2018 Federal Guide

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Map of Capitol Hill
It is very important that towns and cities play an active, concerted, and sustained role to ensure that our Congressional Delegation and the Executive Branch appreciate the impact that federal legislation and rules will have on your ability to meet the public health, human, and safety needs of your community.

CCM can help you in this process in several ways: (1) our affiliation with the National League of Cities [NLC], (2) organizing and attending meetings between your municipality and your federal legislators, (3) keeping you apprised of important federal issues of concern to towns and cities through our Federal Issues Bulletin series, and (4) this annual guide to the Connecticut Congressional delegation.

This updated guide provides the names, addresses, telephone numbers, fax numbers, E-mail addresses, website addresses, staff names and titles, and Committee and subcommittee responsibilities of the Connecticut delegation. It also provides staffing information on the State of Connecticut’s Washington Office and that of NLC’s Federal Advocacy Center.

We have also included the addresses, telephone numbers, and website addresses for President Trump, Vice President Michael R. Pence, White House Chief of Staff John F. Kelly, Cabinet members, and selected federal agencies.

** ** **

If you have any questions on federal issues, please call Joe DeLong, CCM Executive Director (jdelong@ccm-ct.org); or Ron Thomas, CCM Deputy Director (rthomas@ccm-ct.org), at (203) 498-3000.
At the U.S. Capitol there are two statues representing each state. Connecticut is represented by: Roger Sherman (left) and Jonathan Trumbull (right).
## Congressional Schedule

### 115th Congress - Second Session

<table>
<thead>
<tr>
<th></th>
<th>HOUSE</th>
<th>SENATE</th>
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<tbody>
<tr>
<td>First Business Day</td>
<td>January 3</td>
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<td>Presidents’ Day</td>
<td>February 20-23</td>
<td>February 19-23</td>
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<td>District Work Period</td>
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<tr>
<td>Spring</td>
<td>March 26 - April 6</td>
<td>March 26 - April 6</td>
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<tr>
<td>Memorial Day</td>
<td>May 1 - 4</td>
<td>May 28 - June 1</td>
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<td>May 29 - June 1</td>
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<tr>
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<td>July 2 - 6</td>
<td>July 2 - 6</td>
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<tr>
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<td>August 1 - August 31</td>
<td>August 6 - September 3</td>
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<tr>
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<tr>
<td>Adjournment Target</td>
<td>TBD</td>
<td>December 14</td>
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### There will be no House or Senate Sessions on the following dates in 2018:

- Martin Luther King, Jr. Day: Monday, January 15
- Presidents’ Day: Monday, February 19
- Memorial Day: Monday, May 28
- Independence Day: Wednesday, July 4
- Labor Day: Monday, September 3
- Columbus Day: Monday, October 8
- Veterans’ Day: Friday, November 12 (observed)
- Thanksgiving Day: Thursday, November 22
- Christmas: Tuesday, December 25
Senator
Richard Blumenthal

SENATE

Washington Office:

The Honorable Richard Blumenthal
706 Hart Senate Office Building
Washington, DC 20510
Phone: (202) 224-2823
Fax: (202) 224-9673
Website: www.blumenthal.senate.gov

Washington Staff:

Joel Kelsey
Liz Kanick
Ethan Saxon
Michael Lawson
Maria McElwain
Sam Simon
Colleen Bell
Zach Radford
Katherine Bradbury
Khaliyl Lane
Maya Kalonia
Anna Yu
Chief of Staff
Deputy Chief of Staff
Legislative Director
Scheduling Director
D.C. Communications Director
Chief Counsel & Legislative Aide
Senior Counsel & Legislative Aide
Senior Policy Advisor
Legislative Aide
Legislative Aide
Legislative Aide
Legislative Aide - Education

Connecticut Offices:

Hartford Office:
The Honorable Richard Blumenthal
90 State House Square, 10th Floor
Hartford, CT 06103
Phone: (860) 258-6940
Fax: (860) 258-6958

Bridgeport Office:
The Honorable Richard Blumenthal
915 Lafayette Boulevard, Room 230
Bridgeport, CT 06604
Phone: (203) 330-0598
Fax: (203) 330-0608

Connecticut Staff:

Rich Kehoe
Joe Rodriguez
Tom Allen
Elizabeth Benton
Ellen Granham
Yanira Rios
State Director
Deputy State Director
State Scheduler
CT Communications Director
Community Liaison
Community Liaison
Committee Assignments:

- Armed Services
  Subcommittees:
  - Airland
  - Cybersecurity

- Commerce, Science, and Transportation
  Subcommittees:
  - Aviation Operations, Safety, and Security
  - Communications, Technology, Innovation, and the Internet
  - Consumer Protection, Product Safety, Insurance, and Data Security (RM)
  - Oceans, Atmosphere, Fisheries, and Coast Guard
  - Surface Transportation and Merchant Marine Infrastructure, Safety and Security

- Judiciary
  Subcommittees:
  - Antitrust, Competition Policy and Consumer Rights
  - Border Security and Immigration
  - Constitution (RM)
  - Oversight, Agency Action, Federal Rights and Federal Courts

- Veterans’ Affairs (RM)

- Special Committee on Aging

RM = Ranking Member
## Senator Christopher S. Murphy

### SENATE

#### Washington Office:

The Honorable Christopher S. Murphy  
136 Hart Senate Office Building  
Washington, DC 20510  
Phone: (202) 224-4041  
Fax: (202) 224-9750  
Website: [www.murphy.senate.gov](http://www.murphy.senate.gov)

