# TABLE OF CONTENTS

INTRODUCTION ........................................................................................................... 4

CHECKS AND BALANCES .......................................................................................... 5-14

   Three Branches of Government, Defined ................................................................. 6-7
   Forms of Congressional Action .................................................................................. 8
   How Bills Become Laws .......................................................................................... 9
   The Path to a Federal Budget .................................................................................. 10
   Glossary of Budget Terms ...................................................................................... 11
   Federal Judicial Nominations: A Primer ..................................................................... 12-14
   U.S. Courts of Appeals and Their Jurisdiction ......................................................... 15

LOBBYING .................................................................................................................. 15

ADVOCACY ................................................................................................................... 16

CONTACT YOUR FEDERAL OFFICIALS ................................................................. 17-24

   Mail, email, phone .................................................................................................. 18
   Appointment ........................................................................................................... 19-24
      Step 1: Schedule your appointment ..................................................................... 19
      Step 2: Prepare ..................................................................................................... 20
      Step 3: Meet .......................................................................................................... 21
      Step 4: Debrief ...................................................................................................... 22
      Step 5: Follow Up ................................................................................................. 22
      Sample meeting request letter ............................................................................. 23
      IAMAW congressional visit form ......................................................................... 24

US SENATE .................................................................................................................. 25-31

   Leadership, Majority, and Minority Party Leadership ................................................ 25
   Standing Committees ............................................................................................... 26-28
   Select and Special Committees ................................................................................. 29
   Joint Committees ..................................................................................................... 30
   Officers and Officials ............................................................................................... 31
# TABLE OF CONTENTS

US HOUSE OF REPRESENTATIVES ................................................................. 32-39
Majority and Minority Leadership ............................................................ 32
Committee Chairs and Standing Committees ............................................. 33-39
NOTES ........................................................................................................ 40
IAM CONTACTS .......................................................................................... 41
INTRODUCTION

Congress is comprised of two branches, the Senate and the House of Representatives.

Two senators are elected to serve for each of the 50 states.

Delegates to the House of Representatives are elected from districts, which are geographically determined by population. Each representative speaks on behalf of approximately 700,000 people from only one of 435 Congressional Districts.

Members of the House serve two-year terms, which compares to the length of each congressional session. We are currently in the 115th session, which was called to order on January 3, 2017, and consists of those elected during the 2016 election cycle.

As an IAM member, you are able to lobby and advocate to Congressional Members to introduce or influence legislation on the ideals you hold true as a citizen and union member.

### Current U.S Senate Structure:

<table>
<thead>
<tr>
<th>Senate Party Standings:</th>
</tr>
</thead>
<tbody>
<tr>
<td>52          Republicans</td>
</tr>
<tr>
<td>46          Democrats</td>
</tr>
<tr>
<td>2           Independents</td>
</tr>
<tr>
<td>(caucusing with Democrats)</td>
</tr>
</tbody>
</table>

100 TOTAL

2017:
- Democrats: 46
- Republicans: 52

### Current U.S House Structure:

<table>
<thead>
<tr>
<th>House Party Standings:</th>
</tr>
</thead>
<tbody>
<tr>
<td>241        Republicans</td>
</tr>
<tr>
<td>194        Democrats</td>
</tr>
</tbody>
</table>

435 TOTAL

2017:
- Democrats: 194
- Republicans: 241
Checks And Balances

In order to establish a fair system of government, each branch has an ability to limit the other two branches powers to avoid absolute power of any of the three branches.

**Legislative Powers.**
Over the executive branch includes overriding vetoes and impeaching presidents.
Over the Judicial branch includes approving federal Judges and impeaching federal judges.

**Executive Powers.**
Over the Legislative Branch include vetoing acts of congress and calling congress into a special session.
Over the Judicial branch includes appointing federal judges.

**Judicial Powers.**
Over the Legislative branch includes declaring laws.
Over the Executive Branch includes the ability to declare executive acts unconstitutional.
THREE BRANCHES OF GOVERNMENT, DEFINED

The United States Constitution established the federal system of government and acts as the statute of law in our country. A federal system of government divides the power of government between the national (federal) government and state and local governments.

The legislative branch (Congress) is comprised of the Senate and House of Representatives.

- The Senate is comprised of 100 members. Two senators represent each state. Senate members are elected every six years.
- The House of Representatives is comprised of 435 members. The House is composed of representatives who sit in Congressional Districts, with each district entitled to one representative.
- This branch of government is responsible for making and approving laws. In order to make a law, a bill must be proposed. Any person can write a bill; however, it must be presented by a congressman. The bill can start on either side of Congress, Senate, or House of Representatives. From there, it goes to a specialized committee before it is presented to the entire Congress. The bill must get a majority vote from both the House and Senate before it becomes law, and at last is signed off by the President.
- Congress assumes the responsibility to declare war by majority vote.
- They create an annual budget and tax citizens to appropriately cover expenses.
- The legislative branch oversees the judicial, executive, and government’s spending of tax monies.

