



Advocacy Tool Kit

Dear Colleague,

Welcome to the *American Association of Neuroscience Nurses (AANN) Advocacy Tool Kit*. This resource is designed to educate and empower nurses, healthcare professionals, and anyone interested in health policy. Our goals are to:

- Explain the public policy and legislative process
- Encourage civic engagement at all levels
- Promote positive changes in health policy for neuroscience nurses, individuals with neurological conditions, and their families

This introductory guide outlines the vital role neuroscience nurses play in advocacy, demystifies the policymaking process, and offers practical tips and resources to help you make a difference.

We understand that engaging in public policy may feel daunting or unfamiliar. But as you explore this toolkit, we hope you'll discover that influencing policy can be approachable, rewarding, and even enjoyable. We encourage you to share this resource with your family, friends, and colleagues.

Can one person truly make a difference? Absolutely. And this is where you can step into the role of nurse advocate and use your power and your voice to influence policies and processes to produce lasting change.

Thank you for your interest and commitment to advocacy and health policy. Your involvement matters.

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Advocacy in Neuroscience Nursing

Advocacy has repeatedly transformed healthcare. HIV/AIDS activists in the 1980s pushed the nation toward research, treatment access, and stigma reduction. Breast cancer advocates in the 1990s drove major increases in funding, awareness, and early-detection programs. During COVID-19, nurses became essential voices in shaping emergency policy and public understanding.

These movements show what happens when healthcare professionals and communities speak up: policy changes, resources shift, and lives improve.

Neuroscience nursing is no different. Laws, regulations, and funding decisions increasingly influence your daily practice and the care your patients receive. Yet many policymakers make decisions without a clear picture of neurological care or the challenges faced by neuroscience nurses.

That's why your voice matters.

You have every right to:

- Share your concerns
- Request action

As a constituent and an expert, you are one of the most influential messengers your elected officials can hear from. When you share your experiences, identify barriers, and recommend solutions, you help ensure that national policies reflect the priorities of neuroscience nursing and the American Association of Neuroscience Nurses (AANN).

Your expertise makes you a credible source of truth. Your advocacy drives progress. Your voice strengthens neurological care.

Your voice is powerful. Let it be heard.

Advocacy Is Easy and Effective - Debunking the Myths

Myth	Reality
I'm too busy—there's not enough time.	Advocacy is quick! Visit https://aann.org/about/advocacy-resources Sending an email takes less than 5 minutes using our template.
I'm a neuroscience nurse, not a lobbyist.	Perfect! Congress wants to hear from you because you're an expert in patient care and neuroscience services.
Why bother? It doesn't make a difference.	It does! Offices count every call, email, and letter. Persistence works—one person can spark change.
My member of Congress doesn't care about the issues that are important to me.	Members often become advocates after hearing stories from people like you.
My issues aren't being discussed in Congress.	Raise them! Change often starts at the grassroots level.
I'm not an expert on the issue.	You are an expert in patient care. Share your firsthand experience honestly.
I can't travel to Washington.	Local advocacy is powerful. Visit district offices or attend town halls—they welcome your input.
I don't want to put my opinion on social media.	You don't have to! Contacting your representatives is the best way to make change. Visit https://5calls.org/ this resource writes the scripts; all you have to do is make the call.
My member of Congress is from the opposite political party.	Health issues are nonpartisan. Your role as a constituent and nurse ensures your voice is respected.
I don't know how to represent myself publicly.	Take the Nurses in the Media program as training.

A Quick and Simple Refresher on United States Civics

For most of us, the last time we learned about the construction of our U.S government was in middle school. You don't need a PhD in political science to get involved and influence public policy—you only need to understand the basics.

Although this overview uses the U.S. Congress as an example, most state legislatures are structured and operate similarly. For more details on state-level processes, visit the National Conference of State Legislatures at <http://www.ncsl.org>.

The United States Congress

The U.S. Congress consists of two chambers:

- The Senate
- The House of Representatives

Congressional Districts

- The number of House members is fixed at 435 by the U.S. Constitution.
- Each state's number of Representatives is determined by population, based on the Federal Census, which is conducted every 10 years.
- Districts are drawn by state legislatures and may include parts of cities, multiple towns, or entire counties.
- Every state is guaranteed at least one Representative, even if its population is small. States like Alaska, Delaware, and Wyoming have "At-Large" Representatives who represent the entire state.

