

LEGISLATIVE BRANCH

CONGRESS

One Hundred and Fifth Congress, Second Session

The Senate

The Capitol, Washington, DC 20510

Phone, 202-224-3121. Internet, <http://www.senate.gov/>.

President of the Senate (Vice President of the United States)	AL GORE
President pro tempore	STROM THURMOND
Majority Leader	TRENT LOTT
Minority Leader	THOMAS A. DASCHLE
Secretary of the Senate	GARY SISCO
Sergeant at Arms	GREGORY S. CASEY
Secretary for the Majority	ELIZABETH B. GREENE
Secretary for the Minority	MARTIN P. PAONE
Chaplain	LLOYD J. OGILVIE

The House of Representatives

The Capitol, Washington, DC 20515

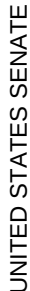
Phone, 202-225-3121. Internet, <http://www.house.gov/>.

The Speaker	NEWT GINGRICH
Clerk	ROBIN H. CARLE
Sergeant at Arms	WILSON L. LIVINGOOD
Chief Administrative Officer	JAMES M. EAGEN III
Chaplain	REV. JAMES DAVID FORD

The Congress of the United States was created by Article I, section 1, of the Constitution, adopted by the Constitutional Convention on September 17, 1787, providing that "All legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives."

The first Congress under the Constitution met on March 4, 1789, in the Federal Hall in New York City. The membership then consisted of 20¹ Senators and 59 Representatives.

¹New York ratified the Constitution on July 26, 1788, but did not elect its Senators until July 15 and 16, 1789. North Carolina did not ratify the Constitution until November 21, 1789; Rhode Island ratified it on May 29, 1790.



THE VICE PRESIDENT

PRESIDENT PRO
TEMPORE

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Direct responsibility

The Senate is composed of 100 Members, 2 from each State, who are elected to serve for a term of 6 years. Senators were originally chosen by the State legislatures. This procedure was changed by the 17th amendment to the Constitution, adopted in 1913, which made the election of Senators a function of the people. There are three classes of Senators, and a new class is elected every 2 years.

The House of Representatives comprises 435 Representatives. The number representing each State is determined by population, but every State is entitled to at least one Representative. Members are elected by the people for 2-year terms, all terms running for the same period.

Both the Senators and the Representatives must be residents of the State from which they are chosen. In addition, a Senator must be at least 30 years of age and must have been a citizen of the United States for at least 9 years; a Representative must be at least 25 years of age and must have been a citizen for at least 7 years.

A Resident Commissioner from Puerto Rico (elected for a 4-year term) and Delegates from American Samoa, the District of Columbia, Guam, and the Virgin Islands complete the composition of the Congress of the United States. Delegates are elected for a term of 2 years. The Resident Commissioner and Delegates may take part in the floor discussions but have no vote in the full House or in the Committee of the Whole House on the State of the Union. They do, however, vote in the committees to which they are assigned.