The judicial branch resolves issues by defining the Constitution.

- They have the power to determine if the laws that Congress passes are constitutional.
- There are different court systems where cases proceed according to hierarchy. The district courts are the general trial courts of the federal court system. Once the federal district court has decided a case, the case can be appealed to a United States court of appeal. There are twelve federal circuits that divide the country into different regions. The Fifth Circuit, for example, includes the states of Texas, Louisiana, and Mississippi. Cases from the district courts of those states are appealed to the United States Court of Appeals for the Fifth Circuit, which is headquartered in New Orleans, Louisiana. After the circuit court or state supreme court has ruled on a case, either party may choose to appeal to the Supreme Court. Unlike circuit court appeals, however, the Supreme Court is usually not required to hear the appeal.
The executive branch is comprised of the President, Vice President, and cabinet members.

- The President is the head of the executive branch. The Vice President is appointed to take over in a case when the President can no longer serve, i.e. the President dies in office.
- Cabinet members are heads of executive committees, and oversee laws specific to their committee.
- Although Congress has the power to declare war, the President is Commander in Chief, and has the responsibility to assign tasks to the Armed Forces.
- The President is also chief of state; executive; diplomat; legislator; and super-politician. In these roles, the President’s duties are to act as symbolic figurehead of our country; execute laws; grant pardons and reprieves; negotiate with other countries; sign or veto bills; introduce legislation; collaborate with Congress on the budget; and help to support and participate in fundraising for their party’s candidates.
FORMS OF CONGRESSIONAL ACTION

A motion in the form of a bill, a joint resolution, a concurrent resolution, or a simple resolution starts the legislative process of making a law or editing the constitution.

BILLS

The most common proposal presented to Congress is a bill. A bill that emanates in the House of Representatives is labeled with “H.R.,” followed by a number that follows the bill throughout the entire checks and balances process.

Likewise, a bill first emerging from the Senate, is designated with “S.” for Senate and a number it holds through all parliamentary stages. Bills, when they are approved from either Congressional division, are then given to the President for further attention.

JOINT RESOLUTIONS

Joint resolutions are similar to bills in that they can originate in either the House of Representatives or the Senate, and they both are identifiable by either the House or Senate initials, followed by its own assigned number.

H.J.Res” signifies a Joint Resolution beginning in the House; likewise “S.J.Res” is for one starting in the Senate. Additionally, they both undergo a similar parliamentary procedure. However, the process for a Joint Resolution, rather than one of a Bill, is a proposal to the Constitution.

A two-thirds vote of the House and Senate are required in order for a joint resolution to be approved. After the resolution is authorized, it is sent to the Director of General Services for submission to individual states for ratification. A joint resolution is not sent to the President for confirmation. Otherwise, joint resolutions become laws in the same manner as bills.

CONCURRENT RESOLUTIONS

Affairs involving the House of Representatives and the Senate are usually proposed in the manner of a concurrent resolution. Concurrent resolutions can be identified by “H.Con.Res.,” followed by its original number, if originating in the House of Representatives.

Those that start in the Senate are likewise identified by “S.Con.Res.,” followed by its own assigned number. After approval from both branches of Congress, they are then signed by the Clerk of the House and Secretary of the Senate.

Like joint resolutions, concurrent resolutions do not need approval from the President.

SIMPLE RESOLUTIONS

Matters concerning only the Senate or House of Representatives alone originate from a simple resolution. A resolution involving the House only is named “H.Res.” followed by its number. A resolution for the action of the Senate is designated “S.Res.” followed by its number. Simple resolutions do not go to the President for further action.
HOW BILLS BECOME LAWS

Draft Bills
From Members of Congress, the Administration or others:

Introduction, House
H.R. ####
Sent to Committee,
or Desk or Calendar

Committee
action/inaction
Hearings/Markup

Vote to Report Bill
Writing Report

Floor Activity
Refer to Rules Committee
Debate
Votes

Introduction, Senate
S. ###
Sent to Committee,
or Desk or Calendar

Committee
action/inaction
Hearings/Markup

Vote to Report Bill
Writing Report

Floor Activity
Debate
Votes

Conference -- Resolving Differences
(If Necessary)
Vote

President Conference -- Resolving Differences
Law -- Printed, Codified

Regulatory Activity
THE PATH TO A FEDERAL BUDGET

1. The President prepares a budget resolution in late January. This resolution is a national agenda for the upcoming fiscal year and sets the parameters for the budget process.