#### Washington Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allison Herwitt</td>
<td>Chief of Staff</td>
</tr>
<tr>
<td>David Bonine</td>
<td>Legislative Director</td>
</tr>
<tr>
<td>Joe Dunn</td>
<td>Senior Policy Advisor</td>
</tr>
<tr>
<td>Chris Harris</td>
<td>Communications Director</td>
</tr>
<tr>
<td>Cynthia Pullom</td>
<td>Counsel</td>
</tr>
<tr>
<td>Jessica Elledge</td>
<td>Legislative Assistant</td>
</tr>
<tr>
<td>Eamonn Collins</td>
<td>Legislative Assistant</td>
</tr>
<tr>
<td>Emily Smith</td>
<td>Legislative Assistant</td>
</tr>
<tr>
<td>Kayla Reasco</td>
<td>Outreach Assistant</td>
</tr>
<tr>
<td>David Seyferth</td>
<td>Legislative Aide</td>
</tr>
<tr>
<td>Caitlin Peruccio</td>
<td>Legislative Aide</td>
</tr>
<tr>
<td>Maya Ashwal</td>
<td>Scheduler</td>
</tr>
</tbody>
</table>

#### Connecticut Office:

The Honorable Christopher S. Murphy  
One Constitution Plaza, 7th Floor  
Hartford, Connecticut 06103  
Phone: (860) 549-8463  
Fax: (860) 524-5091

#### Connecticut Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ken Curran</td>
<td>State Director</td>
</tr>
<tr>
<td>Sean Scanlon</td>
<td>Director Outreach</td>
</tr>
<tr>
<td>Evan Johnson</td>
<td>Economic Development Director</td>
</tr>
<tr>
<td>Alice Diaz</td>
<td>Office Manager</td>
</tr>
<tr>
<td>Joanne Cannon</td>
<td>Deputy State Director</td>
</tr>
<tr>
<td>Lauren MacPhail</td>
<td>Caseworker</td>
</tr>
<tr>
<td>Claude Campbell</td>
<td>Caseworker</td>
</tr>
<tr>
<td>Katie Agati</td>
<td>Caseworker</td>
</tr>
<tr>
<td>Brittany Kane</td>
<td>Scheduler</td>
</tr>
<tr>
<td>Brett Maddux</td>
<td>Executive Assistant</td>
</tr>
<tr>
<td>Ben Florsheim</td>
<td>Outreach Assistant</td>
</tr>
</tbody>
</table>
Committee Assignments:

- Foreign Relations
  Subcommittees:
  - Near East, South Asia, Central Asia, and Counterterrorism (RM)
  - Europe and Regional Security Cooperation
  - State Department and USAID Management, International Operations, and Bilateral International Development

- Health, Education, Labor, and Pensions
  Subcommittee:
  - Primary Health and Retirement Security

- Appropriations
  Subcommittees:
  - Labor, Health and Human Services, Education and Related Agencies
  - Military Construction, Veterans’ Affairs, and Related Agencies
  - State, Foreign Operations, and Related Programs
  - Transportation, Housing and Urban Development, and Related Agencies

RM = Ranking Member
Representative
John B. Larson

FIRST CONGRESSIONAL DISTRICT

Washington Office:
The Honorable John B. Larson
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Washington, DC 20515
Phone: (202) 225-2265
Fax: (202) 225-1031
Website: www.larson.house.gov

Washington Staff:
David Sitcovsky Chief of Staff
Scott Stephanou Legislative Director
Srdan Banjac Legislative Assistant
Sylvia Lee Senior Policy Advisor
Alicia Garten Legislative Correspondent/Staff Assistant
Owen Dodd Communications Advisor
Matt Collins Staff Assistant
Sara Maaiiki Scheduler

Connecticut Office:
The Honorable John B. Larson
221 Main Street, Second Floor
Hartford, Connecticut 06106
Phone: (860) 278-8888
Fax: (860) 278-2111

Connecticut Staff:
Maureen Moriarty District Director
Conor Quinn Constituency Director
Linda Christiana Executive Assistant/Scheduler
Mary Yatrousis Press Secretary
Lisa Perrone District Aide
Gladys Mercado District Aide
Hugo Benettieri District Aide
Danny Lynch District Aide
Corri McNulty District Aide
Kimberly Harris Staff Assistant
Billy Ciotto Ombudsman

Committee Assignments:
- Ways and Means
  Subcommittees:
  Social Security
  Select Revenue Measures

CH = Chair
Municipalities Located in the First Congressional District

Greenwich
Stamford
Darien
Norwalk
Westport
Fairfield
Weston
Wilton
New Canaan
Ridgefield
Redding
Easton
Monroe
Trumbull
Bridgeport
Stratford
Milford
Shelton
Orange
New Haven
West Haven
East Haven
North Haven
Branford
Branford
Derby
Ansonia
Seymour
Oxford
Woodbridge
Bethany
Hamden
Guilford
Madison
Clinton
Killingworth
Westbrook
Essex
Chester
Deep River
Old Saybrook
Old Lyme
East Lyme
New London
Salem
Montville
Waterford
East Haddam
Groton
Ledyard
Stonington
North Stonington
Preston
Norwich
Lisbon
Voluntown
Griswold
Sprague
Franklin
Bozrah
Sterling
Plainfield
Canterbury
Scotland
Killingly
Brooklyn
Putnam
Pomfret
Hampton
Chaplin
Thompson
Windsor
Ledyard
Canby
Ashford
Ledyard
Mansfield
Coventry
Windham
Andover
Columbia
Torrington
Winchester
Colebrook
Norfolk
Goshen
Canaan
Cornwall
Sharon
Salmon
Barkhamsted
Berlin
Bloomfield
Bristol
Colebrook
Cromwell
East Granby
East Hartford
Granby
Hartford
Middletown
North Hartfurd
New Hartford
Newington
Portland
Rocky Hill
South Windsor
Suffield
Barkhamsted
Bloomfield
Bristol
Colebrook
Cromwell
East Granby
East Hartford
East Windsor
Glastonbury
Granby
Hartford
Hartford
Manchester
Middletown
New Hartford
Newington
Portland
Rocky Hill
South Windsor
Southington
Southington/Plantsville
Torrington
West Hartford
Wethersfield
Winchester
Windsor
Windsor Locks
Winsted
Representative
Joseph Courtney
SECOND CONGRESSIONAL DISTRICT