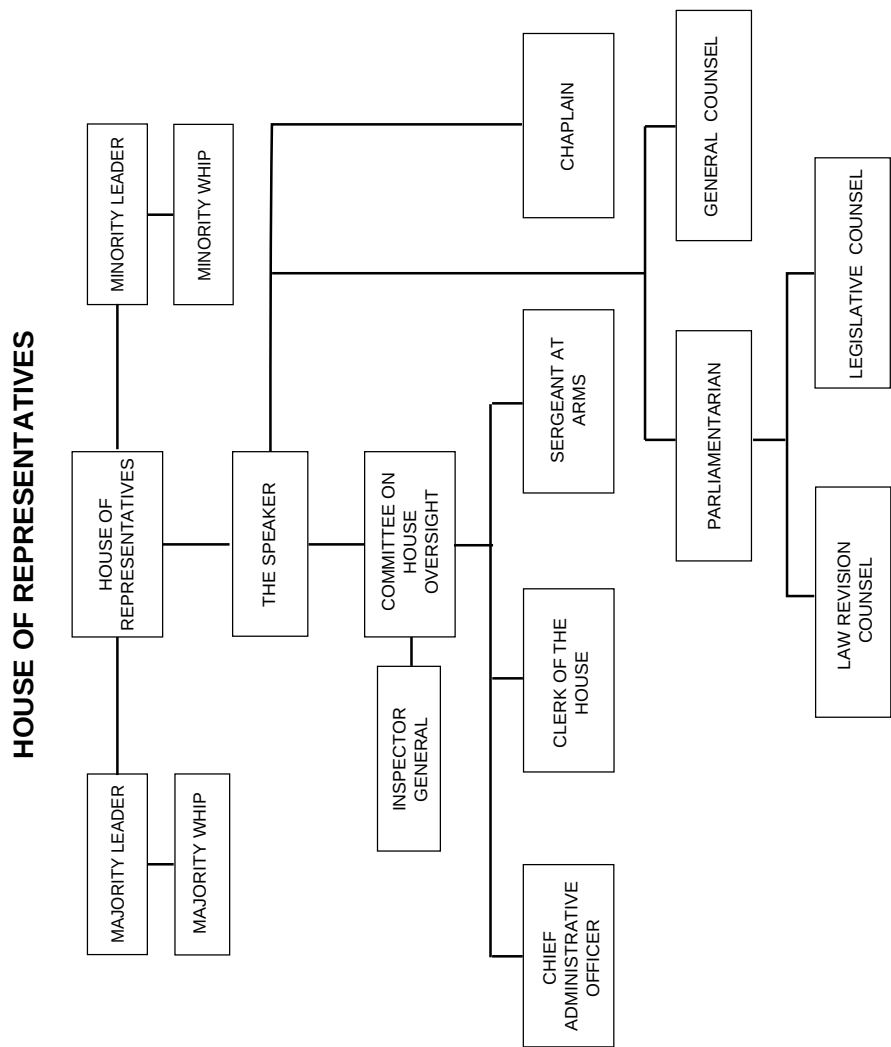
Officers The Vice President of the United States is the Presiding Officer of the Senate; in his absence the duties are taken over by a President pro tempore, elected by that body, or someone designated by him. The Presiding Officer of the House of Representatives, the Speaker, is elected by the House; he may designate any Member of the House to act in his absence.

The positions of Senate majority and minority leader have been in existence only since the early years of the 20th century. Leaders are elected at the beginning of each new Congress by a majority vote of the Senators in their political party. In cooperation with their party organizations, leaders are responsible for the design and achievement of a legislative program. This involves managing the flow of legislation, expediting noncontroversial measures, and keeping Members informed regarding proposed action on pending business. Each leader serves as an *ex officio* member of his party's policymaking and organizational bodies and is aided by an assistant floor leader (whip) and a party secretary.

The House leadership is structured essentially the same as the Senate, with the Members in the political parties responsible for the election of their respective leader and whips.

The Secretary of the Senate, elected by vote of the Senate, performs the duties of the Presiding Officer of the Senate in the absence of the Vice President and pending the election of a President pro tempore. The Secretary is the custodian of the seal of the Senate, draws requisitions on the Secretary of the Treasury for moneys appropriated for the compensation of Senators, officers, and employees, and for the contingent expenses of the Senate, and is empowered to administer oaths to any officer of the Senate and to any witness produced before it. The Secretary's executive duties include certification of extracts from the Journal of the Senate; the attestation of bills and joint, concurrent, and Senate resolutions; in impeachment trials, issuance, under the authority of the Presiding Officer, of all orders, mandates, writs, and precepts authorized by the Senate; and certification to the President of the United States of the advice and consent of the Senate to ratification of treaties and the names of persons confirmed or rejected upon the nomination of the President.

The Sergeant at Arms of the Senate is elected by and serves as the Executive Officer of that body. He directs and supervises the various departments and facilities under his jurisdiction. He is



also the Law Enforcement and Protocol Officer. As Law Enforcement Officer, he has statutory power to make arrests; to locate absentee Senators for a quorum; to enforce Senate rules and regulations as they pertain to the Senate Chamber, the Senate wing of the Capitol, and the Senate Office Buildings. He serves as a member of the Capitol Police Board and as its chairman each odd year; and, subject to the Presiding Officer, maintains order in the Senate Chamber. As Protocol Officer, he is responsible for many aspects of ceremonial functions, including the inauguration of the President of the United States; arranging funerals of Senators who die in office; escorting the President when he addresses a Joint Session of Congress or attends any function in the Senate; and escorting heads of state when they visit the Senate.

The elected officers of the House of Representatives include the Clerk, the Sergeant at Arms, the Chief Administrative Officer, and the Chaplain.