2. The Senate and the House of Representatives consider the President's budget resolution in early February.

3. Each chamber's budget resolution is considered by the Appropriations Committees, which draft budget bills that authorize specific spending levels for various government programs.

4. The House and Senate Appropriations Committees hold hearings to review and debate each other's budget bills.

5. Amendments are proposed to the budget bills during floor debates in the House and Senate.

6. The Appropriations Committees reconcile the differences between the House and Senate versions of the budget bills.

7. The President signs the final budget resolutions into law in April.

THE PATH TO A FEDERAL BUDGET

1. The President prepares a budget resolution in late January. This resolution is a national agenda for the upcoming fiscal year and sets the parameters for the budget process.

2. The Senate and the House of Representatives consider the President's budget resolution in early February.

3. Each chamber's budget resolution is considered by the Appropriations Committees, which draft budget bills that authorize specific spending levels for various government programs.

4. The House and Senate Appropriations Committees hold hearings to review and debate each other's budget bills.

5. Amendments are proposed to the budget bills during floor debates in the House and Senate.

6. The Appropriations Committees reconcile the differences between the House and Senate versions of the budget bills.

7. The President signs the final budget resolutions into law in April.
The budget resolution, if passed by Congress and signed into law by the President, sets the limits for discretionary spending and the overall budget for the following fiscal year. The budget resolution is a legislative proposal that outlines the budgetary constraints for the upcoming fiscal year. Once the budget resolution is developed by the conference committee, it must be passed by both the House and the Senate. A joint session of Congress must adopt the budget resolution before it can take effect. If the President vetoes the budget resolution, the budgetary constraints are still in place, but the President can propose a budget resolution that is different from the one passed by Congress.

Discretionary spending is money appropriated for discretionary programs, which are programs that Congress can choose to fund or not fund each year. Discretionary spending is not subject to the same budgetary constraints as mandatory spending, which is money that is required to be spent on certain programs, such as Social Security and Medicaid.

The President's budget proposal is based on the budget resolution passed by Congress and signed into law by the President. The budget proposal includes the budgetary constraints, as well as the President's recommendations for how to allocate funding within those constraints. The President's budget proposal is sent to Congress, where it is reviewed and amended by the House and Senate before it is sent to the President for signature.

Legislation: The process by which laws are created and enacted into law. Legislation often involves compromises and negotiations among various groups and interests. The President's budget proposal is an example of legislation, as it is a proposal for how to allocate funding within the budget resolution passed by Congress.
FEDERAL JUDICIAL NOMINATIONS: A PRIMER
or, “Everything you want to know about the Federal Judicial system.

1. WHAT IS A FEDERAL COURT?

There are two types of court systems in this country – the federal court system and the state court system (the state court system includes municipal and local courts). The U.S. Constitution, Article III, establishes the federal court system with the U.S. Supreme Court and permits Congress to create lower federal courts, namely circuit and district courts. Federal courts decide disputes involving the U.S. Constitution, federal laws, disputes between states and disputes involving more than $75,000 between residents of different states.

At both the federal and state levels there are two kinds of courts: the trial court and the appellate court. The trial court’s basic work is to resolve disputes by determining the facts and applying legal principles to decide who is right. The appellate court’s work is to decide whether the law was applied correctly in the trial court, and in some cases, whether the law is Constitutional.

Within the federal system, there are three primary types of federal courts: 94 District Courts (trial courts), 13 Courts of Appeals (intermediate appellate courts) and the United States’ Supreme Court (the court of final review). The District Courts, which are spread out throughout the 50 United States, the District of Columbia, Guam, Puerto Rico, the US Virgin Islands, and the Northern Mariana Islands, are the federal trial courts. It is in the district courts that federal cases are tried, witnesses testify, and juries serve.

Cases decided in District court can be appealed to the Court of Appeals that serves your state. There are twelve regional circuits and a US Court of Appeals for the Federal Circuit. The Courts of Appeals determine if the laws were applied properly in the trial court.

The U.S. Supreme Court, the highest court in the United States, is located in Washington, DC. There are currently nine Supreme Court Justices. The Supreme Court usually hears cases that have already gone through the federal Court of Appeals system, and sometimes state Supreme Courts. Unlike the Courts of Appeals, the Supreme Court is not required to hear every case that is submitted to it; in fact, the Supreme Court hears only a very small percentage of the cases it is asked to review. If a Supreme Court does not hear a case, the decision of the Court of Appeals is retained. In 2001, although the circuit courts decided over 57,000 cases, the Supreme Court actually heard and decided less than 90.
The work of the federal courts often affects many people besides those involved in a specific lawsuit. For example, the Supreme Court’s decision in the 1954 Brown vs. Board of Education affected many more people than the plaintiff, Linda Brown. As a result of the decision, African American children throughout the country were allowed to attend previously all-white public schools.

