

## CONGRESSIONAL PROCEDURE ADVISORS

Congressional Procedure Advisors (CPA) is a specialized group within Covington's Government Affairs practice group. CPA offers clients unrivaled expertise in the Congressional budget process. CPA members developed this specialized expertise while serving the Senate and House in various capacities for decades. Their responsibilities included drafting and executing Congressional budget enforcement provisions such as those found in Gramm-Rudman, Statutory Pay-As-You-Go, and various other budget enforcement Acts.

CPA members' expertise extends beyond the budget process to the intricate and often arcane procedures of the House and Senate. They know how to draw on that knowledge within a political context to generate effective legislative strategies. Whether a client wants to pass, amend, or block legislation, or to understand and navigate procedural context, CPA's unique background will provide a significant advantage.

Covington's CPA team also includes expert drafters, who can assist in crafting provisions to enhance clients' legislative prospects and to avoid or mitigate pitfalls such as points of order, budget offset requirements, or unfriendly committee referrals.

CPA adds a crucial dimension to the services offered through Covington's Government Affairs practice group, which itself brings to clients broad knowledge of the personalities, machinery, and history of Congress, and which draws upon the deep policy expertise for which Covington is renowned.

### SELECTED BIOGRAPHIES

**MARTIN B. GOLD:** Over 11 years of Senate experience. Author of the authoritative text, *Senate Procedure and Practice* (1st edition 2004; 2nd edition 2008). Author of *The Grand Institution: A Profile of the United States Senate* (published in Beijing, 2011). Frequent instructor on Senate procedures for Senators and staff, for Capitol.net and before domestic and international parliamentary, business/professional, and university audiences.

**ELIZABETH B. LETCHWORTH:** More than 26 years of Senate floor experience, elected three times as Secretary for the Majority and once elected as the Secretary for the Minority, the only woman to have held these positions as party secretary for Senate Republicans.

**MUFTIAH McCARTIN:** More than 34 years of service to Members of the House of Representatives, including the House Appropriations Committee, the Rules Committee and the House Parliamentarian's Office, where she was the first woman appointed a parliamentarian and was managing editor of both House Rules and Manual and House Practice.

**JACK L. SCHENENDORF:** Over 25 years of service to Members of the House of Representatives both on committee and personal staffs. Instructor on House procedures for Representatives and staffs as well as for Capitol.net.