**CHAPTER OUTLINE**

**Congress in Action**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_

**CHAPTER**

**12**

**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**

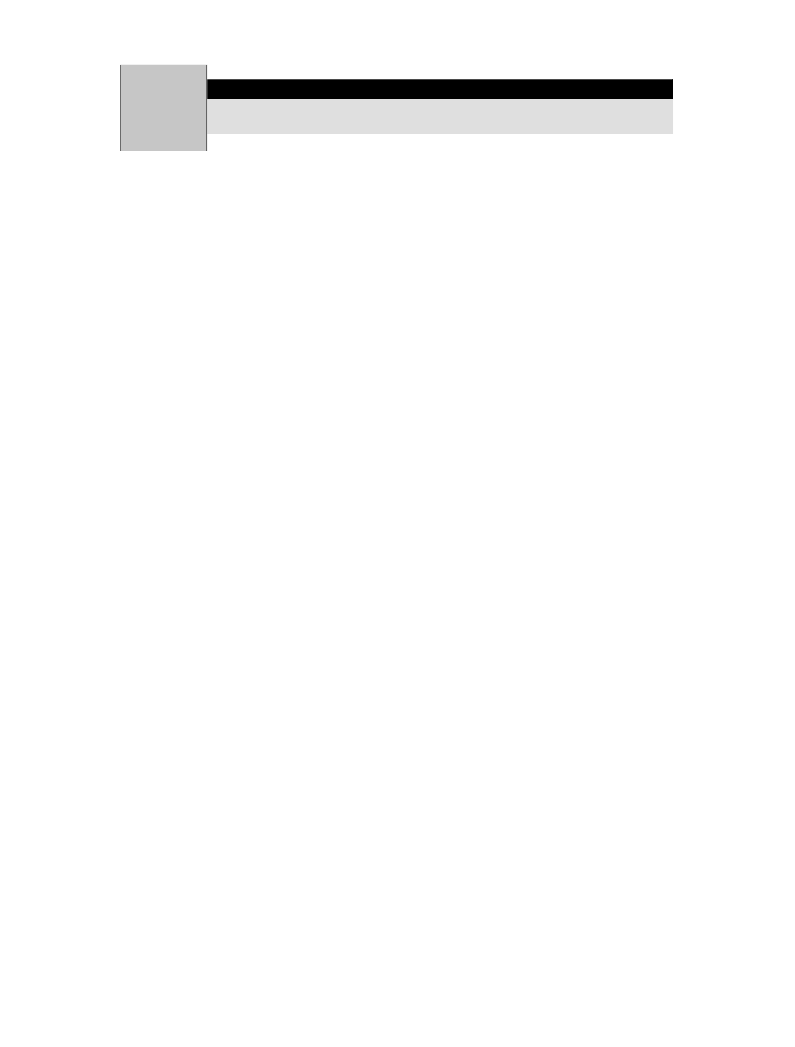
**A. Standing Committees and Subcommittees**

**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**

**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.** 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.