2. HOW ARE FEDERAL JUDGES APPOINTED?

Under Article III of the US Constitution, the President nominates men and women to serve on the federal District Courts, the Courts of Appeals, and the US Supreme Court. The President sends the nominations to the US Senate, which provides “advice and consent.” Normally, an individual may not serve on the court to which he or she has been nominated without being confirmed by the U.S. Senate (the President has the power to make temporary “recess” appointments when the Senate is not in session).

3. WHAT ARE THE QUALIFICATIONS FOR BECOMING A FEDERAL JUDGE?

Although the Constitution sets forth no specific requirements for who may or may not serve as a federal judge, there are several informal, unwritten qualifications if an individual expects to be approved by the Senate. First, he or she must clearly exhibit a knowledge of the law and the Constitution. Attorneys, state or lower court judges, or law professors are most commonly tapped to serve.

4. HOW ARE FEDERAL JUDICIAL NOMINEES SELECTED?

Members of the U.S. Senate and sometimes Members of the House of Representatives who are in the same political party as the President or those whose ideology is in line with the President’s, make recommendations to fill federal judicial vacancies within their state or for the Court of Appeals that serves their state. These recommendations are then reviewed by the Department of Justice and the White House General Counsel’s office, which makes recommendations to the President. The President, however, sends the final decision to the Senate.

5. WHAT IS THE SENATE CONFIRMATION PROCESS?

After the President has submitted an individual’s name to serve on a federal court to the US Senate, the nomination is referred to the Senate Judiciary Committee. The committee can either take no action on the nomination (in which case the nomination eventually dies when the Congress adjourns); the committee can approve the nomination and send it to the floor of the Senate for a vote; or the committee can disapprove a nomination, in which case the nomination is usually dead (although in some extraordinary cases a nomination can be brought before the full Senate for a vote even though the majority of the Senators on the Judiciary Committee felt the candidate was not qualified.)

If the confirmation goes before the full Senate, then the nomination is once again voted on. If a simple majority (50% or more) of the Senators present vote in favor of
the nominee, then he or she is confirmed and may then take his or her position on the federal bench for life.

In both the Judiciary Committee and the full Senate, votes may pass or fail by a recorded (roll call) vote or by voice vote.

6. DO MEMBERS OF THE HOUSE OF REPRESENTATIVES EVER VOTE ON A NOMINEE?

No.

7. HOW LONG CAN A FEDERAL JUDGE SERVE?

Under Article III of the U.S. Constitution, once confirmed a federal judge may serve a lifetime appointment, or until he or she retires. Furthermore, Article III also guarantees that the judges’ salaries cannot be reduced. These provisions were put in place to ensure that judges were not afraid to make unpopular decisions.

Congress can remove a sitting judge through a very lengthy process known as impeachment and conviction, although it has only chosen to do this a few times in the history of our country.

8. WHAT IS A RECESS APPOINTMENT?

Under Article II of the U.S. Constitution, the President has the power to fill vacancies that may exist when the Senate is in recess. These appointments are only temporary, however, as they expire at the end of the Congressional session.

As a rule, the President does not make wholesale recess appointments as it may antagonize Members of the Senate and may result in some Senators refusing to consider the nominees for a permanent position or voting against other nominations in retaliation.

9. WHY ARE FEDERAL JUDGES SO IMPORTANT

The federal courts, from the district courts and up to the U.S. Supreme Court, have the final say on issues that have an effect on the lives of every American, including basic civil rights, religious freedoms, voting rights, affirmative action, and in some cases life or death.

It is for this reason that we must ensure that the men and women who are appointed and confirmed to lifetime appointments to the federal bench.

We should pay close attention to all judicial nominations.