Your Representation

Every person in the United States (except residents of Washington, D.C., who have non-voting representation) is represented by:

- Two U.S. Senators
- One U.S. Representative for your district

Together, these three individuals make up your Congressional delegation.

Elections

- National elections occur every two years on the first Tuesday in November of even-numbered years.
- Every election cycle:
 - All 435 House seats are up for election.
 - Approximately one-third of the Senate is up for election, as Senators serve six-year terms.
- Elections held in non-presidential years are called midterm elections because they occur halfway through a President's four-year term.
- Presidential elections occur every four years

Leadership in Congress

The United States operates primarily under a two-party system: Democrats and Republicans. Each chamber of Congress—the Senate and the House of Representatives—has two groups:

- **Majority Party:** The party with the greater number of members in that chamber.
- **Minority Party:** The party with a smaller number of members.

Current Congressional Makeup

Congress changes after every election. For the most up-to-date information on party composition, visit:

- **House of Representatives:** <http://www.house.gov>
- **Senate:** <http://www.senate.gov>

Key Types of Legislation

There are two main types of legislation in the U.S. Congress:

1. Authorizing Legislation

- Provides a federal agency with the legal authority to conduct programs and obligate funds.
- **Does not guarantee funding**—it simply permits Congress to allocate funds later through appropriations.
 - Example: The *Nurse Reinvestment Act* (2002) authorized the Health Resources and Services Administration (HRSA) to operate nursing workforce development programs. However, funding for these programs still requires annual appropriations.

2. Appropriations Legislation

- Provides the **actual funding** for programs authorized by Congress.
- Without appropriations, authorized programs cannot operate—even if they were created by law.
- Many programs have been authorized but never funded, making advocacy critical to secure appropriations.

Think of it like this:

- **Authorizing legislation** = Permission to use your bank account
- **Appropriations legislation** = Withdrawing the funds from your account

How a Bill Becomes a Law

The chief function of Congress is making laws.

Did you know? Thousands of bills are introduced during each session, but fewer than 5% become law.

Bills not passed by the end of a two-year session must be reintroduced.

Below are the key steps in the legislative process:

Step	Description
1. Drafting	A bill is drafted by a Senator or Representative. Requests can come from the President, private citizens, organizations (like AANN), or trade associations.
2. Introduction	The bill is introduced in the Senate or House and is assigned a number. Sponsors and co-sponsors are listed in the Congressional Record.
3. Committee Referral	The bill is referred to the appropriate committee and often to a subcommittee for detailed review. Example: A health-related bill might go to the House Energy and Commerce Committee and then its Health Subcommittee.

4. Subcommittee Action	Hearings may be held, testimony invited, and the bill “marked up” (amended). The subcommittee votes on whether to send it to the full committee.
5. Full Committee Action	The full committee may hold hearings, edit the bill, and vote. If approved, the full committee offers a report- detailing the bill’s purpose, impact, and cost.
6. Floor Debate and Vote	The bill goes to the full chamber (House or Senate) for debate and vote. Debate rules are set by leadership. A majority vote is required for passage.
7. Other Chamber Consideration	The bill moves to the other chamber and goes through a similar process.
8. Conference Committee	If the House and Senate pass different versions, a conference committee resolves differences and produces a uniform bill.
9. Final Approval	Both chambers vote on the compromise bill. No further changes are allowed.
10. Presidential Action	The President can: (1) Sign the bill into law; (2) Take no action for 10 days while Congress is in session (bill becomes law); (3) Pocket veto (bill dies if Congress adjourns); (4) Veto the bill (Congress can override with a two-thirds vote in both chambers).

Key Congressional Committees for Nurses, Research and Other Healthcare Issues

Both the House and Senate have multiple standing committees, with members assigned at the start of each two-year Congressional term. This structure closely mirrors how work is organized in healthcare organizations. Within Congress, subcommittees focus on specific policy areas, similar to specialized teams in healthcare; examples of these areas are outlined in the table below. If your representative or senators serve on these key committees, your advocacy is even more important because they help shape related legislation, including areas that are important to neuroscience nursing.

