

Bill	Status	Days Since Introduced	Number of Co-sponsors	Sponsors List
1 H.R. 2519: The American Legion 100th Anniversary Commemorative Coin Act	Became Public Law	150	385	
2 H.R. 1698: Iron Ballistic Missiles and International Sanctions Enforcement Act	Introduced in House	206	320	Rep. Tim Walz (D-MN-1)
3 H.R. 299: Blue Water Navy Vietnam Veterans Act of 2017	Introduced in House	283	309	Rep. Ed Royce (R-CA-39)
4 H.R. 1235: Naismith Memorial Basketball Hall of Fame Commemorative Coin Act	Passed House	230	291	Rep. David Valadao (R-CA-2)
5 H.R. 820: Childhood Cancer STAR Act	Introduced in House	255	288	Rep. Richard "Rick" Neal (R-IN-6)
6 H.R. 830: Lymphedema Treatment Act	Introduced in House	250	282	Rep. Michael McCaul (R-TX)
7 H.R. 747: Craft Beverage Modernization and Tax Reform Act of 2017	Introduced in House	258	278	Rep. Dave Reichert (R-WA-8)
8 H.R. 300: Pathways for High-Skilled Immigrants Act of 2017	Details	278	278	Rep. Erik Paulsen (R-MN-3)
				Former Rep. Jason Chaffetz
				Rep. Theodore "Ted" Yoho (R-FL-3)
				Rep. Phil Roe (R-TN-1)

## Congressional Office Optimizes Bill Tracking with Quorum Sheets



\*This case study is based off of real experiences of a congressional office, but the names and specific legislation have been redacted for privacy.

# The Challenge

The legislative staff in Congresswoman Jill Smith's office is responsible for simultaneously juggling their boss' legislative priorities, committee responsibilities, and in-district issues, while also responding to constituent requests and monitoring current events. With so many moving pieces, keeping track of where key bills are in the legislative process can be a challenge. A couple years ago, the Congresswoman's Legislative Director started tracking bills in an Excel spreadsheet which the Legislative Assistants were responsible for updating. However, keeping the document accurate and up-to-date did not always prove possible. Nine months into the year, the Congresswoman has already sponsored or cosponsored over a hundred bills.

## A Sample Bill Tracking Sheet

Bill	Status	Days Since Introduced	Number of Cosponsors	Sponsors List	Assigned To	Cosponsors List
H.R. 2519: The American Legion 100th Anniversary Commemorative Coin Act	Sent to President	139	385	Rep. Tim Walz (D-MN-1)	Andrew Aragon	Rep. Phil Roe (R-TN)
H.R. 2422: Action for Dental Health Act of 2017	Reported by House Commi...	142	83	Rep. Robin Kelly (D-IL-2)	Andrew Aragon	Rep. Mike Simpson (R-ID-1)
H.R. 1235: Naismith Memorial Basketball Hall of Fame Commemorative Coin Act	Passed House	219	291	Rep. Richard "Richie" Neal (R-VA-1)	Madison Boggs	Rep. Mike Kelly (R-PA-12)
H.R. 880: MISSION ZERO Act	Reported by House Commi...	240	25	Rep. Michael "Mike" Burgess (R-CA-6)	Amanda Turner	Rep. Kathy Castor (D-FL-13)
H.R. 624: Social Security Number Fraud Prevention Act of 2017	Became Public Law	253	33	Rep. David Valadao (R-CA-2)	Andrew Aragon	Rep. Barbara Comstock (R-NV-1)
H.R. 3773: Child Care for Working Families Act	Introduced in House	20	87	Rep. Bobby Scott (D-VA-3)	Madison Boggs	Rep. Raja Krishnamoorti (D-NY-14)
H.R. 3782: Climate Change Health Protection and Promotion Act of 2017	Introduced in House	20	35	Rep. Matthew "Matt" Cartwright (D-PA-1)	Amanda Turner	Rep. Colleen Hanabusa (R-NV-2)
H.R. 3770: Community Health Investment, Modernization, and Excellence Act of 2017	Introduced in House	21	179	Rep. Elise Stefanik (R-NY-21)	Ashton Barry	Rep. David Young (R-TX-11)
H.R. 2433: Homeland Security Assessment of Terrorists Use of Virtual Reality Act	Passed House	141	1	Rep. Kathleen Rice (D-NY-4)	Madison Boggs	Rep. Derek Kilmer (D-WA-1)
H.R. 931: Firefighter Cancer Registry Act of 2017	Passed House	239	188	Rep. Chris Collins (R-NY-27)	Andrew Aragon	Rep. Carolyn Maloney (D-NY-14)
H.R. 3712: Major General Tim Lowenberg National Guard Cyber Defenders Act	Introduced in House	26	8	Rep. Derek Kilmer (D-WA-6)	Dan Cook	Rep. Denny Heck (D-WA-3)
H.R. 3724: STRONG Act	Introduced in House	26	14	Rep. Scott Peters (D-CA-52)	Amanda Turner	Rep. Kathleen Rice (D-NY-13)
H.R. 3707: Apprenticeship and Jobs Training Act of 2017	Introduced in House	27	4	Rep. Linda Sanchez (D-CA-3)	Meghan Byrd	Rep. Brian Fitzpatrick (R-PA-1)
H.R. 374: To remove the sunset provision of section 203 of Public Law 105-384...	Became Public Law	268	5	Rep. Jaime Herrera Beutler (R-WA-3)	Amanda Turner	Rep. Derek Kilmer (D-WA-1)

# The Solution

Congresswoman Smith's office leveraged their Quorum subscription to monitor legislation in an auto-updating bill tracking sheet.

## Legislative Information

It took all of 10 minutes for the Legislative Director to set up a Sheet containing each bill the Congresswoman has sponsored or cosponsored thus far this Congress. Corresponding columns of information provide a comprehensive view of the basics of each bill: status, days since introduced, description, and the number of sponsors and cosponsors. The team monitors this Sheet to stay on top of legislative developments.

## Auto-Updating Columns

Quorum does the otherwise-tedious job of keeping data in the Sheet up-to-date. As information changes, the Congresswoman sponsors new bills, or new cosponsors join her bills, the Sheet updates in real time. Every column is sortable, enabling staffers using the Sheet to analyze bills by any metric.

## Alerts on Bill Statuses

In the Sheet, each bill is assigned to the relevant staffer who handles the bill's issue area. Then, the staffers receive email alerts whenever their action is taken on their assigned bills. Some staffers have immediate alerts set up, while others, including the LD, receive them in a once-daily digest.

# The Impact

Before Quorum, gathering all the necessary legislative information, let alone organizing it in a systematic way and avoiding human error, was a headache of Excel spreadsheets and email threads. Now, the Congresswoman's staff is able to save time and optimize their legislative strategy knowing the information they need is readily available.

Quorum is an important tool that provides the Congresswoman's office with a command center for their legislative work in an organized and collaborative way. Because each member of the staff has access to the sheet, all are on the same page, helping streamline communication.

Quorum Sheets has also helped the Congresswoman's team be more strategic with their work. Having legislative metrics available side-by-side helps the staff assess where they should deploy resources. For example, sorting the Sheet by number of cosponsors tells them which bills have broad support and should be prioritized for action versus those which they need more colleagues to join.

## Best Practice

With Quorum Sheets, a Congressional office can create a command center for auto-updating bill tracking, enabling staff to streamline communication, prioritize legislation, and stay up-to-date on the progress of their their boss' efforts.

See Quorum in action.

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