

OpenAI

# Leveraging ChatGPT for Legislative Directors

ChatGPT Enterprise

# Introduction

Use ChatGPT Enterprise to turn supplied information into useful first drafts. These 30 chat prompts support official congressional office work. Replace bracketed placeholders and paste the relevant source text before you begin.

For Legislative Director: focus on the legislative team's agenda, policy work quality, member briefings, and coordination. Adapt assignments to your office; House and Senate titles and responsibilities vary.

## Goals

This guide is meant to help:

- Create practical drafts for your daily work.
- Make handoffs and review requirements clear.
- Keep claims traceable to supplied sources.

## Guidelines & guardrails

Use ChatGPT in the ChatGPT Enterprise environment responsibly within your organization's approved guidelines. Before using it for work, keep in mind:

- Use only information permitted in your approved workspace; use fictional or de-identified examples for practice.
- Verify facts, dates, citations, and chamber-specific procedures with current sources.
- Keep official work separate from campaign activity. Staff review all outputs before use or release.

# Effective prompting

You can use simple English language instructions (or “prompts” & “queries”) in ChatGPT, and the model responds based on those prompts. Better prompts - that are more thoughtful, clear, and articulate - will yield more useful responses. Keep in mind that every good prompt has:

- **Task** - What are you asking ChatGPT to do?
- **Context** - What additional information or documents should it be aware of?
- **Expectations** - How do you expect the final output to be formatted?

## Take a simple example:

- Original prompt: "Help me prepare for work."
- Add in task: "Draft a legislative priorities brief."
- Add in context: "Draft a legislative priorities brief. For our [House/Senate] office, use [Approved notes] for [Audience]."
- Add in expectation: "Draft a legislative priorities brief. For our [House/Senate] office, use [Approved notes] for [Audience]. Keep it to one page, with next steps and facts to verify."

# Sample prompts

Choose a prompt, replace its brackets, and paste the named notes or source excerpts. State the chamber, audience, deadline, and desired format. Review the draft, then ask for a focused revision. Prompts do not retrieve live information or take external actions.

Role grounding, reviewed September 21, 2026.  
Original workflow prompts; office procedures govern actual work.

Senate position descriptions: role responsibilities  
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CRS staff guide (2012): role and title background.

House Resume Bank: House role names.

House Green & Gold: casework and field duties.

OpenAI: using ChatGPT and reviewing results.

# Legislative Agenda

## **Agenda planning brief**

**Best used with:** Chat.

Turn [Member-approved policy priorities] and [Confirmed legislative calendar] into a one-page planning brief. Show workstreams, responsible portfolios, milestones, and questions requiring member direction. Distinguish office goals from scheduled chamber action. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

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## **Portfolio coverage map**

**Best used with:** Chat.

Map [Policy subjects] to [Current legislative assignments]. Identify subjects without coverage, overlapping responsibilities, and cross-portfolio dependencies. Produce a discussion table; do not propose personnel decisions. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

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## **Work-period preparation**

**Best used with:** Chat.

Build a legislative-team preparation checklist for [Upcoming work period] using [Known hearings], [Meetings], and [Office deadlines]. Separate confirmed obligations from tentative opportunities and identify needed briefing products. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

# Legislative Agenda

## Priority reconciliation

**Best used with:** Chat.

Compare [Member guidance], [Team workplan], and [Incoming requests]. Identify mismatches and tasks requiring clarification. Draft a 300-word note to the chief of staff with options for sequencing staff work. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

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## Agenda progress review

**Best used with:** Chat.

Summarize [Verified legislative-team milestones] against [Office goals]. Distinguish research, drafting, introduction, committee action, and other explicitly documented stages. Do not portray an office action as a chamber outcome. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

# Member Decision Support

## Decision briefing structure

**Best used with:** Chat.

Create a one-page template for member consideration of [Policy proposal] using [Office briefing standards]. Include purpose, supplied evidence, implementation questions, stakeholder views, and open issues. Leave the member's position undecided. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

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## Brief quality review

**Best used with:** Chat.

Review [Draft policy brief] for clear sourcing, balanced description, missing context, and distinction between facts and staff judgments. Return passage-level edits and five questions for the author; do not add outside claims. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

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## Options synthesis

**Best used with:** Chat.

Combine [Staff option memos] into a neutral comparison for the member. Preserve each option's stated rationale, uncertainties, and operational implications. Identify disagreements and source gaps rather than choosing the member's position. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

# Member Decision Support

## **Dear Colleague triage**

**Best used with:** Chat.

Organize [Pasted Dear Colleague requests] by subject, requested action, supplied deadline, and assigned policy portfolio. Flag missing bill versions or background. Produce a staff review queue without deciding cosponsorship. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

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## **Briefing rehearsal**

**Best used with:** Chat.

Generate eight member questions about [Draft legislative briefing]. Cover evidence, scope, implementation, cost information already supplied, and unanswered questions. Pair each with a source-grounded answer or a clear information gap. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