Subcommittee / Committee	Chamber	Key Role
Appropriations Committee	Senate & House	Decides how federal money is spent across all programs
Labor, Health and Human Services, Education (LHHS) Appropriations Subcommittee	Senate & House	Funds health, education, and labor agencies (HHS, CDC, NIH, HRSA)
Health, Education, Labor, and Pensions (HELP) Committee	Senate	Oversees public health, workforce, and non-Medicare/Medicaid health policy
Finance Committee	Senate	Oversees Medicare and Medicaid funding and policy
Energy & Commerce Committee	House	Oversees Medicaid, Medicare Part B, and general healthcare policy
Ways & Means Committee	House	Oversees Medicare funding and policy

Congressional Staff

Congressional staff play a key role in shaping legislation and are often your primary point of contact. Members of Congress rely on their teams, both in Washington, DC and in district offices, to manage policy work, constituent services, communications, and scheduling. Building relationships with staff is essential for effective advocacy. You may not meet directly with your Member of Congress; however, Congressional staff are key contacts who can hear your concerns and effectively communicate them to the Member of Congress.

They are often your best access point—especially for policy discussions.

Key Staff Roles

- **Chief of Staff (CoS):** Senior advisor who oversees office operations and strategic priorities.
- **Legislative Director (LD):** Manages the legislative agenda and policy priorities.
- **Legislative Assistants (LAs):** Handle specific issue areas (e.g., healthcare) and are primary contacts for advocacy.
- **Legislative Correspondents (LCs):** Respond to constituent communications and support policy work.
- **Communications Staff:** Manage media, messaging, and public outreach.
- **Scheduler:** Coordinates the Member's calendar and meeting requests.
- **District Director:** Leads the local office and community engagement.
- **Caseworkers:** Help constituents navigate federal programs (e.g., Medicare, veterans' benefits).

Tips for Working with Congressional Staff

- **Recognize their role:** Staff play a key role in shaping policy and advising Members of Congress.
- **Value their influence:** Their key recommendations often guide legislative decisions.
- **Keep it concise:** Share clear, focused, and useful information.
- **Be respectful and constructive:** Convey your message with professionalism, even when you disagree.
- **Follow up:** Be persistent but remain professional to keep your issue top of mind.
- **Serve as a resource:** Stay connected and share relevant updates on your issues of concern.
- **Show appreciation:** Thank staff members for listening to and sharing your message.

Building relationships with Congressional staff is highly valuable, as they play an important role in influencing policy decisions. Even if you cannot travel to Washington, DC, you can connect with district office staff locally and engage with DC staff by phone or email. Staff often visit their home districts to meet with constituents—reach out to ask when they will be in your area and request time to connect.

Where do I start?

Getting involved in health policy advocacy is simple—you can send an email, make a call, or write a letter, or post on social media—you **can** advocate. Hearing from neuroscience nurses helps ensure elected officials understand issues affecting nursing and patients with neurological needs.

To get started, identify your Members of Congress and review AANN's advocacy resources at <https://aann.org/about/advocacy-resources>, where you can also find updates, action alerts, and advocacy resources.

Voting is a critical part of advocacy, as it allows you to influence who makes decisions about healthcare policy. Register to vote or update your registration by visiting www.vote.gov, which provides secure, state-specific registration links and guidance.

How should I communicate?

There are many ways for nurses to communicate with policymakers, including email, phone calls, virtual or in-person meetings, and social media. While communication methods have evolved, all outreach from constituents is reviewed by Congressional staff, who track the number of contacts and the positions nurses and other constituents express on key healthcare issues.

For nurses, email and organized advocacy platforms are often the most efficient ways to engage, while personal interactions—such as meetings or phone calls—can be especially impactful when sharing clinical experiences and patient stories. Regardless of the method, it is critical that nurses make their voices heard to ensure policymakers understand the real-world impact of healthcare policies on patient care and outcomes.

- Across all formats, the most effective messages from nurses are clear, concise, and grounded in clinical expertise and patient-centered examples.
- **Call:** Reach any Congressional office through the U.S. Capitol Switchboard at **202-224-3121**.
- **Email/Online Contact Forms:**
 - House: <https://www.house.gov/representatives/find-your-representative>
 - Senate: <https://www.senate.gov/senators/senators-contact.htm>
- **Social Media:** Many Members of Congress actively engage with constituents via platforms such as X (Twitter), Facebook, and LinkedIn.

