



To: Representative
From: The Steering Committee
Re: Committee assignment requests

Dear _____ :

We hope that you are as excited as we are about the coming legislative session. This is an historic opportunity to address important problems facing citizens and to move the nation toward greater prosperity and peace.

When Congress convenes, an important Steering Committee task will be to recommend committee assignments to the leadership and ultimately to for approval by the chamber. This is an unusual year in that there are vacancies on every committee. Nevertheless, there are also quite a few new and returning Representatives who will be requesting assignments.

The Steering Committee does its very best to accommodate members' committee requests. However, with so many requests it is not always easy to balance the political interests of members with the needs of the legislature.

For this reason we are asking you to submit a memo along with your (two) requests that explains why your interests and the interests of the legislature are best served by honoring your first (or alternately your second) request.

[House Committee Organization and Procedure](#)
[House Committees: Assignment Process](#)