

POLITICO^{PRO}

PRE-SWEARING IN GUIDE:

WHAT'S AHEAD FOR FRESHMAN CONGRESSIONAL OFFICES

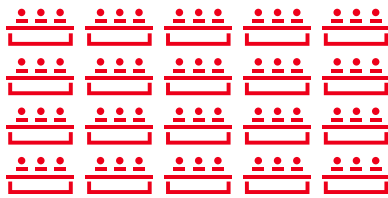


Pre-Swearing In Timeline For New Offices

There's a lot of work to be done before the 117th Congress is sworn in on January 3. Stay on top of everything congressional offices are doing pre and post-swearing-in with a timeline of what to expect after election day.

FRESHMAN ORIENTATION

MID-NOVEMBER TO EARLY-DECEMBER



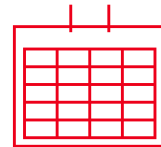
BUDGETING

MID-NOVEMBER TO EARLY JANUARY



BUILD OUT STAFF ROSTER

MID-NOVEMBER TO LATE-DECEMBER



COMMITTEE APPOINTMENTS

MID-JANUARY AND ON

Freshman Orientation

MID-NOVEMBER TO EARLY DECEMBER

NOVEMBER

DECEMBER

JANUARY

This is the time for new members to get acquainted with their new surroundings. All newly-elected members will convene in D.C. to:



MEET OTHER MEMBERS OF CONGRESS

This is an opportunity for new members to network, meet their Colleagues and start campaigning for committee appointments.

PRO TIP: Find contact information for all new (and current) members and their staff in Pro's Congressional Directory, which is updated every day.



LEARN HOW THE LEGISLATIVE BRANCH WORKS

New members will spend time learning the ins and outs of lawmaking.

PRO TIP: We also have a guide to help you understand how legislation is passed in Congress. [Read the guide here.](#)



ELECT A FRESHMAN CLASS PRESIDENT

Every freshman congressional class elects a president or a number of co-presidents. The role is largely informal - class presidents are expected to organize their fellow freshman congressmen and advocate on their behalf to leadership.



PARTICIPATE IN THE OFFICE LOTTERY

Freshman congressman line up alphabetically to choose a number, which determines the order they pick offices in. Most freshmen will end up in the Cannon and Longworth office buildings.

PRO TIP: Not sure where to find different House and Senate offices? Download Pro's Map of The Hill to help you navigate Capitol Hill.

Build Out Staff Roster

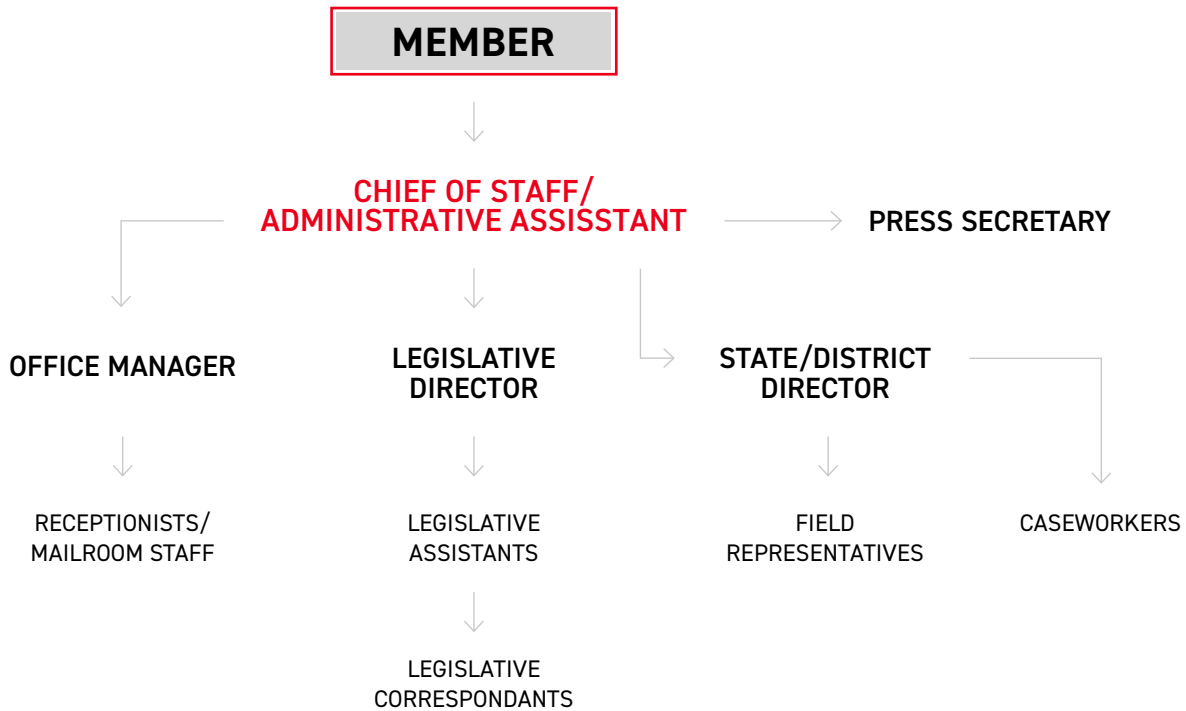
MID-NOVEMBER TO LATE DECEMBER



New members will most likely start recruiting staffers before or very shortly after they're elected. They will work to build out a bare-bones staff before they're sworn in, but the hiring process could last well into the spring.

FULL CONGRESSIONAL STAFF STRUCTURE

Chiefs of Staff and Administrative Assistants are typically the first to be hired. Once a Congressional office is fully built out, the structure will look something like this:



PRO TIP: Curious who the majority leader's Press Secretary is? Pro's Congressional Directory can help you find important stakeholders and their contact information.