Given the large number of cases whose ultimate determination is made at the District or Court of Appeals level (over 90%), and the fact that these people are put on the bench for life, we cannot afford to be complacent.
# U.S. Courts of Appeals and Their Jurisdictions

<table>
<thead>
<tr>
<th>Court of Appeals</th>
<th>States or Territories Included in the Circuit</th>
<th>Number of Authorized Judges</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Circuit</td>
<td>United States</td>
<td>12</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>District of Columbia Circuit</td>
<td>District of Columbia</td>
<td>12</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>First Circuit</td>
<td>Maine, Massachusetts, New Hampshire, Rhode Island and Puerto Rico</td>
<td>6</td>
<td>Boston, Massachusetts</td>
</tr>
<tr>
<td>Third Circuit</td>
<td>Delaware, New Jersey, Pennsylvania and the US Virgin Islands</td>
<td>15</td>
<td>Philadelphia, Pennsylvania</td>
</tr>
<tr>
<td>Fourth Circuit</td>
<td>Maryland, North Carolina, South Carolina, Virginia and West Virginia</td>
<td>15</td>
<td>Richmond, Virginia</td>
</tr>
<tr>
<td>Fifth Circuit</td>
<td>Louisiana, Mississippi and Texas</td>
<td>17</td>
<td>New Orleans, Louisiana</td>
</tr>
<tr>
<td>Sixth Circuit</td>
<td>Kentucky, Michigan, Ohio and Tennessee</td>
<td>16</td>
<td>Cincinnati, Ohio</td>
</tr>
<tr>
<td>Seventh Circuit</td>
<td>Illinois, Indiana and Wisconsin</td>
<td>11</td>
<td>Chicago, Illinois</td>
</tr>
<tr>
<td>Eighth Circuit</td>
<td>Arkansas, Iowa, Minnesota, Missouri, Nebraska, North Dakota and South Dakota</td>
<td>11</td>
<td>Saint Louis, Missouri</td>
</tr>
<tr>
<td>Ninth Circuit</td>
<td>Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Washington, Guam and the Northern Mariana Islands</td>
<td>28</td>
<td>San Francisco, California</td>
</tr>
<tr>
<td>Tenth Circuit</td>
<td>Colorado, Kansas, New Mexico, Oklahoma, Utah and Wyoming</td>
<td>12</td>
<td>Denver, Colorado</td>
</tr>
<tr>
<td>Eleventh Circuit</td>
<td>Alabama, Florida and Georgia</td>
<td>12</td>
<td>Atlanta, Georgia</td>
</tr>
</tbody>
</table>
LOBBYING

Lobbying is an attempt to impact legislators’ support or opposition on issues or legislation. Direct lobbying refers to persuasive communication to a federal representative that influences legislation.

A call-to-action, or grassroots lobbying, is when a person influences the public to communicate with a legislator, thus influencing a specific opinion on legislation.

ADVOCACY

Advocacy is educating the public or legislator on the issues and concerns of the community and making aware the importance of addressing these issues to align with public policy.

To endorse or oppose specific legislation is lobbying. To create community awareness of issues and concerns that need to be addressed is advocacy.

The following activities are considered advocacy, instead of lobbying:

- Provide technical assistance or advice to a legislative body or committee in response to a written request;
- Present nonpartisan analysis, study, or research;
- Examine and discuss broad, social, economic, and similar problems;
- Communicate with a legislative body regarding matters which might affect the existence of the organization, its powers and duties, its tax-exempt status, or the deduction of contributions to the organization; and
- Update your own organization’s members on the status of legislation, without a call to action.
CONTACT YOUR FEDERAL ELECTED OFFICIALS

It is important to have an active voice in your government. The easiest and most effective way to address your questions and concerns is to contact your federal elected officials.

Several ways to communicate with Members include face-to-face, virtual (Skype, Face Time, etc.), emails, letters, or phone calls. Go to www.senate.gov and www.house.gov, to find your representatives and contact information.

- Address the Senator or Representative in the salutation as “The Honorable [and their name].”
- Introduce yourself and the city/town where you reside. State that you are a member of the IAMAW and your local lodge.
- Identify the bill or issue you are addressing.
- Acknowledge their position on the bill or issue.
- Explain how you would like them to support or oppose the bill or issue.
- Provide your contact information (telephone number, address, email).
- Express appreciation for addressing your concerns.
- Follow up in order to establish a professional and personable relationship.
MAIL

Below are samples of how to address the envelope, as well as the salutation. Please include your return address.

SENATOR OR REPRESENTATIVE

The Honorable (Name)  The Honorable (Name)
United States Senate  US House of Representatives
Washington, DC 20510  Washington, DC 20515
Dear Senator (Name)  Dear Senator (Name)

COMMITTEE OR COMMITTEE CHAIR

Name of Committee  Name of Committee
United States Senate  US House of Representatives
Washington, DC 20510  Washington, DC 20515
The Honorable (Name)  The Honorable (Name)
Chairman, Committee on  Chairman, Committee on
(Name)  (Name)
United States Senate  US House of Representatives

EMAIL

Please include your personal email address.

