressional staff can find official overviews and explanatory information on the House’s “Legislative Process” website at <http://clerk.house.gov/legislative/legprocess.aspx> and on the Senate’s “Legislative Process” website at http://www.senate.gov/pagelayout/legislative/d_three_sections_with_teasers/process.htm.

Reference sources on the rules and procedure of the House and Senate are listed below.

House Rules and Procedure

Constitution, Jefferson’s Manual, and Rules of the House of Representatives.
Washington: GPO, 2017.

<https://www.govinfo.gov/app/collection/hman>

This publication, often referred to as *House Rules and Manual*, is prepared for each Congress by the House Parliamentarian and is issued as a House document, most recently for the 115th Congress as H.Doc. 114-192. It includes the text of the Constitution; the rules of the House and currently relevant portions of *Jefferson’s Manual of Parliamentary Practice*; a portion of the Congressional Budget Act; and other statutory provisions that operate as procedural rules. Copies are distributed to House offices and are also available from the House Legislative Resource Center.

House Practice: A Guide to the Rules, Precedents, and Procedures of the House.
Washington: GPO, 2017.

<https://www.govinfo.gov/content/pkg/GPO-HPRACTICE-115/pdf/GPO-HPRACTICE-115.pdf>

This one-volume publication prepared by William Holmes Brown and updated by Charles W. Johnson, John V. Sullivan, and Thomas J. Wickham, Jr., all former House Parliamentarians, provides more current summary information on House rules and selected precedents than *Procedure in the U.S. House of Representatives* (see next entry). Organized alphabetically by topic, it reflects changes in the House rules and procedure adopted as of the 115th Congress. This publication is sometimes referred to as *Brown’s*. The Office of the House Parliamentarian has a limited number of copies to distribute to House offices upon request.

Procedure in the U.S. House of Representatives, 97th Congress: A Summary of the Modern Precedents and Practices of the House, 86th Congress-97th Congress. Washington: GPO, 1982.

Frequently referred to as Deschler’s *Procedure*, after a former Parliamentarian of the House, this one-volume work summarizes House procedure and provides a cumulated, condensed version of House precedents from 1959 to 1980. A 1986 supplement, *Procedure in the United States House of Representatives: Annotations of the Precedents of the House for the 97th, 98th, and 99th Congresses*, covers 1981 through 1986. Both publications are out of print. These one-volume publications are not available on the Internet, but the full text of several related multivolume sets of House precedents—*Deschler’s Precedents of the U.S. House of Representatives*, *Cannon’s Precedents*, and *Hinds’ Precedents*—are all available in the “Precedents of the U.S. House of

Representatives” section of the Government Publishing Office’s (GPO’s) website at <https://www.govinfo.gov/collection/precedents-of-the-house?path=/GPO/Precedents%20of%20the%20U.S.%20House%20of%20Representatives>.

Senate Rules and Procedure

Senate Manual. Washington: GPO, 2014.

<https://www.govinfo.gov/app/collection/sman>

This manual, prepared periodically by the Senate Committee on Rules and Administration, contains the standing rules, orders, laws, and resolutions affecting the Senate, as well as copies of historical U.S. documents and selected statistics on the Senate and other government entities. Issued as S.Doc. 1, copies are distributed to Senate offices and are available from the Senate document room. A current edition of just the Standing Rules of the Senate is available on the committee’s website at <https://www.rules.senate.gov/rules-of-the-senate>.

Riddick, Floyd M. and Alan S. Frumin. *Riddick’s Senate Procedure: Precedents and Practices*. Washington: GPO, 1992.

<https://www.govinfo.gov/collection/riddicks-senate-procedure?path=/GPO/Riddick%2527s%20Senate%20Procedure>

This publication was revised and updated in 1992 by Floyd M. Riddick, who was then the Parliamentarian of the Senate, and published as S.Doc. 101-28. Organized alphabetically by topic, it contains currently applicable rulings by the presiding officer and practices related to Senate procedure. An appendix has suggested forms for various procedures, for example, offering motions or filing conference reports. Some of the most frequently used chapters of *Riddick’s Senate Procedure* are available in an expanded format in the “Electronic Senate Precedents” section of the Senate’s WEBSTER intranet site at <http://webster.senate.gov/precedents>.

Senate Cloture Rule. Washington: GPO, 2011.

<https://www.govinfo.gov/content/pkg/CPRT-112SPRT66046/pdf/CPRT-112SPRT66046.pdf>

This committee print (S.Prt. 112-31) was prepared for the Senate Committee on Rules and Administration by the Congressional Research Service (CRS). It includes lists of selected filibusters, tables of cloture votes, a legislative history of the cloture rule, and a bibliography. CRS has a limited number of copies available for distribution to offices upon request. Lists of cloture motions and votes from the 65th Congress (1917-1918) forward are also available on the Senate website at http://www.senate.gov/pagelayout/reference/cloture_motions/clotureCounts.htm.