The Clerk is custodian of the seal of the House and administers the primary legislative activities of the House. These duties include: accepting the credentials of the Members-elect and calling the Members to order at the commencement of the first session of each Congress; keeping the Journal; taking all votes and certifying the passage of bills; and processing all legislation. Through various departments, the Clerk is also responsible for floor and committee reporting services; legislative information and reference services; the administration of House reports pursuant to House rules and certain legislation including the Ethics in Government Act and the Lobbying Disclosure Act of 1995; the distribution of House documents; and administration of the House Page Program. The Clerk is also charged with supervision of the offices vacated by Members due to death, resignation, or expulsion.

The Sergeant at Arms maintains the order of the House under the direction of the Speaker and is the keeper of the Mace. As a member of the U.S. Capitol

Police Board, the Sergeant at Arms is the chief law enforcement officer for the House and serves as Board Chairman each even year. The ceremonial and protocol duties parallel those of the Senate Sergeant at Arms and include arranging the inauguration of the President of the United States, Joint Sessions of Congress, visits to the House of heads of state, and funerals of Members of Congress.

The Sergeant at Arms enforces the rules relating to the privileges of the Hall of the House, including admission to the galleries.

The Chief Administrative Officer is charged with the administration of other House support services, including: payroll, benefits, postal operations and internal mail distribution, computer and telephone service, office furnishings, office equipment, office supplies, and the administration of the House televised floor proceedings.

Committees The work of preparing and considering legislation is done largely by committees of both Houses of Congress. There are 16 standing committees in the Senate and 19 in the House of Representatives. The standing committees of the Senate and the House of Representatives are shown in the list below. In addition, there are select committees in each House (one in the House of Representatives), and various congressional commissions and joint committees composed of Members of both Houses. Each House may also appoint special investigating committees.

The membership of the standing committees of each House is chosen by a vote of the entire body; members of other committees are appointed under the provisions of the measure establishing them.

Each bill and resolution is usually referred to the appropriate committee, which may report a bill out in its original form, favorably or unfavorably, recommend amendments, report original measures, or allow the proposed legislation to die in committee without action.

Standing Committees of the Congress

House Committee	Room ¹	Senate Committee	Room ²
Agriculture	1301	Agriculture, Nutrition, and Forestry	SR-328A
Appropriations	H218	Appropriations	S-128
Banking and Financial Services	2129	Armed Services	SR-228
Budget	309	Banking, Housing, and Urban Affairs	SD-534
Commerce	2125	Budget	SD-621
Education and the Workforce	2181	Commerce, Science, and Transportation	SD-508
Government Reform and Oversight	2157	Energy and Natural Resources	SD-304
House Oversight	1309	Environment and Public Works	SD-410
Franking Commission:			
Majority	140		
Minority	1338		
International Relations	2170	Finance	SD-219
Judiciary	2138	Foreign Relations	SD-450
Publications	B29		
National Security	2120	Governmental Affairs	SD-340
Resources	1324	Judiciary	SD-224
Rules	H312	Labor and Human Resources	SD-428
Minority	234		
Science	2320	Rules and Administration	SR-305
Small Business	2361	Small Business	SR-428A
Standards of Official Conduct	HT2	Veterans' Affairs	SR-412
Office of Advice and Education	HT2		
Transportation and Infrastructure	2165		
Veterans' Affairs	335		
Ways and Means	1102		

¹Room numbers with three digits are in the Cannon House Office Building, four digits beginning with 1 are in the Longworth House Office Building, and four digits beginning with 2 are in the Rayburn House Office Building. Room numbers preceded by H or HT are in the House wing of the Capitol Building.

²Room numbers preceded by S are in the Senate wing of the Capitol Building; those preceded by SD are in the Dirksen Office Building; and those preceded by SR are in the Russell Office Building.

Congressional Record Proceedings of Congress are published in the *Congressional Record*, which is issued each day when Congress is in session. Publication of the *Record* began March 4, 1873; it was the first record of debate officially reported, printed, and published directly by the Federal Government. The Daily Digest of the *Congressional Record*, printed in the back of each issue of the *Record*, summarizes the proceedings of that day in each House, and each of their committees and subcommittees, respectively. The Digest also presents the legislative program for each day and, at the end of the week, gives the program for the following week. Its publication was begun March 17, 1947.