PHONE

Call the U.S. Capitol Switchboard at (202) 224-3121, who will connect you to the appropriate office.
APPOINTMENT

A face-to-face visit with your elected official is one of the most efficient ways of communicating. Meeting in person allows your representative to match a face with your organization. If you are unable to meet with your legislators, it is important to still meet with their staff. Their staff are very important to the process, as they work on legislative, regulatory, and policy issues everyday. Congressional staff have the ability to influence elected Representatives. When meeting with officials in their Washington D.C. office or their local district office, it is important to follow steps one through five:

STEP 1: SCHEDULE YOUR APPOINTMENT.

Call:
- Ask for the appointment scheduler.
- Clearly state that you want to meet with the Senator or Representative.
- Offer three different dates and times to meet.
- Know how long the meeting will last.
- Identify attendees (IAM Members, Officers, etc.).

Write/Fax:
- Include your name, title (if any), Local Lodge.
- Know the Members voting record on the issue or bill
- Submit no more than one page.

Note:

If you are requesting a meeting in Washington DC, keep in mind that Congress is usually in session Monday evening through mid-day on Friday. Most Members are able to meet with you Tuesday through Friday.

Request the staff person that handles a specific issue in order to contact them about your concerns and create a relationship before the meeting occurs.
STEP 2: PREPARE. Thorough planning and understanding of the issues will greatly improve your presentation, and make an impact on the Member and staff.

- Research the Member’s political stand and past voting record on the issue.

- Identify their committee assignments, and favored issues.

- Prepare talking points.

- Prepare a briefing packet. The briefing packet should be one page and include the bill or issue to be discussed during your meeting, support or opposition, and three to five key points. Attach articles and press releases. Include the IAM’s position. (Contact the Legislative Department 202-420-5902 for more information and position papers, if available).

- Designate a spokesperson for group meetings.
STEP 3: MEET. Once planning and preparation are complete, you are ready to meet.

- Wear business or business casual attire.
- Know the building and room number before your visit, and arrive at least 10 or 15 minutes ahead of your scheduled meeting time. The extra time allows you to converse with staff that will be attending the meeting.
- Identify yourself and indicate with whom you have an appointment.
- Request the staff person who handles the issue you will be discussing. He/she will be the one responsible for follow-up on that issue.
- Before your meeting begins, introduce the people present in your group.
- Make a short statement (30 to 60 seconds long) explaining the purpose of your visit, and what issues and bills you will be covering in your meeting. Each person in your group should ask a question and respond to an answer.
- If your meeting runs overtime and you have other scheduled meetings, someone in your group should contact the next appointment and advise that your meeting is running late.
- Leave the packet with your Member or staff.
- Contact relative Committees and Chairs (included in this book) after conclusion.
STEP 4: DEBRIEF. While everything is fresh in your mind from the meeting, gather with your group to debrief.

- Review the Member’s answers to your questions.
- Review the demeanor of the representative and staff present. Were they friendly or was the Member responsive or hostile to your point of view?
- Report what happened to your local lodge and community.
- Plan the next step.

STEP 5: FOLLOW UP. Following up from your congressional meeting is just as important as the meeting itself. Following up magnifies the importance of your issues and concerns. It also allows you to work with your congressional district representative for issues that impact your community.

In order to create a positive relationship with your Member, be credible and respectful, and keep an open line of communication.

- Send a thank you note expressing appreciation for the time they took to meet with you.
- Remind them of the bills or concerns that were discussed in your meeting.
- Inform them that you will observe their vote on the issue/bill and any comments they make on that issue.
- Inform them of your action plan as a result of your meeting with them. (Letter to Editor, town hall meeting or other advocacy actions.)
- Stay in touch with the staff person that manages the issue/bill discussed.
SAMPLE MEETING REQUEST LETTER
(On Letterhead)

Date

The Honorable [First name, Last name]
U.S. House of Representatives (or U.S. Senate)
Washington, DC 20515 (or 20510 for Senate)

Dear Representative (or Senator) [Last name]: +

I am a constituent from (city/town). As a member of IAM Local Lodge (#), I would like to request an opportunity to meet briefly with you in your [location] local district office on [date(s)] to discuss H.R. ### (bill or issue) or S. ### (bill or issue). [If necessary, provide additional details about the issue here.]

I can be reached by phone at [your phone number] or by email at [your email address] if you or your staff have any concerns.