Primers on the Legislative Process and Related Documents

Our American Government. Washington: GPO, 2003. (H.Doc. 108-94)

<https://www.govinfo.gov/content/pkg/CDOC-108hdoc94/pdf/CDOC-108hdoc94.pdf>

This revised version of the popular introductory guide is written in a question-and-answer format that covers a broad range of topics dealing with the legislative, executive, and judicial branches of our government. The appendixes contain a glossary of legislative terms and a selective bibliography. Copies of each new edition are distributed to congressional offices. Members of

Congress can also obtain printed copies of the current edition from the House Legislative Resource Center and the Senate Document Room.

The Constitution of the United States of America As Amended: Unratified Amendments: Analytical Index. Washington: GPO, 2007. (H.Doc. 110-50)

<https://www.govinfo.gov/content/pkg/CDOC-110hdoc50/pdf/CDOC-110hdoc50.pdf>

This document contains the text of the Constitution, its amendments, and a useful index to the Constitution and amendments.

The Constitution of the United States of America: Analysis and Interpretation. Washington: GPO, 2017. (H.Doc. 112-9)

<https://www.govinfo.gov/collection/constitution-annotated?path=/GPO/Constitution%20of%20the%20United%20States%20of%20America%253A%20Analysis%20and%20Interpretation.>

Popularly known as the *Constitution Annotated*, this document contains legal analysis and interpretation of each section of the U.S. Constitution and is updated regularly by CRS. It is available to congressional staff on the CRS website at <http://www.crs.gov/conan/constitutionannotated>, and to the public through GPO (see link above). For the public version, the most recent edition is listed at the top of the webpage.

Dove, Robert B. *Enactment of a Law: Procedural Steps in the Legislative Process.* Washington: GPO, 1982.

<https://www.congress.gov/resources/display/content/Enactment+of+a+Law+-+Learn+About+the+Legislative+Process>

http://www.senate.gov/legislative/common/briefing/Enactment_law.htm

Prepared by Robert B. Dove in 1982, who was then the Senate Parliamentarian, this primer on the legislative process traces procedures used in the Senate and the House of Representatives. No printed copies are available, but it was updated online in 1997. It is available on Congress.gov and on the Senate website.

Sullivan, John V. *How Our Laws Are Made.* Washington: GPO, 2007. (H.Doc. 110-49)

<https://www.congress.gov/resources/display/content/How+Our+Laws+Are+Made+-+Learn+About+the+Legislative+Process>

<https://www.govinfo.gov/content/pkg/CDOC-110hdoc49/pdf/CDOC-110hdoc49.pdf>

This pamphlet outlines stages in the legislative process and explains the uses of various publications, which track that process. It is prepared by the Parliamentarian of the House in consultation with the Parliamentarian of the Senate. This guide is updated periodically. Copies of new editions are distributed to congressional offices and can also be obtained from the House Legislative Resource Center and the Senate Document Room.

CRS Sources

CRS has a variety of resources and services on legislative procedure available to Members of Congress and their staff.

CRS Website

The CRS website is available at <http://www.crs.gov>. Congressional staff may obtain useful CRS materials on the “Legislative Reference Sources” page at <http://www.crs.gov/resources/Pages/LegReference-Committees.aspx> and legislative procedure from the “Congressional Process, Administration, & Elections” page at <http://www.crs.gov/iap/congressional-process-administration-and-elections>. The latter page includes short fact sheets on House and Senate procedure as well as materials on the budget process and on congressional oversight.

Selected CRS Reports

CRS Report 98-812, *Amendments Between the Houses: A Brief Overview*, by (name redacted) and (name redacted) .

CRS Report 98-728, *Bills, Resolutions, Nominations, and Treaties: Characteristics, Requirements, and Uses*, by (name redacted).

CRS Report 98-242, *Committee Jurisdiction and Referral in the Senate*, by (name redacted)

CRS Report RS20147, *Committee of the Whole: An Introduction*, by (name redacted)

CRS Report RS20794, *The Committee System in the U.S. Congress*, by (name redacted)

CRS Report 98-736, *Floor Consideration of Conference Reports in the House*, by (name redacted) .

CRS Report RS20200, *General Debate in Committee of the Whole*, by (name redacted)

CRS Report RL30945, *House and Senate Rules of Procedure: A Comparison*, by (name redacted)

CRS Report 98-339, *House Committee Hearings: Scheduling and Notification*, by (name redacted)

CRS Report 98-175, *House Committee Jurisdiction and Referral: Rules and Practice*, by (name redacted).

CRS Report RS20308, *House Committee Markups: Commonly Used Motions and Requests*, by (name redacted)

CRS Report 98-309, *House Legislative Procedures: Published Sources of Information*, by (name redacted).

CRS Report R44001, *Introducing a House Bill or Resolution*, by (name redacted).

