



Section 1 Guided Reading and Review Congress Organizes

A. As You Read

Complete the graphic organizer below showing the organization of the House of Representatives and the Senate. Fill in the presiding officers that are missing from the organizer and code each box, using the key provided, to indicate whether each officer is a party officer, an official presiding officer, or both.

House	
Presiding Officer and Party Leader	
1. _____	
Party Officers	
2. _____	3. _____
4. _____	5. _____
Senate	
Presiding Officers	
6. _____	7. _____
Party Officers	
8. _____	9. _____
10. _____	11. _____

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B. Reviewing Key Terms

Answer the following questions on a separate piece of paper.

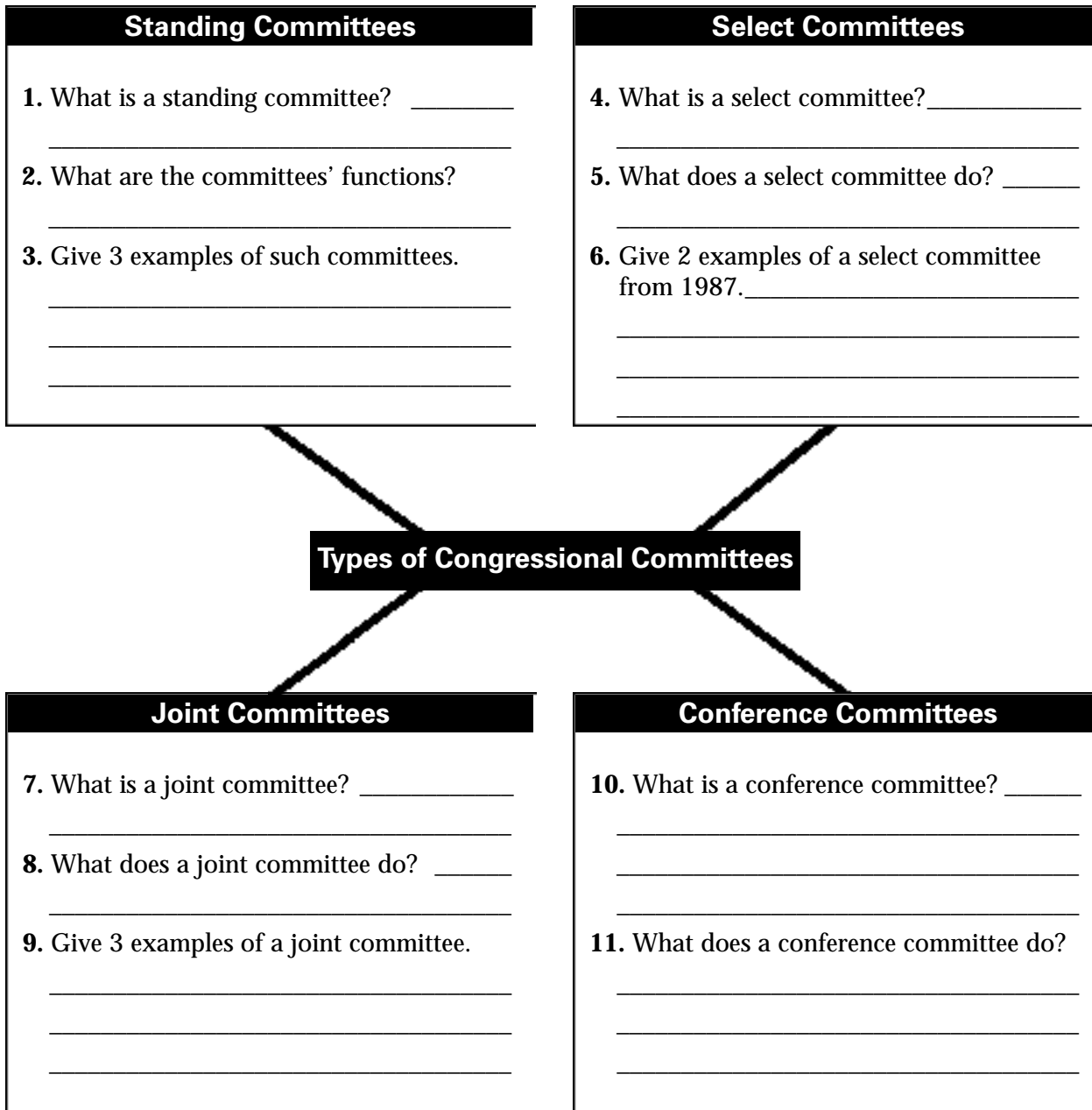
12. What are the functions of the Speaker of the House?
13. What are the functions of the president of the Senate?
14. What are the functions of the floor leaders and their whips in both houses?