Sincerely,

[Your name and title]

IAMAW Local Lodge Number [your local lodge number]
IAMAW CONGRESSIONAL VISIT FORM

Date of visit: ________________

Name of Senator/Representative: ________________________________

State: ______  Congressional District: __________  Party Affiliation________

Issue or Bill: _____________________________________________________________________

Are they a Sponsor/Co-Sponsor of the bill:  ______YES  ______NO
Did you meet with a Member?  ______YES  ______NO
If so, did staff join the meeting?  ______YES  ______NO
If not, did you meet with a staff member?  ______YES  ______NO
Was the staff member knowledgeable about the issue?  ______YES  ______NO
What is the member’s position?  
  Support  Oppose
Is the member’s position in alignment with your position?  ______YES  ______NO

How long did the meeting last? ________________________________

Meeting Summary:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Follow-up actions:
_____ Schedule another meeting  _____ Write an op-ed  _____ Town Hall meeting

Other: ___________________________________________________________________________

_________________________________________________________________________________
U.S. SENATE LEADERSHIP

Michael R. Pence  
Vice President  
United States

Orrin G. Hatch, R-UT  
President Pro Tempore

SENATE MAJORITY PARTY LEADERSHIP

Mitch Mc Connell  
R-KY  
Majority Leader

John Cornyn,  
R-TX  
Majority Whip

John Thune, R-SD  
Republican Conference Chair

John Barrasso, R-WY  
Republican Policy Committee

Roy Blunt, R-MO  
Republican Conference Vice Chair

SENATE MINORITY PARTY LEADERSHIP

Charles Schumer  
D-NY  
Democratic Leader  
Conference Chair

Richard J. Durbin  
D-IL  
Democratic Whip

Patty Murray  
D-WA  
Assistant Democratic Leader

Elizabeth Warren  
D-MA  
Conference Vice Chair
SENATE STANDING COMMITTEES

AGRICULTURE, NUTRITION, AND FORESTRY

Pat Roberts
R-KS
Chair

Debbie Stabenow
D-MI
Ranking Member

Thad Cochran
R-MS
Chair

APPROPRIATIONS

Patrick Leahy
R-VT
Ranking Member

John McCain
R-AZ
Chair

ARMED SERVICES

Jack Reed
D-RI
Ranking Member

Mike Crapo
R-ID
Chair

BANKING, HOUSING, AND URBAN AFFAIRS

Sherrod Brown
D-OH
Ranking Member
SENATE STANDING COMMITTEES

BUDGET

Michael Enzi
R-RI
Chair

Bernard Sanders
D-VT
Ranking Member

COMMERCE,
SCIENCE,
AND
TRANSPORTATION

John Thune
R-SD
Chair

Bill Nelson
D-FL
Ranking Member

ENERGY
AND
NATURAL RESOURCES

Lisa Murkowski
R-AK
Chair

Maria Cantwell
D-WA
Ranking Member

ENVIRONMENT
AND
PUBLIC WORKS

John Barrasso
R-WY
Chair

Tom Carper
D-DE
Ranking Member
SENATE STANDING COMMITTEES

JUDICIARY

Chuck Grassley
R-IA
Chair

Dianne Feinstein
D-CA
Ranking Member

RULES AND
ADMINISTRATION

Richard C. Shelby
R-AL
Chair

Amy Klobuchar
D-NY
Ranking Member

SMALL BUSINESS AND
ENTREPRENEURSHIP

James E. Risch
R-ID
Chair

Jeanne Shaheen
D-NH
Ranking Member

VETERANS’
AFFAIRS

Johnny Isakson
R-GA
Chair

John Tester
D-MT
Ranking Member
JOINT COMMITTEES

JOINT ECONOMIC COMMITTEE

Pat Tiberi  
R-OH-12  
Chair

Martin Heinrich  
D-NM  
Ranking Member

JOINT COMMITTEE ON THE LIBRARY

Roy Blunt  
R-MO  
Chair

Gregg Harper  
R-MO-3  
Chair

JOINT COMMITTEE ON PRINTING

Gregg Harper  
R-MO-3  
Chair

Roy Blunt  
R-MO  
Chair

JOINT COMMITTEE ON TAXATION

Orrin Hatch  
R-UT  
Chair

Kevin Brady  
R-TX-8  
Chair
SENATE-ELECTED OFFICERS AND OFFICIALS