Washington Office:
The Honorable Joseph Courtney
2348 Rayburn House Office Building
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Phone: (202) 225-2076
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Website: www.courtney.house.gov

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Tim Brown
Michelle Greenhaigh
Beata Fogarasi
Meghan O’Sullivan
Kathleen Corcoran
Chief of Staff
Legislative Director
Communications Director
Legislative Assistant
Legislative Correspondent
Legislative Correspondent
Scheduler

Connecticut Offices:

Norwich Office:
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Norwich, Connecticut 06360
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Fax: (860) 886-2974

Enfield Office:
The Honorable Joseph Courtney
77 Hazard Avenue, Unit J
Enfield, Connecticut 06082
Phone: (860) 741-6011
Fax: (860) 741-6036

Connecticut Staff:
Ayanti Grant
Manny Meneses
Frank Rowe
Karen Weseliza
Kevin Alvarez
Taijah Anderson
Matt Reutter
District Director
Caseworker
Caseworker
Caseworker
Caseworker
Staff Assistant
Grants Coordinator

Committee Assignments:
- Education and the Workforce
  Subcommittees:
  Health, Employment, Labor, and Pensions
  Higher Education and Workforce Training
- Armed Services
  Subcommittees:
  Seapower and Projection Forces (RM)
  Readiness

RM = Ranking Member
Municipalities Located in the Second Congressional District

Connecticut Congressional District #2
- District #2 Towns & Cities

Andover
Ashford
Bolton
Bozrah
Brooklyn
Canterbury
Chaplin
Chester
Clinton
Colchester
Columbia
Coventry
Deep River
Durham
East Haddam
East Hampton
East Lyme
Eastford
Ellington
Enfield
Essex
Franklin
Glastonbury
Griswold
Groton
Haddam
Hampton
Hebron
Killingly
Killingworth
Lebanon
Ledyard
Lisbon
Lyme
Madison
Mansfield
Marlborough
Montville
New London
North Stonington
Norwich
Old Lyme
Old Saybrook
Plainfield
Pomfret
Preston
Putnam
Salem
Union
Vernon
Voluntown
Waterford
Westbrook
Willimantic
Willington
Windham
Woodstock
Representative
Rosa L. DeLauro
THIRD CONGRESSIONAL DISTRICT

Washington Office:
The Honorable Rosa L. DeLauro
2413 Rayburn House Office Building
Washington, DC 20515
Phone: (202) 225-3661
Fax: (202) 225-4890
Website: www.delauro.house.gov

Washington Staff:
Beverly Pheto  Chief of Staff
Elizabeth Albertine  Legislative Director
Will Serier  Communications Director
Ryann Kinney  Scheduler
Landy Wade  Staff Assistant

Connecticut Office:
The Honorable Rosa L. DeLauro
59 Elm Street, 2nd Floor
New Haven, Connecticut 06510
Phone: (203) 562-3718
Fax: (203) 772-2260

Connecticut Staff:
Jennifer Lamb  District Director
Jeff Bombard  Office Manager
Allison Dodge  Outreach Coordinator
Samantha Palombo  Scheduler
Abdur Wali  Caseworker
Jill DeLoma  Caseworker
Louis Mangini  Caseworker
Nick Savaria  Caseworker

Committee Assignments:
- Appropriations
  Subcommittees:
    - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies
    - Labor, Health and Human Services, Education, and Related Agencies (RM)

RM = Ranking Member
Municipalities Located in the
Third Congressional District

Connecticut Congressional District #3
- District #3 Towns & Cities

Ansonia
Beacon Falls
Bethany
Branford
Derby
Durham
East Haven
Guilford
Hamden
Middlefield
Middletown
Milford
Naugatuck
New Haven
North
Branford
North Haven
Orange
Prospect
Seymour
Shelton
Stratford
Wallingford
Waterbury
West Haven
Woodbridge
## Representative