Sessions Section 4 of Article I of the Constitution makes it mandatory that "The Congress shall assemble at least once in every Year. . . ." Under this provision, also, the date for convening Congress was designated originally as the first Monday in December, "unless they shall by Law appoint a different Day." Eighteen acts were passed, up to 1820, providing for the meeting of Congress on other days of the year. From

1820 to 1934, however, Congress met regularly on the first Monday in December. In 1934 the Twentieth Amendment changed the convening of Congress to January 3, unless Congress "shall by law appoint a different day." In addition, the President, according to Article II, section 3, of the Constitution "may, on extraordinary Occasions, convene both Houses, or either of them, and in Case of Disagreement between them, with Respect to the Time of Adjournment, he may adjourn them to such Time as he shall think proper. . . ."

Powers of Congress Article I, section 8, of the Constitution defines the powers of Congress. Included are the powers to assess and collect taxes—called the chief power; to regulate commerce, both interstate and foreign; to coin money; to establish post offices and post roads; to establish courts inferior to the Supreme Court; to declare war; and to raise and maintain an army and navy. Congress is further empowered "To provide for calling forth the Militia to execute the Laws of the Union, suppress Insurrections and repel Invasions;" and "To make all Laws which shall be

necessary and proper for carrying into Execution the foregoing Powers, and all other Powers vested by this Constitution in the Government of the United States, or in any Department or Officer thereof.”

Amendments to the Constitution

Another power vested in the Congress is the right to propose amendments to the Constitution, whenever two-thirds of both Houses shall deem it necessary. Should two-thirds of the State legislatures demand changes in the Constitution, it is the duty of Congress to call a constitutional convention. Proposed amendments shall be valid as part of the Constitution when ratified by the legislatures or by conventions of three-fourths of the States, as one or the other mode of ratification may be proposed by Congress.

Special Powers of the Senate Under the Constitution, the Senate is granted certain powers not accorded to the House of Representatives. The Senate approves or disapproves certain Presidential appointments by majority vote, and treaties must be concurred in by a two-thirds vote.

Special Powers of the House of Representatives The House of Representatives is granted the power of originating all bills for the raising of revenue.

Both Houses of Congress act in impeachment proceedings, which, according to the Constitution, may be instituted against the President, Vice President, and all civil officers of the United States. The House of Representatives has the sole power of impeachment, and the Senate has the sole power to try impeachments.

Prohibitions Upon Congress Section 9 of Article I of the Constitution also imposes prohibitions upon Congress. “The Privilege of the Writ of Habeas Corpus shall not be suspended, unless when in Cases of Rebellion or Invasion the public Safety may require it.” A bill of attainder or an ex post facto law cannot be passed. No export duty can be imposed. Ports of one State cannot be given preference over those of another State. “No money shall be drawn from

the Treasury, but in Consequence of Appropriations made by Law. . . .” No title of nobility may be granted.

Rights of Members According to section 6 of Article I, Members of Congress are granted certain privileges. In no case, except in treason, felony, and breach of the peace, can Members be arrested while attending sessions of Congress “and in going to and returning from the same. . . .” Furthermore, the Members cannot be questioned in any other place for remarks made in Congress. Each House may expel a Member of its body by a two-thirds vote.

Enactment of Laws All bills and joint resolutions must pass both the House of Representatives and the Senate and must be signed by the President, except those proposing a constitutional amendment, in order to become law, or be passed over the President’s veto by a two-thirds vote of both Houses of Congress. Section 7 of Article I states: “If any Bill shall not be returned by the President within ten Days (Sundays excepted) after it shall have been presented to him, the Same shall be a Law, in like Manner as if he had signed it, unless the Congress by their Adjournment prevent its Return, in which Case it shall not be a Law.”

When a bill or joint resolution is introduced in the House, the usual procedure for its enactment into law is as follows:

- assignment to House committee having jurisdiction;

- if favorably considered, it is reported to the House either in its original form or with recommended amendments;

- if the bill or resolution is passed by the House, it is messaged to the Senate and referred to the committee having jurisdiction;

- in the Senate committee the bill, if favorably considered, may be reported in the form as received from the House, or with recommended amendments;

- the approved bill or resolution is reported to the Senate, and if passed by that body, is returned to the House;

- if one body does not accept the amendments to a bill by the other body, a conference committee comprised of

Members of both bodies is usually appointed to effect a compromise;

—when the bill or joint resolution is finally approved by both Houses, it is signed by the Speaker (or Speaker pro tempore) and the Vice President (or President pro tempore or acting President pro tempore) and is presented to the President; and

—once the President's signature is affixed, the measure becomes a law. If

the President vetoes the bill, it cannot become a law unless it is re-passed by a two-thirds vote of both Houses.

