back and forth, amending it until agreement is reached.

**Congressional Record:** The daily account of the floor proceedings of both Houses of Congress. It includes the text of debates, inserted statements by individual members, and tallies of roll call votes. Members are allowed to revise and expand upon their spoken remarks. *The Congressional Record*, therefore, is a substantially, but not completely, verbatim account.

**Directive:** Commonly referred to as a "regulation." Agencies such as the Department of Defense, the Department of Health and Human Services, the Justice Department, etc. issue directives or regulations regarding the implementation of laws passed by Congress relating to federal programs. For instance, the Defense Department issued a directive regarding the implementation of the law passed by Congress prohibiting homosexuals in the military.

**Executive Session:** A meeting of a House or Senate committee closed to the public and press. In the Senate, "executive session" also refers to floor consideration of executive business (nominations and treaties from the executive branch).

**Filibuster:** A tactic used to delay voting on the Senate floor. It is most frequently used by the minority in an effort to prevent a vote on a matter that would otherwise pass. Even if the matter does come to a vote, sometimes forcing a delay allows extra time to further develop an issue in debate and change minds on the matter. The Senate's unlimited debate rule permits filibusters. Since debate time in the House is always strictly regulated, filibusters are not possible there. Opportunities for members in the House to force delays are very restricted, mostly limited to demanding repeated roll call votes.

**Floor Manager:** A member who steers legislation through floor debate and the amendment process to a final vote in the House or the Senate. Floor managers are usually chairmen or ranking members of the committee that reported the bill and are responsible for apportioning the debate time granted supporters of the bill.

**Germane:** A term meaning "relevant to the subject matter under consideration." In the House, all amendments must be germane to the bill or to the amendment to which they are offered. In the Senate, germaneness is not required except in a few specific parliamentary situations. This means that under normal procedures, Senators may offer amendments on totally different topics than those addressed in the bill under consideration. Pro-family members often use non-germane amendments on the Senate floor as a way of promoting pro-family legislation.

**Joint Resolution:** Legislation designated as H. J. Res. in the House and S. J. Res. in the Senate. Joint resolutions (with the exception of constitutional amendments, which also require state ratification - but not the President's signature) require the approval of both houses and the President to become law. There is no technical distinction between a joint resolution and a bill; however, certain traditions apply. For example, proposals to amend the constitution, continue appropriations, or designate special days, weeks, or months as commemorative are usually drafted as joint resolutions.

**Journal:** The official record of the proceedings of the House and the Senate kept separately from the *Congressional Record*. The Journal is mandated by the Constitution and resembles the minutes of a meeting, omitting speeches and statements.

**Law:** An act of Congress that has been signed by the President or passed by Congress over his veto.

**Motion:** In the House or Senate chamber, a request by a member to institute any one of a wide array of parliamentary actions. He "moved" for a certain procedure ("I move to..."), such as consideration of a measure.

**Nominations:** Presidential appointments to office subject to Senate confirmation only. Often if the nominations are controversial or inspire opposition from interest groups (examples: Judge Robert Bork, Justice Clarence Thomas, and lesbian activist Roberta Achtenberg), hearings and debates will follow. Most nominees have confirmation hearings before the appropriate committee that has jurisdiction over the area of law for which they will be responsible. Nominees are confirmed by majority vote of the full Senate.

**One-Minute Speeches:** Speeches given by House members at the start of a legislative day on any subject desired for no longer than one minute. These are not part of the formal legislative process but are popular with members as a means of communicating to constituents and to one another on issues that might not otherwise receive floor debate.

**Override a Veto:** If the President disapproves a bill and sends it back to Congress with his objections, Congress may try to override his veto and enact the bill into law. The overriding of a veto, if attempted, requires a recorded vote with a two-thirds majority in each chamber.

**Pair:** A voluntary, informal arrangement that two legislators make on recorded votes. Members who will be absent pair their votes with a member on the other side of the issue. The effect is that the two votes cancel each other out. This ensures the absent member will not be held responsible for an outcome decided by a narrow margin. Pairing can be critical on cloture votes in the Senate, and has at different times worked for and against pro-family proposals.

**Quorum:** The number of members whose presence is necessary for the transaction of business. In most cases, this means a majority of the membership of the House or Senate committee or a majority of the entire chamber on the floor (218 in the House, 51 in the Senate).

**Recess:** Most often used in the Senate, it differs from adjournment because to recess does not end a legislative day and does not interrupt unfinished business. The Houses usually adjourns from day to day; the Senate often recesses.

**Recorded Vote:** A vote that is recorded, making each member's stand individually known. In the Senate, it is accomplished through a roll call vote of the entire Senate to which each Senator on the floor must answer "yea" or "nay." In the House of Representatives, an electronic voting system for recorded votes has been in use since 1973 to record the yea-or-nay votes.

**Report:** Used as both a verb and a noun. A committee that has been examining a bill referred to it by the parent chamber "reports" it back after completing its consideration, along with recommendations on whether it should be modified through amendment, adopted, or rejected. A "report" is the document setting forth the committee's explanation of its action. Senate and House reports are numbered separately and are designated S. Rept. and H. Rept. If there are differing views on the committee, both House and Senate rules permit a report to contain "minority" or "dissenting" statements.