**James A. Himes**

### FOURTH CONGRESSIONAL DISTRICT

<table>
<thead>
<tr>
<th>Washington Office:</th>
</tr>
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<tbody>
<tr>
<td>The Honorable James A. Himes</td>
</tr>
<tr>
<td>1227 Longworth House Office Building</td>
</tr>
<tr>
<td>Washington, DC 20515</td>
</tr>
<tr>
<td>Phone: (202) 225-5541</td>
</tr>
<tr>
<td>Fax: (202) 225-9629</td>
</tr>
<tr>
<td>Website: <a href="http://www.himes.house.gov">www.himes.house.gov</a></td>
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<table>
<thead>
<tr>
<th>Washington Staff:</th>
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<tbody>
<tr>
<td>Mark Henson</td>
</tr>
<tr>
<td>Rachel Kelly</td>
</tr>
<tr>
<td>Patrick Malone</td>
</tr>
<tr>
<td>Justin Meuse</td>
</tr>
<tr>
<td>Jessica Hagens-Jordan</td>
</tr>
<tr>
<td>Nicholas Larsen</td>
</tr>
<tr>
<td>Emily Fritcke</td>
</tr>
<tr>
<td>Chief of Staff</td>
</tr>
<tr>
<td>Deputy Chief of Staff</td>
</tr>
<tr>
<td>Communications Director</td>
</tr>
<tr>
<td>Legislative Assistant</td>
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<td>Legislative Correspondent</td>
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<td>Scheduler</td>
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<tr>
<th>Connecticut Offices:</th>
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<tbody>
<tr>
<td><strong>Stamford Office:</strong></td>
</tr>
<tr>
<td>The Honorable James A. Himes</td>
</tr>
<tr>
<td>Government Center</td>
</tr>
<tr>
<td>888 Washington Boulevard, 10th Fl.</td>
</tr>
<tr>
<td>Stamford, Connecticut 06901</td>
</tr>
<tr>
<td>Phone: (866) 453-0028</td>
</tr>
<tr>
<td>Fax: (203) 333-6655</td>
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<table>
<thead>
<tr>
<th>Connecticut Staff:</th>
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<tbody>
<tr>
<td>Cara Pavlock</td>
</tr>
<tr>
<td>Gloria DePina</td>
</tr>
<tr>
<td>Alexander Heller</td>
</tr>
<tr>
<td>Michael Dunn</td>
</tr>
<tr>
<td>Eryn Bingle</td>
</tr>
<tr>
<td>Kamilah Tisdale</td>
</tr>
<tr>
<td>District Director</td>
</tr>
<tr>
<td>Constituent Service Representative</td>
</tr>
<tr>
<td>Constituent Service Representative</td>
</tr>
<tr>
<td>Outreach Coordinator</td>
</tr>
<tr>
<td>Special Counsel for Economic Development</td>
</tr>
<tr>
<td>Staff Assistant</td>
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<table>
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<tr>
<th>Committee Assignments:</th>
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<tbody>
<tr>
<td>Financial Services</td>
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<td><strong>Subcommittees:</strong></td>
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<tr>
<td>Capital Markets and Government Sponsored Enterprises</td>
</tr>
<tr>
<td>Housing and Insurance</td>
</tr>
<tr>
<td>House Permanent Select Committee on Intelligence</td>
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<td><strong>Subcommittees:</strong></td>
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<tr>
<td>CIA</td>
</tr>
<tr>
<td>NSA and Cybersecurity (RM)</td>
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</tbody>
</table>

---

RM = Ranking Member
Municipalities Located in the
Fourth Congressional District

Bridgeport  Greenwich  Oxford  Stamford
Darien    Monroe    Redding  Trumbull
Easton    New Canaan Ridgefield  Weston
Fairfield New Canaan  Norwalk  Westport
  Norwalk

Connecticut Congressional District #4
☐ District #4 Towns & Cities
Representative
Elizabeth H. Esty

FIFTH CONGRESSIONAL DISTRICT

Washington Office:
The Honorable Elizabeth H. Esty
221 Cannon House Office Building
Washington, DC 20515
Phone: (202) 225-4476
Fax: (202) 225-7289
Website: www.esty.house.gov

Washington Staff:
Tim Daly
Danielle Most
Phil LaRue
Matthew Colvin
Michael Carlo
Jessica Brown
Christopher Cunningham
Devon Lidz
Sarah Wiszniak
Chief of Staff
Legislative Director
Communications Director
Senior Policy Advisor
Legislative Assistant
Legislative Assistant
Legislative Correspondent
Scheduler
Staff Assistant

Connecticut Office:
The Honorable Elizabeth Esty
One Grove Street, Suite 600
Old Post Office Plaza
New Britain, CT 06053
Phone: (860) 223-8412
Fax: (860) 225-7289

Connecticut Staff:
Stephanie Podewell
Jody Trestman
Kayla Briere
Sherri Vogt
Xholina Nano
Migdalia Alicea
Jenna Grande
Annemarie Goyzueta
District Director
Director of Constituent Services
District Aide
Veterans’ District Aide
Casework Assistant
Community Liaison
Communications Assistant
Staff Assistant

Committee Assignments:
■ Science, Space, and Technology
  Subcommittee: Research and Technology
■ Transportation and Infrastructure (VRM)
  Subcommittees: Highways and Transit
  Railroads, Pipelines, and Hazardous Materials
  Water Resources and Environment
■ Veterans’ Affairs

VRM = Vice Ranking Member
Overview of Connecticut Delegation Committee Assignments

**Senator Blumenthal**

- Armed Services
  - Subcommittees:
    - Airland
    - Cybersecurity
    - Seapower

- Commerce, Science, and Transportation
  - Subcommittees:
    - Aviation Operations, Safety, and Security
    - Communications, Technology, Innovation, and the Internet
    - Consumer Protection, Product Safety, Insurance, and Data Security (RM)
    - Oceans, Atmosphere, Fisheries, and Coast Guard
    - Surface Transportation, Merchant Marine Infrastructure, and Security & Safety

- Judiciary
  - Subcommittees:
    - Antitrust, Competition Policy and Consumer Rights
    - Border Security and Immigration
    - Constitution
    - Oversight, Agency Action, Federal Rights and Federal Courts

- Veterans’ Affairs

- Special Committee on Aging

**Senator Murphy**

- Foreign Relations
  - Subcommittees:
    - Near East, South Asia, Central Asia, and Counterterrorism (RM)
    - Europe and Regional Security Cooperation
    - State Department and USAID Management, International Operations and Bilateral International Development

- Health, Education, Labor, and Pensions
  - Subcommittee:
    - Primary Health and Retirement Security

- Appropriations
  - Subcommittees:
    - Commerce, Justice, Science, and Related Agencies
    - Legislative Branch
    - Military Construction, Veterans’ Affairs, and Related Agencies
    - State, Foreign Operations, and Related Programs
    - Transportation, Housing and Urban Development, and Related Agencies

RM = Ranking Member
Overview of Connecticut Delegation Committee Assignments (continued)