Julie E. Adams  
*Senate Secretary*

Elizabeth MacDonough  
*Parliamentarian*

Frank J. Larkin  
*Sargent at Arms*

Laura Dove  
*Majority Secretary*

Gary Myrick  
*Minority Secretary*

Barry Black  
*Chaplin*
HOUSE MAJORITY LEADERSHIP

Paul Ryan  
R-WI-3  
*Speaker of the House*

Kevin McCarthy  
R-CA-23  
*Majority Leader*

Steve Scalise  
R-LA-1  
*Majority Whip*

Cathy McMorris Rogers  
R-WA-5  
*Chair*  
Republican Conference

Luke Messer  
R-IN-6  
*Chair*  
Republican Policy Committee

HOUSE MINORITY LEADERSHIP

Nancy Pelosi  
D-CA-12  
*Minority Leader*

Steny Hoyer  
D-MD-5  
*Minority Whip*

James Clyburn  
D-SC-6  
*Assistant Minority Leader*

Joseph Crowley  
D-NY-14  
*Chair*  
Democratic Caucus
HOUSE STANDING COMMITTEES

AGRICULTURE

Michael K. Conaway  
R-TX-11  
Chair

Collin Peterson  
D-MN-7  
Ranking Member

APPROPRIATIONS

Harold Rogers  
R-KY-5  
Chair

Nita Lowey  
D-NY-17  
Ranking Member

ARMED SERVICES

Mac Thornberry  
R-TX-13  
Chair

Adam Smith  
D-WA-9  
Ranking Member
HOUSE STANDING COMMITTEES

BUDGET

Diane Black
R-TN-6
Chair

John Yarmouth
D-KY-3
Ranking Member

EDUCATION AND THE WORKFORCE

Virginia Foxx
R-NC-5
Chair

Robert Scott
D-VA-3
Ranking Member

ENERGY AND COMMERCE

Greg Walden
R-OR-2
Chair

Frank Pallone, Jr.
D-NJ-6
Ranking Member
HOUSE STANDING COMMITTEES

ETHICS

Susan W. Brooks
R-IN-5
Chair

Theodore E. Deutch
D-FL-22
Ranking Member

FINANCIAL SERVICES

Jeb Hensarling
R-TX-5
Chair

Maxine Walters
D-CA-43
Ranking Member

FOREIGN AFFAIRS

Ed Royce
R-CA-39
Chair

Eliot Engel
D-NY-16
Ranking Member
HOUSE STANDING COMMITTEES

HOMELAND SECURITY

Michael McCaul
R-TX-10
Chair

Bennie Thompson
D-MS-2
Ranking Member

HOUSE ADMINISTRATION

Gregg Harper
R-MS-3
Chair

Robert Brady
D-PA-1
Ranking Member

JUDICIARY

Bob Goodlatte
R-VA-6
Chair

John Conyers Jr.
D-MI-13
Ranking Member
HOUSE STANDING COMMITTEES

NATURAL RESOURCES

Rob Bishop
R-UT-1  
Chair

Raul Grijalva
D-AZ-3  
Ranking Member

OVERSIGHT AND GOVERNMENT REFORM

Jason Chaffetz
R-UT-3  
Chair

Elijah Cummings
D-MD-7  
Ranking Member

RULES

Pete Sessions
R-TX-32  
Chair

Louise Slaughter
D-NY-25  
Ranking Member
HOUSE STANDING COMMITTEES

SCIENCE, SPACE, AND TECHNOLOGY

Lamar Smith
R-TX-21
Chair

Eddie Bernice Johnson
D-TX-30
Ranking Member

SMALL BUSINESS

Steve Chabot
R-OH-1
Chair

Nydia Velazquez
D-NY-7
Ranking Member

TRANSPORTATION AND INFRASTRUCTURE

Bill Shuster
R-PA-9
Chair

Peter DeFazio
D-OR-4
Ranking Member
HOUSE STANDING COMMITTEES

VETERANS’ AFFAIRS

David P. Roe
R-TN-1
Chair

Timothy J. Walz
D-MN-1
Ranking Member

WAYS AND MEANS

Kevin Brady
R-TX-8
Chair

Richard E. Neal
D-MA-1
Ranking Member

INTELLIGENCE

K. Michael Conaway
R-TX-11
Chair

Adam Schiff
D-CA-28
Ranking Member
CONTACTS

Hasan Solomon, Legislative Director
hsolomon@iamaw.org
Bruce Olsson
bolsson@iamaw.org
Monica Silbas
msilbas@iamaw.org
Mark Taylor (TCU)
taylorm@iamaw.org
Steve Lenkart (NFFE)
slenkart@nffe.org
Phone 202-420-5902
Fax 202-420-5903

Rick de la Fuente, Political Action Director
rdelafuente@iamaw.org
Phone 301-967-4575
Fax 301-967-4595

International Association of Machinists and Aerospace Workers
9000 Machinists Place
Upper Marlboro, MD 20772
www.goiam.org

For political updates and alerts,
download and view the legislative app on your cell phone:
http://legislativeapp.goiam.org/landing/Desktop#.WKNaFU0izcs