CRS Report R44195, *Introducing a Senate Bill or Resolution*, by (name redacted).

CRS Report 98-721, *Introduction to the Federal Budget Process*, coordinated by (name redacted) .

CRS Report R42843, *Introduction to the Legislative Process in the U.S. Congress*, by (name redacted) .

CRS Report 98-425, *Invoking Cloture in the Senate*, by (name redacted) .

CRS Report 95-563, *The Legislative Process on the House Floor: An Introduction*, by (name redacted) .

CRS Report 96-548, *The Legislative Process on the Senate Floor: An Introduction*, by (name redacted) .

CRS Report RL30787, *Parliamentary Reference Sources: House of Representatives*, by (name redacted) and (name redacted).

CRS Report RL30788, *Parliamentary Reference Sources: Senate*, by (name redacted) and (name redacted).

CRS Report 98-143, *Procedural Distinctions Between the House and the Committee of the Whole*, by (name redacted)

CRS Report 98-337, *Senate Committee Hearings: Scheduling and Notification*, by (name redacted)

CRS Report 98-308, *Senate Legislative Procedures: Published Sources of Information*, by (name redacted)

CRS Report 98-612, *Special Rules and Options for Regulating the Amending Process*, by (name redacted).

CRS Report RS22477, *Sponsorship and Cosponsorship of House Bills*, by (name redacted).

CRS Report 98-279, *Sponsorship and Cosponsorship of Senate Bills*, by (name redacted).

CRS Legislative Procedure Classes

In addition to legislative procedure material, CRS offers several programs on legislative procedure for congressional staff. Legislative staff can attend *Congress: An Introduction to Process and Resources*, an introductory CRS program designed for and offered only to permanent, professional congressional staff who seek a foundation for understanding the legislative process and the resources available to monitor it. This CRS program is offered 10 or more times a year and is the prerequisite for the *Advanced Legislative Process Institute*. More information is available on the CRS website at <http://www.crs.gov/Events/TrainingPrograms> or by telephone at 7-.....

CRS also offers a monthly introductory class, *Legislative Concepts*, to House staff and interns. Information is available on HouseNet (<http://housenet.house.gov>) under “Campus”, then under “Congressional Staff Academy.”

Legislative staff members are also invited to attend the CRS Budget Process Institutes. The introductory *Overview of the Federal Budget Process* is offered several times each year and provides an introduction to federal budgeting procedures, particularly procedures used in Congress. The following six advanced institutes are offered during the year at times when they are most relevant to congressional staff:

- Budget Resolutions and Budget Enforcement
- Appropriations Process
- Consideration of Appropriations Bills in the House
- Consideration of Appropriation Bills in the Senate
- President and the Budget, and
- Continuing Resolutions

Event dates and registration forms for CRS programs and institutes can be found on the CRS website at <http://www.crs.gov/programs/Pages/eventscal.aspx>.

Supplementary Materials

Congress A to Z. 6th ed. Washington: CQ Press, 2014.

Congress.gov Legislative Glossary. Written by CRS analysts and available to the public at <https://www.congress.gov/help/legislative-glossary>.

Davidson, Roger H., Frances E. Lee, and (name redacted). *Congress and Its Members*. 16th ed. Washington: CQ Press, 2017.

Congressional Quarterly's Guide to Congress. 7th ed. Washington: CQ Press, 2012.

Koempel, Michael L., and (name redacted). *Congressional Deskbook: the Practical and Comprehensive Guide to Congress*. Alexandria, VA: TheCapitol.Net, 2012.

Kravitz, Walter. *Congressional Quarterly's American Congressional Dictionary*. 3rd ed. Washington, CQ Press, 2001. Available to congressional offices in an updated and expanded edition on the CRS website at <https://www.govinfo.gov/app/collection/sman>.

Oleszek, Walter J., (name redacted), (name redacted), and Bill Heniff, Jr. *Congressional Procedures and the Policy Process*. 10th ed. Washington: CQ Press, 2016.

Tiefer, Charles. *Congressional Practice and Procedure: A Reference, Research, and Legislative Guide*. New York: Greenwood Publishing Group, 1989.

United States Senate Glossary, at <https://www.senate.gov/reference/glossary.htm>.

CRS Video WVB00003, *An Act of Congress*, by (name redacted) . A 58 minute video about the enactment of legislation, available at <http://www.crs.gov/video/detail/WVB00003>.

The Legislative Process video series on Congress.gov. Nine brief video clips explaining the legislative process, written by CRS analysts and available to the public at <https://www.congress.gov/legislative-process>.

Where to Obtain Print Publications

Some of the works on legislative procedure listed in this report are produced by GPO and may be obtained through its Congressional Liaison Office at <http://www.gpo.gov/congressional/>.

Other publications are only available from congressional sources, such as the House and Senate Parliamentarians, for congressional office use, and those listed in the “Supplementary Materials” section may be purchased from bookstores or publishers.

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Acknowledgements

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