**Representative Larson**
- Ways and Means
  - Subcommittees:
    - Select Revenue Measures
    - Social Security

**Representative Courtney**
- Armed Services
  - Subcommittees:
    - Readiness
    - Seapower and Projection Forces
- Education and the Workforce
  - Subcommittees:
    - Higher Education and Workforce Training
    - Health, Employment, Labor, and Pensions

**Representative DeLauro**
- Appropriations
  - Subcommittees:
    - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies
    - Labor, Health and Human Services, Education, and Related Agencies (RM)

**Representative Himes**
- Financial Services
  - Subcommittees:
    - Capital Markets and Government-Sponsored Enterprises
    - Housing and Insurance
- Permanent Select Committee on Intelligence
  - Subcommittees:
    - CIA
    - NSA and Cybersecurity (RM)

**Representative Esty**
- Science, Space, and Technology
  - Subcommittee:
    - Research and Technology
- Transportation and Infrastructure (VRM)
  - Subcommittees:
    - Highway and Transit
    - Railroads, Pipelines, and Hazardous Materials
    - Water Resources and Equipment
- Veterans’ Affairs

RM = Ranking Member
VRM = Vice Ranking Member
Connecticut’s Congressional Delegation At-A-Glance

For Discussion Purposes on Selected Issues

When discussing these and other issues with the Congressional Delegation, please provide local examples of previous or possible innovative uses of federal funding or programs.

### U.S. Senate

<table>
<thead>
<tr>
<th>Senator</th>
<th>Committee(s)</th>
<th>Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blumenthal</td>
<td>Commerce, Science, and Transportation</td>
<td>Infrastructure funding; mass transit</td>
</tr>
<tr>
<td>Murphy</td>
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<td>Special education - full funding for education mandates</td>
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### U.S. House of Representatives

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<tr>
<th>Committee(s)</th>
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<tr>
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RM = Ranking Member
### Congressional Committees and Issues of Concern to Towns and Cities

#### U.S. Senate

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#### U.S. House of Representatives

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<td><strong>Infrastructure Funding</strong></td>
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</table>

RM = Ranking Member
The White House

1600 Pennsylvania Avenue, NW
Washington, DC 20500
Phone: (202) 456-1414
Website: www.whitehouse.gov

The President
Donald J. Trump
Phone: (202) 456-1414
Fax: (202) 456-2461
Email: president@whitehouse.gov

The Vice President
Michael R. Pence
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Fax: (202) 456-2461
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Chief of Staff
John F. Kelly
Phone: (202) 456-6798
Fax: (202) 456-2461

First Lady
Melania Trump
Phone: (202) 456-7064
Fax: (202) 456-2461

Intergovernmental Affairs
Justin Clark
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Fax: (202) 456-2461
The Cabinet

Department of Agriculture
14th Street & Independence Avenue, SW
Washington, DC 20250
Phone: (202) 720-3631
Website: www.usda.gov

Secretary
George “Sonny” Purdue

Department of Commerce
1401 Constitution Avenue, NW
Washington, DC 20230
Phone: (202) 482-2112
Website: www.doc.gov

Secretary
Wilbur L. Ross, Jr.

Department of Defense
The Pentagon
1400 Defense
Washington, DC 20301
Phone: (703) 692-7100
Website: www.defense.gov

Secretary
James Mattis

Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
Phone: (202) 401-3000
Website: www.ed.gov

Secretary
Elisabeth “Betsy” Prince DeVos

Department of Energy
1000 Independence Avenue, SW
Washington, DC 20585
Phone: (202) 586-6210
Website: www.energy.gov

Secretary
James Richard “Rick” Perry

Department of Health and Human Services
200 Independence Avenue, SW
Washington, DC 20201
Phone: (202) 690-7000
Website: www.dhhs.gov

Acting Secretary
Eric D. Hargan

Department of Homeland Security
1600 Pennsylvania Avenue, NW
Washington, DC 20500
Phone: (202) 456-1414
Website: www.dhs.gov

Secretary
Kirstjen Nielsen
<table>
<thead>
<tr>
<th>Department</th>
<th>Secretary</th>
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<tbody>
<tr>
<td>Department of Housing &amp; Urban Development</td>
<td>Ben S. Carson</td>
</tr>
<tr>
<td>451 7th Street, SW</td>
<td></td>
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<tr>
<td>Washington, DC 20410</td>
<td></td>
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<tr>
<td>Phone: (202) 708-1112</td>
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<tr>
<td>Website: <a href="http://www.hud.gov">www.hud.gov</a></td>
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<tr>
<td>Department of Interior</td>
<td>Ryan Zinke</td>
</tr>
<tr>
<td>1849 C Street, NW</td>
<td></td>
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<tr>
<td>Washington, DC 20240</td>
<td></td>
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<tr>
<td>Phone: (202) 208-8351</td>
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<tr>
<td>Website: <a href="http://www.doi.gov">www.doi.gov</a></td>
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<tr>
<td>Department of Justice</td>
<td>Jefferson “Jeff”</td>
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<tr>
<td>950 Pennsylvania Avenue, NW</td>
<td>Sessions</td>
</tr>
<tr>
<td>Washington, DC 20530</td>
<td></td>
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<tr>
<td>Phone: (202) 514-2001</td>
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<td>Website: <a href="http://www.usdoj.gov">www.usdoj.gov</a></td>
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<tr>
<td>Department of Labor</td>
<td>Alexander Acosta</td>
</tr>
<tr>
<td>200 Constitution Avenue, NW</td>
<td></td>
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<tr>
<td>Washington, DC 20210</td>
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<tr>
<td>Phone: (202) 693-6000</td>
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<tr>
<td>Website: <a href="http://www.dol.gov">www.dol.gov</a></td>
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<tr>
<td>Department of State</td>
<td>Rex W. Tillerson</td>
</tr>
<tr>
<td>2201 C Street, NW</td>
<td></td>
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<tr>
<td>Washington, DC 20520</td>
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<tr>
<td>Phone: (202) 647-4000</td>
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<td>Website: <a href="http://www.state.gov">www.state.gov</a></td>
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<tr>
<td>Department of Transportation</td>
<td>Elaine L. Chao</td>
</tr>
<tr>
<td>400 7th Street, NW</td>
<td></td>
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<tr>
<td>Washington, DC 20590</td>
<td></td>
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<tr>
<td>Phone: (202) 366-1111</td>
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<tr>
<td>Website: <a href="http://www.dot.gov">www.dot.gov</a></td>
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<tr>
<td>Department of Treasury</td>
<td>Steven T. Mnuchin</td>
</tr>
<tr>
<td>15th Street &amp; Pennsylvania Avenue, NW</td>
<td></td>
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<tr>
<td>Washington, DC 20220</td>
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<tr>
<td>Phone: (202) 622-1100</td>
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<td>Website: <a href="http://www.treasury.gov">www.treasury.gov</a></td>
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<tr>
<td>Department of Veterans’ Affairs</td>
<td>David J. Shulkin</td>
</tr>
<tr>
<td>810 Vermont Avenue, NW</td>
<td></td>
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<tr>
<td>Washington, DC 20420</td>
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<tr>
<td>Phone: (202) 273-4800</td>
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<td>Website: <a href="http://www.va.gov">www.va.gov</a></td>
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# Selected Federal Agencies