**Rider:** A non-germane amendment offered in the Senate, so called because it rides piggyback on another measure to which it is not related. Provisions offered in this manner become law if the bills



embodying them are enacted, even if they are not pertinent to that law.

**Rise, Motion to:** The method by which the Committee of the Whole is transformed back into the House. When appropriations bills are under consideration, this motion must be defeated in order to allow amendments which limit how federal dollars are spent. The Hyde amendment on abortion and other limitation amendments important to pro-family groups are sometimes blocked from being offered by a successful motion to rise.

**Rules:** The term has two specific congressional meanings. A rule may refer to a sanding order governing the conduct of the House or Senate and listed among the permanent rules of the chamber. In the House, a rule may also refer to a resolution reported by the Rules Committee to govern the consideration of a particular bill on the floor. Often, pro-family initiatives are hindered because of the rules devised by the Rules Committee which determine the parameters of debate and the extent to which amendments will be allowed. In the House, pro-family groups often lobby to "defeat the rule." A rule is defeated when a majority of those present votes against it. This forces the House Rules Committee to issue a new rule with less restriction on debate and amendments.

**Simple Resolution:** Legislation designated as H. Res. in the House and S. Res. in the Senate. It is used to take care of one chamber's internal affairs or to express the opinion of that chamber on a matter. Simple resolutions take effect after one chamber adopts them. Because they do not become law, they go neither to the other chamber nor to the President.

**Special Order Speeches:** Speeches given at the end of a legislative day by House members on any subject desired and up to one hour in length. They are especially popular with minority members who do not otherwise have the opportunity to influence what is discussed on the House floor. They are not part of the formal legislative process but have been used to develop awareness of an issue on the part of the public or other members.

**Substitute:** An amendment which offers an alternative text to large portions of the bill under consideration. Substitute amendments may themselves be further amended. "Complete amendments" propose a completely new version of the bill. These are technically termed "amendments in the nature of a substitute." Passage of a complete substitute kills the original bill by supplanting it.

**Table, Motion to:** Motions to table are used to kill a bill, amendment, or another motion. Once successfully tabled, the measure may not be brought up again in the context of the current legislation. The motion to table is widely used because it both ends debate on the subject under discussion as well as disposes of the matter tabled. The motion itself is not debatable and it requires only a majority vote for passage.

**Treaties:** Executive agreements with foreign nations are submitted by the President to the Senate for approval by two thirds of the Senators present. Treaties are referred to the Senate Foreign Relations Committee, which has jurisdiction over international agreements. Its decisions are put into a "resolution of ratification," which is debated, and may be amended, on the Senate floor. If the resolution passes, it is sent to the President for his formal approval, after which the treaty takes effect. Not all international agreements are treaties; some are covenants and declarations, which do not have the force of law formal treaties represent.

**Unanimous Consent:** Action on the House or Senate floor often takes place upon the unanimous consent of those present. It is frequently used to expedite routine procedural actions; however, an increasingly large number of bills in both chambers are also passed by unanimous consent.

**Unanimous Consent Agreement:** A device used in the Senate to expedite legislation. Much of the Senate's legislative business is conducted through unanimous consent agreements. On major legislation, such agreements usually are printed and transmitted to all Senators in advance of floor debate. Once agreed to by each individual Senator, they are binding on all members of the Senate unless the Senate, by unanimous consent, agrees to modify them. Unanimous consent agreements in the Senate are comparable to rules from the House Rules Committee.

**Veto:** Disapproval by the President of a bill or joint resolution (other than one proposing an amendment to the Constitution). When Congress is in session, the President must veto a bill within 10 days, including Sundays, after he receives it; otherwise, it becomes law without his signature. When the President vetoes a bill, he sends it, along with a message containing his objections, to its house of origin.

**Voice Vote:** In either the House or Senate, members say "aye" or "nay" in chorus, and the presiding officer decides the result. Any member of either chamber may challenge the presiding officer's decision and demand a division of the house or a roll call vote. In a division, members actually present in the chamber stand and are hand-counted before and against the measure or motion. A roll call vote summons all members to the chamber for a recorded vote. The demand for a roll call vote is honored only if a sufficient number of members are present in the chamber and support the demand.

**Without Objection:** Another way of referring to the passage of a bill, amendment, or motion by unanimous consent. The presiding officer states, "Without objection, and hearing none, the bill is passed."

**Yielding:** When a member has been recognized to speak, no other member may speak unless he obtains permission from the member recognized. This permission is called "yielding" and usually is requested in the form, "Will the gentleman/lady yield to me?"

*Terms based upon the* ***Congressional Quarterly*** *Manual on Senate and Congressional Procedures. Used with permission.*

## *HOW TO CONTACT YOUR MEMBERS OF CONGRESS*

FRC cannot always tell you in *Washington Watch* to call or write your Representative or Senator, due to the limitations of our tax status.

Letters to your two Senators should be addressed to The Honorable [Name], U.S. Senate, Washington, D.C. 20510. The salutation is "Dear Senator [Name]."

A letter to your Representative should be addressed to The Honorable [Name], U.S. House of Representatives, Washington, D.C. 20515. The salutation is "Dear Mr. [Name]."

Letters and phone calls make a great deal of difference. If you are able, FRC would like to receive copies of the letters you send to your member(s).