Written communication tips

- **Be respectful and professional:** Use a clear, polite tone in all communication.
- **Identify yourself:** State that you are a constituent and a nurse and explain why you are writing. Use your personal email or home address. You represent your own practice and concerns. Workplaces may have policies about using work email for external communication.
- **Keep it brief:** Focus on one issue and limit your message to a few short paragraphs.
- **Make it personal:** Share a brief clinical experience or patient story to illustrate impact.
- **Be accurate and clear:** Use reliable information and avoid jargon or unexplained acronyms.
- **Make a specific request:** Clearly ask for action (e.g., support or oppose a policy).
- **Include contact information:** Provide your name, city/state, and email (full mailing address optional but helpful).
- **Show appreciation:** Thank the policymaker for their time or past support.

- **Build relationships:** Stay in touch with your Members of Congress to serve as a trusted resource on nursing and neurological issues, recognizing that even when you disagree, ongoing engagement can lead to future collaboration.
- **Request a response:** Ask for follow-up on your concern.
- **Follow up if needed:** Send a polite follow-up if you do not receive a response.

Chamber	Mailing Address	Greeting
U.S. House of Representatives	The Honorable [First Name Last Name] U.S. House of Representatives Washington, DC 20515	Dear Representative [Last Name]:
U.S. Senate	The Honorable [First Name Last Name] U.S. Senate Washington, DC 20510	Dear Senator [Last Name]:

Sample Advocacy Written Communication

If you are unsure how to start a letter, use this sample prompt with AI: *Draft a grassroots advocacy letter from a constituent and neuroscience nurse who is a member of the American Association of Neuroscience Nurses (AANN). The letter should ask Congress to [LEGISLATIVE REQUEST]. Emphasize the impact on patients living with stroke, epilepsy, neurotrauma, neurodegenerative disease, and other neurologic conditions. Highlight the importance of a highly trained neuroscience nursing workforce, access to specialized care, and improved patient outcomes. Include evidence-based talking points, a customizable personal story section, and a clear legislative ask. Maintain a professional, persuasive, and bipartisan tone appropriate for communication with members of Congress.*

Sincerely,
[Your Name]
[Credentials, if desired]
[City, State]

Remember: You should always read what is generated from the AI prompt, make sure it is accurate, and personalize it to your story for greater impact.

Tips for Calling Members of Congress

To reach the offices of your two senators and your representative in the House via phone, call the U.S. Capitol Switchboard at 202-224-3121 and ask to be transferred to their offices. If you are not sure who represents you, visit www.senate.gov and www.house.gov to learn your policymakers' names, or ask the Capitol Hill Operator to assist you.

- **Use personal time/device:** Call from your own phone, not your workplace.
- **Identify yourself:** State you are a constituent and a nurse.
- **Be brief and focused:** Address one issue and keep calls under a few minutes.
- **State your request clearly:** Ask for specific action (e.g., support a bill).
- **Use a respectful tone:** Be polite with all staff members.
- **Share impact:** Give a brief example from your clinical experience.

- **Provide contact info:** Leave your name, city/state, and contact details.
- **Ask for a response:** Request follow-up on the issue.
- **Take notes:** Record who you spoke with and when.
- **Follow up if needed:** Call or email again if you don't receive a response.

Sample Advocacy Telephone Communication

"Hello, my name is [Name], and I'm a constituent from [City, State]. I'm a neuroscience nurse and healthcare advocate. I'm calling about [issue or bill name/number]. Thank you for taking my call. I would like to share with you the importance of supporting [issue or bill name/number].

This issue is important to me because I see firsthand how it impacts patients with neurological conditions and the nurses who care for them. For example, [brief example—e.g., limited access to specialized care, workforce shortages, or barriers to treatment].

I'm calling to ask the Representative/Senator to support [specific request—e.g., increased funding for nursing workforce programs, support for a specific bill, or opposition to a policy]. Strengthening these programs will help improve patient outcomes and ensure access to high-quality care in our community.

I would appreciate knowing the Member's position on this issue. Thank you for taking my call and for your time."

Tips for In-Person Meetings with Members of Congress

You may have opportunities to meet with your Member of Congress or their staff in person. Attending organized advocacy events is a great way to engage directly with decision-makers. You can also request a meeting on your own by contacting their office and asking to be scheduled.