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<th>Agency Name</th>
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<tr>
<td></td>
<td>Bethesda, MD 20207</td>
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<tr>
<td>Federal Highway Administration</td>
<td>400 7th Street, SW</td>
<td>(202) 366-0650</td>
<td><a href="http://www.fhwa.dot.gov">www.fhwa.dot.gov</a></td>
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<tr>
<td></td>
<td>Washington, DC 20590</td>
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<tr>
<td>Environmental Protection Agency</td>
<td>401 M Street, SW</td>
<td>(202) 260-2090</td>
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<tr>
<td></td>
<td>Washington, DC 20460</td>
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<td>Federal Transit Administration</td>
<td>400 7th Street, SW, Room 9329</td>
<td>(202) 366-4040</td>
<td><a href="http://www.ftadot.gov">www.ftadot.gov</a></td>
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<tr>
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<tr>
<td>Farm Credit Administration</td>
<td>1501 Farm Credit Drive</td>
<td>(703) 883-4000</td>
<td><a href="http://www.fca.gov">www.fca.gov</a></td>
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<td></td>
<td>McLean, VA 22102</td>
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<tr>
<td>General Services Administration</td>
<td>18th F Street, NW</td>
<td>(202) 708-5082</td>
<td><a href="http://www.gsa.gov">www.gsa.gov</a></td>
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<td></td>
<td>Washington, DC 20405</td>
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<td>Federal Communications Commission</td>
<td>445 12th Street, SW</td>
<td>(202) 418-0500</td>
<td><a href="http://www.fcc.gov">www.fcc.gov</a></td>
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<td>Federal Election Commission</td>
<td>999 E Street, NW</td>
<td>(800) 424-9530</td>
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<td>Small Business Administration</td>
<td>409 3rd Street, SW</td>
<td>(202) 205-6600</td>
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How Federal Laws Are Passed

THE MAKING OF OUR NATION’S LAWS
(Adapted from “How Our Laws Are Made” – Revised and Updated by Charles W. Johnson, Parliamentarian, United States House of Representatives, Courtesy of the New Jersey State League of Municipalities.)

From the simple phrasing of Article I, Section 1 of our Constitution – “All legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and a House of Representatives.” – there has grown a complex, elastic and evolving legislative process. Through turmoil and crisis, it has met the needs of generations of Americans for over two centuries. It has become part of our National legacy, and, as such, it is worth understanding.

By design, this analysis will focus on the mechanics of the process and tends to ignore the fact that the mechanism is moved and shaped by human beings. Like all of us, they are governed alternately by their heads, their hearts, their appetites or, more usually, by some shifting, liquid compound of the three. An understanding of the people who use this process is at least as important as a knowledge of the process, itself. But that is, for now at least, beyond our scope. Here, then, is a brief outline of the process through which the will of the people can become the law of the land.

I. **Ideas for legislation** can come from any source. A constituent or a group of constituents can petition a member of Congress to introduce a bill. Organizations can seek sponsorship to advance their interests. During the 20th Century, the “executive communication” became a fertile source for legislative proposals. With this, the head of a Federal department or agency will transmit a draft proposal to the Speaker of the House and the President of the Senate for consideration. And, of course, the Members themselves can conceive a need for action.

II. **The legislative process formally begins** with the introduction, in either the House or the Senate, of a proposal in one of four forms – a bill, a joint resolution, a concurrent resolution or a simple resolution. By far, the most common form in both Houses is the bill. Likewise, the most common House of origin is the House of Representatives. Accordingly, this analysis will focus on a House of Representatives bill.

III. **A House bill (H.R. ###) is introduced** when it is signed by a Member (or a Delegate or the Resident Commissioner from Puerto Rico) and placed in “the hopper” – a wooden box located to the side of the Speaker’s rostrum. In the House, the bill is no longer actually read – even by title. It is entered in the Journal and printed in the Congressional Record. It is assigned a number, by the Clerk, and referred to the appropriate committee or committees, by the Speaker with the assistance of the Parliamentarian. One Committee will be specified as the primary Committee. A copy of the bill is sent to each Committee Chair and the clerk of each Committee enters it on the committee’s calendar. (A Senate bill (S. ###) is introduced either by a Senator handing it to a clerk or through the more formal process, when a Senator will rise to introduce and make a statement about the bill from the floor. If any Senator objects to the introduction, it is formally postponed until the next day.)
IV. **Committee consideration** is probably the most important part of the process. The committees provide the most intense scrutiny of a bill and, in the committees, the public will be given the opportunity to be heard. Currently, the House has 19 standing committees and two select committees. The Senate has 17 standing committees and four special, select or other committees. There are also four joint committees, including members from both Houses, on Printing, Taxation, the Library of Congress and the Economy. These select and joint committees exercise administrative and oversight responsibilities and have no legislative jurisdiction. Due to the volume and complexity of their work, standing committees often subdivide into subcommittees. There are currently 68 subcommittees in the Senate and 97 in the House.