Budgeting

MID-NOVEMBER TO MID JANUARY

NOVEMBER

DECEMBER

JANUARY

Each chamber determines its own regulations and spending levels, but there are some similarities in the way the House and Senate operate when it comes to budget.

- Allocations are set in stone. Once they are signed off on, they cannot simply raise more, like with campaigns.
- Therefore, if an office overspends, the Member must pay the difference.
- Funds are authorized annually, and they do not roll over if they aren't used so offices will use unexpended funds at the end of the year to buy up office supplies, upgrade equipment, and give staff bonuses.
- Staff salaries are deducted from the office's account, but the office is not charged for payroll taxes, pension/retirement plans, or health, life, disability and unemployment insurance.
- Each Member gets one office suite in a House or Senate building (as determined by the office lottery, mentioned earlier), which is provided at no cost to the Member's office.

PRO TIP: POLITICO Pro's Essential Guide to the Federal Budget breaks down the budgeting process for Congress and the federal government. [Download the guide here.](#)



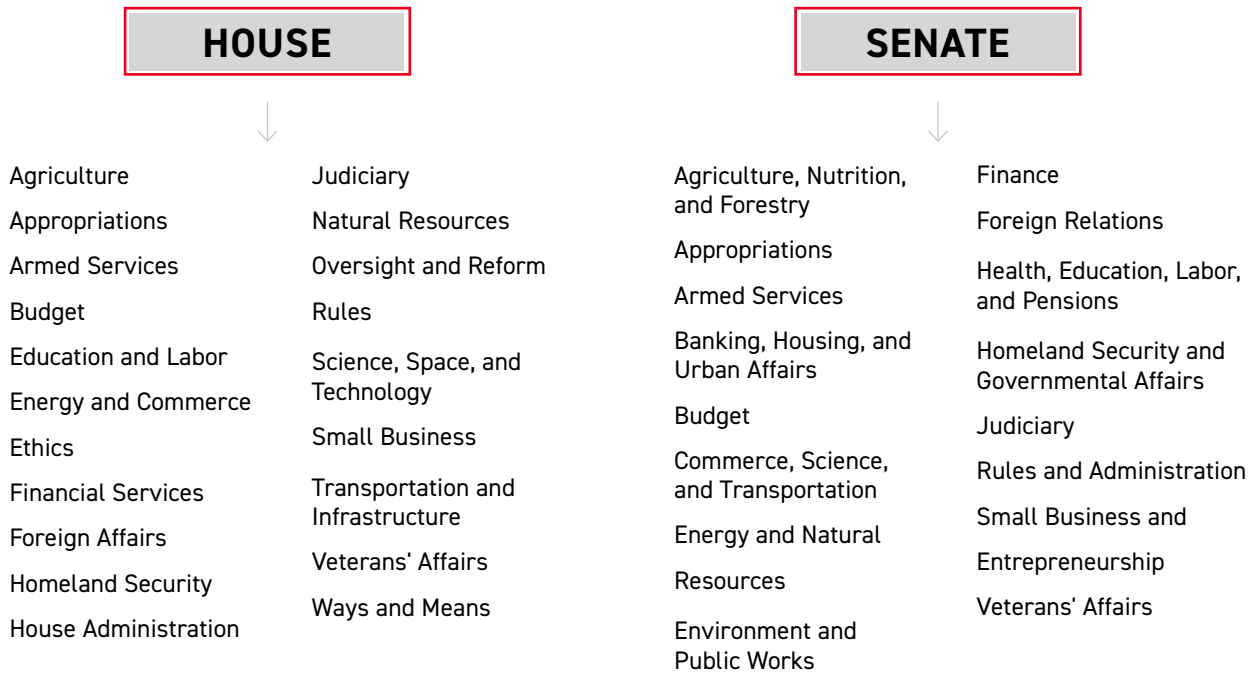
Committee Assignments

MID-JANUARY AND ON

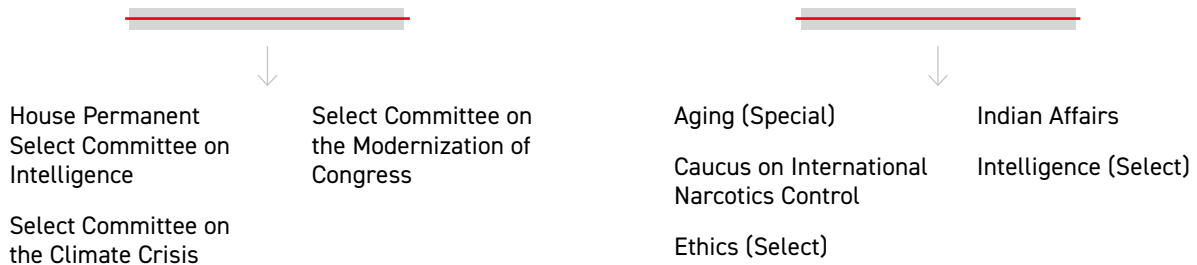


Committee positions are assigned by party leadership, and then committees distribute their members among subcommittees.

STANDING COMMITTEES



SPECIAL, SELECT, AND OTHER COMMITTEES



PRO TIP: Once new members are assigned to committees, you can use Pro's Congressional Directory to search by Committee so it's easy to find stakeholders who influence policy that matters to you.

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**POLITICO PRO IS
COVERING THE PEOPLE,
POLICY AND PLANS
OF THE 117TH CONGRESS.**

LEARN MORE ABOUT HOW PRO GIVES YOU AN
EDGE LEADING UP TO 2021 AND BEYOND.

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