- **Schedule ahead:** Make an official appointment to meet with the Member of Congress or staff—do not show up unannounced. Confirm details in advance.
- **Location of meeting:** Meetings can take place in Washington, DC or in local district offices. You do not need to travel to DC to meet face-to-face and can advocate effectively in your own community.
- **Know the issues:** Familiarize yourself with current issues before Congress and be prepared to speak to desired outcomes.
- **Be prepared:** Know your key points and your specific "ask."
- **Be on time:** Arrive early and allow time to clear security; meetings are often brief due to busy congressional schedules.
- **Introduce yourself:** Clearly state that you are a constituent, nurse, and healthcare advocate.
- **Keep it focused:** Cover 1-3 key issues within your allotted time.
- **Share your story:** Use brief clinical examples to highlight real-world impact on the issues you are highlighting.
- **Be clear and respectful:** Avoid jargon and maintain a professional tone, even if your views differ.
- **Make a specific request:** Ask directly for an action (support, cosponsor, vote).
- **Prepare materials:** Bring a short fact sheet or summary to leave behind.
- **Follow up:** Send a thank-you email, provide any requested information, and stay engaged.

Attending a Congressional Town Hall Meeting

A **Town Hall Meeting** is a concept that originated in New England when everyone in the town showed up to speak their opinion and then vote on a particular issue. Today, with large heterogeneous communities, town hall meetings are held so people can influence elected officials in their decision making. Town hall meetings hosted by Members of Congress can be held in a variety of locations such as a community center, a veterans' hospital, a local college, or a church or synagogue.

Because Members pay particular attention to attendees at these meetings, participating allows you to bring forward neuroscience nurses' concerns in a public forum and amplify your voice with Members of Congress. In fact, one of the best results from a series of the town hall meetings would be for Members of Congress to return to Washington telling their staff, "those neuroscience nurses" were everywhere.

- **Be in attendance:** Members of Congress hold these during district work periods to hear directly from constituents. Show up and be an advocate for positive change.
- **Know the purpose:** Town halls are opportunities to ask questions, share concerns, and influence policymaking in a public setting. Become familiar with the topics discussed at the meeting.
- **Be prepared:** Understand key neuroscience nursing issues and plan a clear, concise question or comment.
- **Speak up:** When given the opportunity, briefly share your perspective as a nurse and constituent.
- **Use your voice strategically:** Highlight real-world patient care experiences to make your message memorable.
- **Be respectful:** Keep your tone calm and professional, even if you encounter opinions that differ from yours.
- **Leverage visibility:** Media and staff often attend, increasing the impact of your message.
- **Build relationships:** Repeated attendance and engagement strengthen your connection with policymakers.

Using Media for Advocacy

Media, including traditional news outlets, podcasts, blogs, and social media, is a powerful advocacy tool. Policymakers, journalists, and community leaders often monitor media coverage to understand issues affecting their constituents. Media engagement allows neuroscience nurses to educate the public, combat misinformation, influence policy discussions, and highlight the impact of neurological conditions and neuroscience nursing care. It also provides an opportunity to increase the visibility of nursing expertise and establish yourself as a trusted voice in healthcare. When engaging with media, nurses should communicate professionally, protect patient privacy, and follow organizational policies and professional standards. For more information, check out AANN's [Nurses in the Media: Media Competency Training Program for the Neuroscience Nurse](#) course.

Key Tips

- **Become a media-trained nurse through AANN's media training resources:** Effective media engagement is a learned skill. Media training helps nurses communicate clearly, stay on message, navigate interviews confidently, and represent patients, the profession, and their organizations

effectively. Utilize AANN's course [Nurses in the Media: Media Competency Training Program for the Neuroscience Nurse](#).

- **Focus local:** Prioritize local news outlets, community publications, podcasts, and online media where policymakers and community leaders are most attentive to issues affecting their constituents.
- **Be timely and relevant:** Connect your message to current events, legislation, emerging healthcare issues, or topics already receiving public attention.
- **Share your expertise:** Use your clinical experience and professional knowledge to explain how policies affect patients, families, communities, and neuroscience nursing practice.
- **Prepare key messages:** Before an interview or media interaction, identify two or three important points you want your audience to remember and consistently return to those messages.
- **Keep it concise:** Use plain language, avoid jargon, and explain complex healthcare topics in ways the public can easily understand.
- **Be accurate and evidence-based:** Verify facts, use credible sources, and distinguish between personal opinion, professional expertise, and organizational positions.
- **Protect patient privacy:** Never disclose identifiable patient information and always follow applicable privacy regulations and organizational policies.
- **Engage respectfully and professionally:** Maintain a professional tone, especially when discussing controversial topics or responding to differing viewpoints.
- **Build relationships:** Develop connections with journalists, media outlets, and community organizations. Becoming a trusted resource increases opportunities to elevate neuroscience nursing perspectives.
- **Amplify nursing voices:** Share interviews, articles, podcasts, and advocacy content through your professional networks to expand the reach of evidence-based messages and increase the visibility of nursing expertise.
- **Know your organization's policies:** Understand your employer's media and social media policies, including when you are speaking as an individual professional and when you are representing an organization.