V. The first step in Committee or, more usually, subcommittee consideration involves a **formal request to the relevant Executive Branch department or agency for a report** on the proposal. Often, a request for analysis is also sent to the General Accounting Office – Congress’ own audit, evaluation and investigative arm. Prior to submission to the requesting committee, Executive Branch reports are reviewed by the White House Office of Management and Budget, to ensure consistency with the President’s program. These reports are given serious study by the Committee or subcommittee members and their staffs, but are in no way binding on them.

VI. The most usual second step is taken when the Committee or subcommittee holds one or more public hearings on a measure. These hearings give interested parties the opportunity to explain their positions on each proposal. The committees, through the Chair, also have the power to issue subpoenas to require the production of both testimonial and documentary evidence. Each Committee or subcommittee member must, and staff members may, be given a specified period of time to question any witness. Public notice is provided prior to all hearings by publication in the Daily Digest portion of the Congressional Record. Individual written notice may be provided to interested parties, at the discretion of the Chair. Most, except for the meetings of the Committee on Standards of Official Conduct in the House and the Ethics Committee in the Senate, are open to the public, though the committee can vote in open session to close a hearing. Transcripts are always made and, except for closed sessions, are rapidly made available for public inspection. Complete transcripts are often printed and distributed by the committee offices.

VII. After all hearings are complete, the committee or subcommittee will schedule what is known as a **“markup”** session. After the views of all members are considered, a vote is taken to determine the fate of the bill. In the case of a subcommittee, the members can vote to report the bill favorably to the full committee, with or without amendment, to report the bill unfavorably, or to report the bill without recommendation. The subcommittee may also suggest that the full committee “table” it – postpone action indefinitely. The full committee, as we will see, has more power, but tends to exercise fewer options.
VIII. Final Committee action occurs at full committee hearings. Reports are made by subcommittees. Here, bills are read by section and members may offer germane amendments. At the conclusion of this process, the committee will usually vote to either report the bill favorably or table it. The committee may decide to report the bill, as is, or to report a “clean bill.” A clean bill is a new piece of legislation, which incorporates all amendments. This is usually sponsored by the committee chair and referred back to the committee, which then reports it favorably. If the amendments are extensive, the committee may decide to report the original bill with one “amendment in the nature of a substitute.” The option to table a bill has made rare committee action to report a bill unfavorably or without recommendation.

IX. Next, the committee staff prepares a report on the bill. This includes a description of the purpose and scope of the bill and a section by section analysis of its provisions. With notice, any member can file supplemental, minority or additional comments, which are included as a part of the committee’s report. The report also includes a record of votes on the bill and on any amendments offered to the bill. It must include a committee estimate of the bill’s impact on the Federal Treasury and a comparison of that estimate with any estimates provided by the Executive Branch. If the bill imposes an unfunded mandate on state, local or tribal governments, an estimate of their costs must be prepared by the Congressional Budget Office. Finally, the report must include specific provisions dictated by statute and by the Rules of the House, as well as a statement citing the specific Constitutional provisions empowering Congress to enact each particular section of the bill. The report is filed with the Clerk or Secretary of the appropriate House, assigned a number and sent to the Government Printing Office for, what else, printing. The final report is probably the single most important part of the legislative history of a law. It will be used by courts, the Executive Branch and the general public as a guide to the intent of the Congress.

X. Now, let’s examine the wonderful world of Congressional calendars. Akin to the way the railroads ran prior to the division of our globe into time zones, not only does each House have its own calendars, the Senate has two and House has five. But before we praise our Senators for their apparent scheduling economy, be aware that the Senate’s Legislative Calendar is divided into no less than seven parts. While the Executive Calendar, which pertains to actions relating to the Senate’s “advise and consent” power, is composed of a mere four sections. For us, for now, the most important is the General Orders section of the Senate Legislative Calendar, which lists, in sequence, all measures eligible for Senate floor consideration. There are four key calendars in the House are. The Union Calendar, or, more officiously, the “Calendar of the Committee of the Whole House on the state of the Union,” lists all bills raising, appropriating or expending revenue. The House Calendar lists all other “public” bills. The Private Calendar, surprisingly, lists private bills. And the Corrections Calendar, which is formed when the Speaker takes a bill from either the Union or House Calendar, lists non-controversial, bipartisan bills designed to address specific problems with federal rules, regulations or court decisions.
XI. Floor action need not follow any calendar. Some measures are just more urgent than others. A measure can be brought up for floor consideration by Unanimous Consent, if the majority and minority floor and committee leaderships have no objections. A special resolution or “Rule” can be obtained from the Committee on Rules, which has specific jurisdiction over resolutions relating to the order of business in the House. Any Member may present the Clerk with a written Motion to Discharge a Committee, if, after 30 days from referral, that Committee has not considered a bill or resolution. The motion is placed in the custody of the Journal Clerk. Members may sign the motion, while the House is in session. If a majority of Members sign the motion, any signer may move that the House proceed to consider. On Mondays and Tuesdays of each week and during the last six days of a session, the Speaker can entertain a Motion to Suspend the Rules to move a bill to immediate consideration. On Wednesday of each week, called Calendar Wednesday, unless dispensed with by unanimous consent or a two-thirds vote, each standing committee is called in alphabetical order. At that time, the committee can call for consideration of any bill that it had previously reported, from either the Union or House Calendar. So-called “Privileged Matters” can also supercede the normal order of business.

