

Directions: Fill in the outline below. Filling in the blanks will help you as you read and study Chapter 12.

I. Section 1: Congress Organizes

A. Presiding Officers

1. The _____ of the House is chosen from the majority party and leads the House of Representatives.
2. The Vice President of the United States serves as the _____ of the Senate.
3. When the Vice President cannot be present, the _____ takes the Vice President's place.

B. Party Officers and Committee Chairmen

1. Congress selects the _____ and _____ leaders of both houses at _____ meetings.
2. _____ are the leaders of the standing committees in both houses of Congress.
3. Important jobs in Congress are assigned by a custom called the _____.

II. Section 2: Committees in Congress

A. Standing Committees and Subcommittees

1. Standing committees are _____ committees that consider all bills dealing with a certain topic.
2. _____ do most of the work of standing committees.

CHAPTER OUTLINE (continued)**Congress in Action****2****B. Other Committees**

1. The _____ decides what bills will be reviewed by the full House.
2. _____ committees are set up for a limited time to handle issues of national importance.
3. A committee with members from both the House and Senate is called a _____ committee.

III. Section 3: Making Law: The House**A. Bills and Resolutions**

1. A _____ is a proposed law. A _____ is a measure dealing with a matter in one House and does not require the President's signature.
2. _____ require the House and Senate to act together. They are not as strong as law.
3. A _____ is sometimes added to a bill because it cannot pass on its own.

B. Introduction and First Reading

After a bill is introduced, it receives its first _____.

C. Bills in Committee

1. Most bills are _____ in committee, which means they are set aside and no longer considered.
2. A _____ can get a bill released from committee if it is signed by a majority of the House.
3. Subcommittees sometimes hold _____ to learn more about a proposed bill.
4. There are _____ House calendars that determine when each bill will be discussed on the floor of the House.

D. Bills on the Floor

1. The _____ Committee sets the day when a bill will be discussed on the floor.

CHAPTER OUTLINE (continued)**Congress in Action****2**

2. Important bills are sometimes considered by the _____ of the _____ to help them pass more quickly.
3. For a vote to take place in the House, there must be a _____, or majority of House members present.

IV. Section 4: The Bill in the Senate**A. The Senate Floor**

Unlike the House, the Senate has only _____ calendar for bills reported out of committee.

B. Debate

1. A _____, or lengthy debate, can be used to prevent the Senate from voting on a bill.
2. The _____ Rule limits how much time a measure can be discussed on the Senate floor.
3. A filibuster is often used by the _____ party.

C. Conference Committees

1. Both houses of Congress must pass the _____ bill.
2. If there are differences in a bill, a _____ must work out a compromise bill acceptable to both the House and Senate.

D. After Passage

1. The President may _____ a bill to keep it from becoming law. Or, by not acting on a bill, a President can use the _____ to reject the bill.
2. If the President vetoes a bill, it can still become law with a _____ majority vote in both houses Congress.