Publications The *Congressional Directory*, the *Senate Manual*, and the *House Rules and Manual* may be obtained from the Superintendent of Documents, Government Printing Office, Washington, DC 20402.

Senators

[Republicans in roman (55); Democrats in italic (45); total, 100]

Room numbers preceded by SR are in the Russell Office Building (Delaware and Constitution Avenues); those preceded by SD are in the Dirksen Office Building (First Street and Constitution Avenue); and those preceded by SH are in the Hart Office Building (Second and C Streets). Members' offices may be reached by phone at 202-224-3121.

Name	State	Room
Abraham, Spencer	Michigan	SD-329
Akaka, Daniel K	Hawaii	SH-720
Allard, Wayne	Colorado	SH-513
Ashcroft, John	Missouri	SH-316
Baucus, Max	Montana	SH-511
Bennett, Robert F	Utah	SD-431
Biden, Joseph R., Jr	Delaware	SR-221
Bingaman, Jeff	New Mexico	SH-703
Bond, Christopher S	Missouri	SR-274
Boxer, Barbara	California	SH-112
Breaux, John B	Louisiana	SH-516
Brownback, Sam	Kansas	SH-303
Bryan, Richard H	Nevada	SR-269
Bumpers, Dale	Arkansas	SD-229
Burns, Conrad R	Montana	SD-187
Byrd, Robert C	West Virginia	SH-311
Campbell, Ben Nighthorse	Colorado	SR-380
Chafee, John H	Rhode Island	SD-505
Cleland, Max	Georgia	SD-461
Coats, Dan	Indiana	SR-404
Cochran, Thad	Mississippi	SR-326
Collins, Susan M	Maine	SR-172
Conrad, Kent	North Dakota	SH-530
Coverdell, Paul	Georgia	SR-200
Craig, Larry E	Idaho	SH-313
D'Amato, Alfonse M	New York	SH-520
Daschle, Thomas A	South Dakota	SH-509
DeWine, Mike	Ohio	SR-140
Dodd, Christopher J	Connecticut	SR-444
Domenici, Pete V	New Mexico	SH-328
Dorgan, Byron L	North Dakota	SH-713
Durbin, Richard J	Illinois	SR-364
Enzi, Michael B	Wyoming	SR-290
Faircloth, Lauch	North Carolina	SH-317
Feingold, Russell D	Wisconsin	SH-716
Feinstein, Dianne	California	SH-331
Ford, Wendell H	Kentucky	SR-173A
Frist, Bill	Tennessee	SD-567
Glenn, John	Ohio	SH-503
Gorton, Slade	Washington	SH-730

Senators—Continued

[Republicans in roman (55); Democrats in italic (45); total, 100]

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Name	State	Room
<i>Graham, Bob</i>	Florida	SH-524
Gramm, Phil	Texas	SR-370
Grams, Rod	Minnesota	SD-257
Grassley, Charles E	Iowa	SH-135
Gregg, Judd	New Hampshire	SR-393
Hagel, Chuck	Nebraska	SR-346
<i>Harkin, Tom</i>	Iowa	SH-731
Hatch, Orrin G	Utah	SR-131
Helms, Jesse	North Carolina	SD-403
<i>Hollings, Ernest F</i>	South Carolina	SR-125
Hutchinson, Y. Tim	Arkansas	SD-245
Hutchison, Kay Bailey	Texas	SR-284
Inhofe, James M	Oklahoma	SR-453
<i>Inouye, Daniel K</i>	Hawaii	SH-722
Jeffords, James M	Vermont	SH-728
<i>Johnson, Tim</i>	South Dakota	SH-502
Kempthorne, Dirk	Idaho	SR-304
<i>Kennedy, Edward M</i>	Massachusetts	SR-315
<i>Kerrey, J. Robert</i>	Nebraska	SH-141
<i>Kerry, John F</i>	Massachusetts	SR-421
<i>Kohl, Herb</i>	Wisconsin	SH-330
Kyl, Jon	Arizona	SH-724
<i>Landrieu, Mary L</i>	Louisiana	SH-702
<i>Lautenberg, Frank R</i>	New Jersey	SH-506
<i>Leahy, Patrick J</i>	Vermont	SR-433
<i>Levin, Carl</i>	Michigan	SR-459
<i>Lieberman, Joseph I</i>	Connecticut	SH-706
Lott, Trent	Mississippi	SR-487
Lugar, Richard G	Indiana	SH-306
Mack, Connie	Florida	SH-517
McCain, John	Arizona	SR-241
McConnell, Mitch	Kentucky	SR-361A
<i>Mikulski, Barbara A</i>	Maryland	SH-709
<i>Moseley-Braun, Carol</i>	Illinois	SH-324
<i>Moynihan, Daniel Patrick</i>	New York	SR-464
Murkowski, Frank H	Alaska	SH-322
<i>Murray, Patty</i>	Washington	SR-111
Nickles, Don	Oklahoma	SH-133
<i>Reed, Jack</i>	Rhode Island	SH-320
<i>Reid, Harry</i>	Nevada	SH-528
<i>Robb, Charles S</i>	Virginia	SR-154
Roberts, Pat	Kansas	SH-302
<i>Rockefeller, John D., IV</i>	West Virginia	SH-531
Roth, William V., Jr	Delaware	SH-104
Santorum, Rick	Pennsylvania	SR-120
<i>Sarbanes, Paul S</i>	Maryland	SH-309
Sessions, Jeff	Alabama	SR-495
Shelby, Richard C	Alabama	SH-110
Smith, Bob	New Hampshire	SD-307
Smith, Gordon	Oregon	SD-359
Snowe, Olympia J	Maine	SR-250
Specter, Arlen	Pennsylvania	SH-711
Stevens, Ted	Alaska	SH-522