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Section 2 Guided Reading and Review
Committees in Congress

A. As You Read

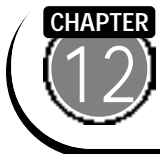
Complete the graphic organizer below by answering the questions about congressional committees.



B. Reviewing Key Terms

Answer the question below on a separate sheet of paper.

12. How does the House Rules Committee act as a “traffic cop” in the lower house?



Section 3 Guided Reading and Review

How a Bill Becomes a Law: The House

A. As You Read

Fill in the information below by writing the answers in the blanks provided.

1. Most bills are introduced in Congress by _____

2. A bill is _____
3. A resolution deals with _____
4. A joint resolution is like a bill because _____

5. A concurrent resolution deals with _____

6. At a first reading of a bill, the clerk _____

7. Five courses of action a committee may take on a bill are: _____

8. Four types of votes in the House are: _____

9. After a bill has been passed and signed by the Speaker, _____

B. Reviewing Key Terms

Define the following terms.

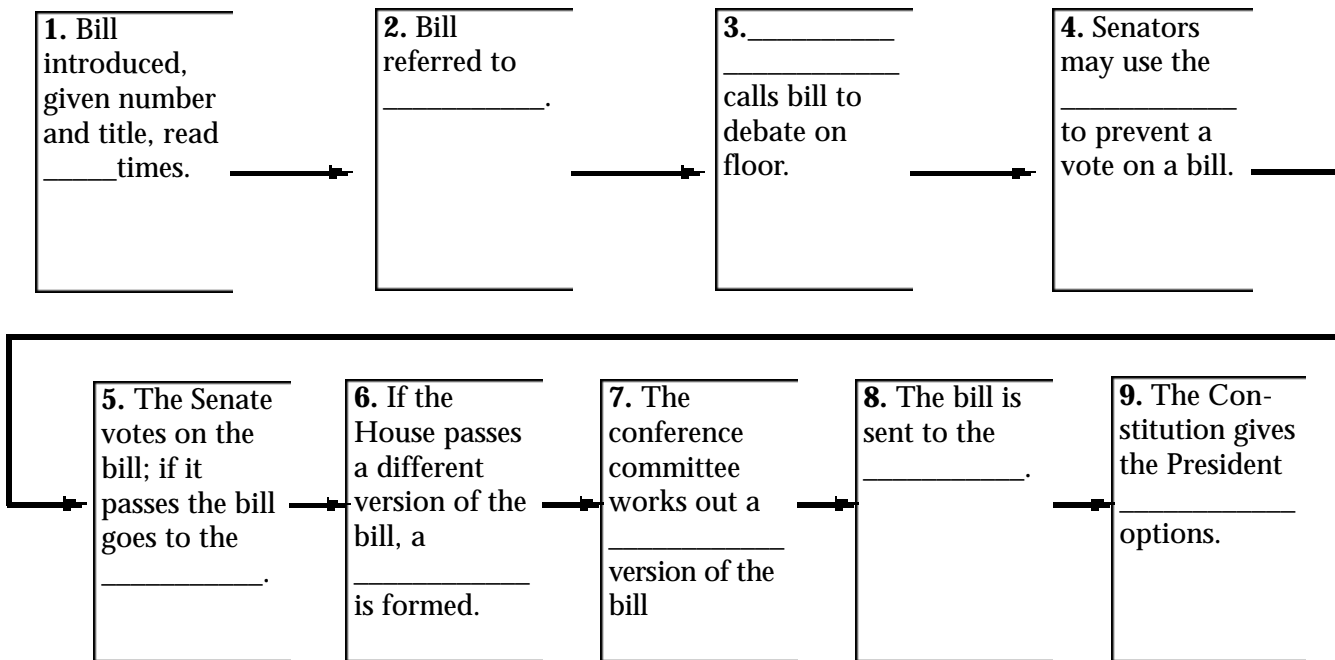
10. rider _____
11. quorum _____
12. concurrent resolution _____
13. discharge petition _____
14. Committee of the Whole _____

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Section 4 Guided Reading and Review
The Bill in the Senate

A. As You Read

Fill in the blanks on the flowchart below that outlines the movements of a bill through the Senate.



B. Reviewing Key Terms

Complete each sentence by writing the correct term in the blank provided.

- 10. The Senate is reluctant to use _____ to limit debate.
- 11. In practice, just the threat of a _____, an attempt to “talk a bill to death,” can result in the Senate’s failure to consider certain bills.
- 12. By not acting on a bill sent by Congress within 10 days of adjourning, the President performs a _____.
- 13. The President may _____ a bill sent to him by Congress by refusing to sign it.

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