XII. Debate occurs as the House meets in the “Committee of the Whole.” Motions and amendments are considered and debated at this point. The majority and minority each appoint a floor manager. Time for debate is divided equally between them. And they apportion time among their members. The debate is principally governed by Jefferson's Manual, which he developed during his tenure as President of the Senate (Vice President of the U.S.) from 1797 to 1801 and by the rules and precedents of the House. After general debate, the bill is given Second Reading, during which germane amendments are offered and considered, on a section by section basis.

XIII. After consideration of each section for amendment, the Committee of the Whole “rises” and reports the bill, with adopted amendments, to itself, reconvened as the House. After “the previous question” is moved and ordered, the Speaker asks, “Shall the bill be engrossed and read a third time?” If the answer is in the affirmative, the bill is read by title only and voted for passage.

XIV. If passed, the enrolling clerk prepares the engrossed copy of the bill, as passed. This is the point at which a bill technically becomes “An Act.” It is, then, sent over to the Senate, where the Parliamentarian, in the name of the Senate President, refers it to the appropriate committee, as provided for in the Rules of the Senate.

XV. The Senate Committee process is similar to that of the House. On the floor, however, most measures advance to debate through a unanimous consent procedure. Then, every offered amendment is considered and disposed of by the Senate. A bill can, also, be filibustered. Non-germane amendments can be entertained. After final action on all amendments, the bill is ready for engrossment and third reading, which is by title only. The presiding officer then puts the question of passage before the Senate. The original engrossed House bill is then returned to the House, together with engrossed Senate Amendments. The House is asked to concur in those amendments.
XVI. The House can consider Senate amendments in the Committee of the Whole. If agreed to, the bill is ready for enrollment and presentation to the President. If not, a conference to resolve the differences with the other House can be requested.

XVII. In Congress, the Conference Committee process is often the most important phase in the shaping of a new law. The request for a Conference, in the form of a motion, is often made by the Chairman of the Committee that originally had jurisdiction on the matter. If agreed to, a motion to instruct the conferees can be made, at the prerogative of the minority party. However, these instructions are not binding on the conferees. After this, the Presiding Officer will appoint the conferees, technically referred to as “managers.” The majority of the managers must have originally been supporters of the position taken by the House on the matters in question. The Speaker generally follows the recommendations of the Committee Chair regarding appointments, and, frequently, the conferees are committee members. It is important that the views of the House on its position be fully represented. If the other House agrees to the Conference, its Presiding Officer similarly appoints Conference Committee Members.

XVIII. The Conference Committee is often referred to as the “Third House of Congress.” Though they meet together, the managers from the two Houses vote separately. Each group has one vote, determined by the majority vote of its members. So the number of managers each House appoints is immaterial. The conferees are strictly limited in their consideration to matters of dispute between the two Houses. They cannot reopen sections of the bill that were not different in the versions of the bill agreed to by the Houses. They cannot add new material that is not germane to or that is beyond the scope of their differences. If the difference is as to a number or an amount, they cannot increase the greater or decrease the lower of the figures in question.

XIX. There are generally four forms of recommendation possible for a Conference Committee reporting back to their bodies. First, it could be recommended that the House (or Senate) recede from all (or certain of) its amendments. Second, it could recommend that The House (or Senate) recede from its disagreement to all (or certain of) the other body’s amendments and agree, thereto. Third, it could recommend that the House (or Senate) recede from its disagreement to all (or certain of) the other House’s amendments and agree, thereto, with amendments. Or fourth, it could recommend that the House (or Senate) recede from all (or certain of) its amendments to the other body’s amendments or its amendments to the other House’s bill.

XX. When a majority of each House’s managers agree, they file a Conference Committee report in each of their Houses. The report is accompanied by a detailed explanatory statement. The report is not subject to amendment in either House. In the Senate, it is not subject to debate.
XXI. When both Houses have agreed to a bill in identical form, it is ready for enrollment and presentation to the President. The enrolled bill, printed on parchment, must reflect precisely the effect of all amendments, either by way of deletion, substitution, or addition, agreed to by both bodies. It is, then, certified by the Clerk of the House or the Secretary of the Senate, depending on the House of origin. After one final review for accuracy, it is signed first by the Speaker of the House and next by the Vice President or by specifically authorized members of the respective Houses.

XXII. The enrolled bill is, then, taken to the White House for Presidential action. The President has, generally, 10 days to consider the bill. During this time, the President will confer with the pertinent Executive Branch departments and agencies, for their advice and recommendations. If he signs it within that ten-day period, it becomes law. If he fails to sign it and Congress is in session on the tenth day, it becomes law without his or her signature. She or he can veto the bill and return it to House of origin, within the 10 days, with his or her objections. Or, if Congress, by final adjournment (sine die), prevents its return, she or he can “pocket veto” the bill by doing nothing. If returned to Congress with a veto message, the votes of two-thirds of the full membership of each House are needed to enact the bill over the President’s objections.

XXIII. Once enacted, either by Presidential approval, a lapse of ten days or by an override of a veto, the enrolled bill is sent to the Archivist of the United States for publication. It is assigned a Public Law number and paginated for inclusion in the Statutes at Large volume for the current Congress. (The first law enacted during the 108th Congress is designated Public Law 108-1.) It is first officially published in pamphlet form as a “slip law.” The Office of the Federal Register, National Archives and Records Administration prepares the slip law, which includes marginal notes detailing, among other things, where it will fit in the United States Code.

And there we are. That’s how a bill becomes a law.
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