Senators—Continued

[Republicans in roman (55); Democrats in italic (45); total, 100]

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Name	State	Room
Thomas, Craig	Wyoming	SH-109
Thompson, Fred	Tennessee	SD-523
Thurmond, Strom	South Carolina	SR-217
<i>Torricelli, Robert G</i>	New Jersey	SD-113
Warner, John W	Virginia	SR-225
<i>Wellstone, Paul D</i>	Minnesota	SH-136
Wyden, Ron	Oregon	SH-717

Representatives

[Republicans in roman (228); Democrats in italic (206); Independents in bold (1); total, 435]

Room numbers with three digits are in the Cannon House Office Building (New Jersey and Independence Avenues), four digits beginning with 1 are in the Longworth House Office Building (between South Capitol Street and New Jersey Avenue on Independence Avenue), and four digits beginning with 2 are in the Rayburn House Office Building (between First and South Capitol Streets on Independence Avenue). Members' offices may be reached by phone at 202-225-3121. The most current listing of House Members can be found on the Internet at <http://clerkweb.house.gov/>.

Name	State (District)	Room
<i>Abercrombie, Neil</i>	Hawaii (1)	1233
<i>Ackerman, Gary L</i>	New York (5)	2243
Aderholt, Robert B	Alabama (4)	1007
<i>Allen, Thomas H</i>	Maine (1)	1630
<i>Andrews, Robert E</i>	New Jersey (1)	2439
Archer, Bill	Texas (7)	1236
Arney, Richard K	Texas (26)	301
Bachus, Spencer	Alabama (6)	442
<i>Baesler, Scotty</i>	Kentucky (6)	2463
Baker, Richard H	Louisiana (6)	434
<i>Baldacci, John Elias</i>	Maine (2)	1740
Ballenger, Cass	North Carolina (10)	2182
<i>Barcia, James A</i>	Michigan (5)	2419
Barr, Bob	Georgia (7)	1130
Barrett, Bill	Nebraska (3)	2458
<i>Barrett, Thomas M</i>	Wisconsin (5)	1224
Bartlett, Roscoe G	Maryland (6)	322
Barton, Joe	Texas (6)	2264
Bass, Charles F	New Hampshire (2)	218
Bateman, Herbert H	Virginia (1)	2350
<i>Becerra, Xavier</i>	California (30)	1119
<i>Bentsen, Ken</i>	Texas (25)	128
Bereuter, Doug	Nebraska (1)	2184
<i>Berman, Howard L</i>	California (26)	2330
<i>Berry, Marion</i>	Arkansas (1)	1407
Bilbray, Brian P	California (49)	1530
Bilirakis, Michael	Florida (9)	2369
<i>Bishop, Sanford D., Jr</i>	Georgia (2)	1433
<i>Blagojevich, Rod R</i>	Illinois (5)	501
Bliley, Tom	Virginia (7)	2409
<i>Blumenauer, Earl</i>	Oregon (3)	1113
Blunt, Roy	Missouri (7)	508
Boehlert, Sherwood L	New York (23)	2246
Boehner, John A	Ohio (8)	1011