Do	Don't
Become a media-trained nurse	Assume clinical expertise translates to media expertise
Use your personal account	Use your work account for advocacy
Keep messages concise and clear	Write long, unfocused posts
Tag Members of Congress appropriately	Tag excessively or inaccurately
Identify reputable resources of information and only share credible, accurate information	Post unverified or misleading content
Maintain a professional tone	Use emotional or confrontational language
Share clinical insights or expertise	Share patient details or protected information
Focus on one issue per post	Overload posts with multiple topics
Use simple language	Use jargon or unexplained acronyms
Engage respectfully with others	Argue or escalate online discussions
Amplify evidence-based messages	Spread misinformation or unsupported claims

Remember: Media engagement is more than a communication strategy—it is an opportunity to educate the public, amplify evidence-based information, advocate for patients and families, and increase the visibility of neuroscience nursing. By connecting policy issues to patient outcomes, neuroscience nurses can help inform public understanding and influence meaningful change.

Conclusion

Advocacy and health policy are integral parts of AANN's mission and have an important impact on what neuroscience nurses do every day. Unless neuroscience nurses communicate with policymakers about key issues of concern, legislative and regulatory proposals will be crafted and enacted without the benefit of neuroscience nurses' expertise and perspective. Neuroscience nurses are a powerful and well-respected constituency, and their active involvement in health policy advocacy helps policymakers take action on key issues, including the nursing shortage and funding for neuroscience research and education. Policymakers and their staff expect, welcome, and appreciate input from constituents.

AANN recognizes that engaging neuroscience nurses in health policy advocacy is essential to ensuring that our views and priorities are received and addressed by policymakers. Neuroscience nurses can and should become involved in health policy advocacy. Using AANN's resources, such as this Advocacy Tool Kit, neuroscience nurses have the tools necessary to be effective health policy advocates at the national, state, and local level. We thank you for taking the time to review and use this tool kit and encourage you to involve your colleagues and others in the nursing and neuroscience care communities in your efforts. To support your efforts, please use all the resources on the AANN's website at <https://aann.org/about/advocacy-resources>

We wish you the best of luck in your advocacy endeavors, and most of all, we encourage you to have fun!

Contact Information

For more information on how you can become involved in health policy advocacy, please contact:

American Association of Neuroscience Nurses (AANN)

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Schaumburg, IL 60173

Phone: 888.557.2266 / 847.375.4733

Fax: 847.375.6430

info@aann.org

GLOSSARY

Term	Definition
Advocacy	Supporting or speaking up for a cause or issue
Amendment	A change to a bill or law
Appropriations Bill	Law that provides funding for government programs
Authorization Bill	Establishes or continues a program and sets policy
Bill	Proposed law introduced in Congress
Budget Resolution	Framework setting overall spending and revenue levels
Capitol Hill	Area in Washington, DC where Congress works
Caucus	Informal group of Members with shared interests
Chairman (Chair)	Leader of a committee from the majority party
Congressional Budget Office (CBO)	Nonpartisan agency that estimates costs of legislation
Congressional District	Geographic area represented by a House member
Committee	Group of Members that reviews legislation
Delegate	Non-voting House representative from a territory or DC
Earmarks	Funds directed to specific projects or programs
Executive Order	Directive from the President with the force of law
GOP	Term for the Republican Party
Joint Resolution	Legislative measure that can become law or amend the Constitution
Mandatory Spending	Required spending (e.g., Medicare, Social Security)
Markup	Committee process to review and amend a bill
Oversight	Congressional review of federal programs
Pocket Veto	When a President does not sign a bill before Congress adjourns
Reconciliation Bill	Adjusts spending and revenue to meet budget goals
Roll Call Vote	Recorded vote showing each Member's position
Secretary of State	Cabinet official responsible for foreign affairs
Select Committee	Temporary committee created for a specific purpose
Speaker of the House	Leader of the House of Representatives
Standing Committee	Permanent congressional committee
Town Hall	Public meeting where Members hear from constituents
Veto	Presidential rejection of a bill
Whip	Party leader who counts votes and builds support
Yeas and Nays	Recorded vote where Members vote "yes" or "no"