# Legislative Tracking

## Status reconciliation

**Best used with:** Chat.

Compare [Office tracker entries] with [Dated Congress.gov excerpts]. Produce a discrepancy table for bill number, title, version, latest documented action, and date. Preserve the source timestamp and do not imply live verification. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

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## Version control checklist

**Best used with:** Chat.

Draft a legislative-team checklist for handling [Bill or amendment versions]. Cover identifiers, dates, source locations, superseded copies, and briefing updates. Use [Office practices] and flag unspecified conventions. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

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## Calendar implications

**Best used with:** Chat.

Turn [Confirmed chamber and committee notices] into a team planning table. Show relevant item, date, preparation needed, and portfolio owner. Clearly label notices that provide no firm time or remain subject to change. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

# Legislative Tracking

## Record index design

**Best used with:** Chat.

Design an index for [Member legislative records] covering votes, statements, proposals, and committee materials. Specify metadata fields and naming examples using fictional entries. Follow [Supplied office records instructions]. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

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## Weekly legislative digest

**Best used with:** Chat.

Draft a 400-word digest from [Dated official legislative updates] for senior staff. Group by office priority, identify documented changes, and note follow-up needs. Keep status reporting separate from predictions. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

# Hearings and Oversight

## Hearing preparation plan

**Best used with:** Chat.

Build a preparation plan for [Hearing] from [Official notice], [Witness list], and [Member objectives]. Assign briefing components by portfolio, identify source gaps, and propose internal deadlines for confirmation. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

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## Question review

**Best used with:** Chat.

Review [Draft hearing questions] against [Supplied testimony] and [Member objectives]. Flag compound questions, unsupported premises, and missing follow-ups. Suggest concise revisions without inventing witness views. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

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## Testimony synthesis

**Best used with:** Chat.

Summarize [Pasted testimony excerpts] in a comparison table of claim, supporting evidence, disagreement, and question needing clarification. Preserve witness attribution and distinguish testimony from independently established facts. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

# Hearings and Oversight

## **Oversight follow-up tracker**

**Best used with:** Chat.

Turn [Hearing notes] into a proposed follow-up tracker. Include unanswered factual questions, referenced documents, responsible office role, and stated deadlines. Do not create demands or imply agency commitments not in the notes. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

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## **Briefing package checklist**

**Best used with:** Chat.

Audit [Hearing packet contents] against [Office checklist]. Return missing items, inconsistent identifiers, and passages needing verification. Keep procedural questions for the appropriate chamber or committee staff. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

# Policy Team Coordination

## Legislative team agenda

**Best used with:** Chat.

Create a 30-minute legislative-team agenda from [Portfolio updates]. Focus on upcoming decisions, cross-portfolio issues, and review bottlenecks. Add a short action log with owners and dates to confirm. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

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## Cross-portfolio assignment

**Best used with:** Chat.

Draft an assignment note for [Issue spanning portfolios]. Use [Scope] to define each team's contribution, common source requirements, final editor, and handoff sequence. Flag unclear ownership before assuming it. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

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## Correspondence review guide

**Best used with:** Chat.

Convert [Approved correspondence standards] into an LD review checklist. Cover factual sourcing, current member positions, respectful tone, and status accuracy. Include a routing step for policy questions not addressed by approved language. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

# Policy Team Coordination

## Field-to-policy handoff

**Best used with:** Chat.

Turn [De-identified field observations] into a policy-team intake brief. Separate individual service concerns from broader questions and propose research questions. Do not treat a handful of reports as representative public opinion. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

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## Press coordination note

**Best used with:** Chat.

Draft a factual coordination note for communications staff about [Documented legislative development]. Include the exact stage, supplied source, approved member language, and unresolved details. Avoid overstating passage or enactment. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

# Research and Review

## Research assignment

**Best used with:** Chat.

Write a scoped research request for an LA on [Policy question]. Specify audience, decision context, official-source preferences, date cutoff, and a two-page output structure. Ask for uncertainties and source excerpts rather than unsupported conclusions. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

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## Evidence gap map

**Best used with:** Chat.

Review [Policy memo] and [Source excerpts] to map major claims to evidence. Identify missing support, outdated references, and conflicting definitions. Return a concise table for the legislative team's review. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

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## CRS briefing questions

**Best used with:** Chat.

Draft five focused questions for a CRS consultation on [Policy topic], using [Existing research]. Distinguish factual background needs from implementation questions and identify what our office already knows. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

# Research and Review

## Public summary review

**Best used with:** Chat.

Review [Draft public policy summary] against [Official summary excerpts]. Flag omitted qualifications and statements broader than the source. Propose plain-language revisions while preserving distinctions among proposals, current practice, and documented actions. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

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## Portfolio handover

**Best used with:** Chat.

Create an LA portfolio handover template using [Active matters] and [Office records conventions]. Include current sources, upcoming deadlines, pending questions, and contact roles. Keep sensitive case details out of the template. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.