

OpenAI

Leveraging ChatGPT for Legislative Assistants

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 Assistant / Legislative Aide: focus on a policy portfolio, research, member preparation, and factual legislative updates. 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 policy meeting brief."
- Add in context: "Draft a policy meeting brief. For our [House/Senate] office, use [Approved notes] for [Audience]."
- Add in expectation: "Draft a policy meeting 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.

Portfolio Research

Issue primer

Best used with: Chat.

Draft a 500-word primer on [Policy issue] from [Official source excerpts]. Explain the problem described, relevant institutions, key terms, and open research questions for my legislative portfolio. Cite passage identifiers; do not infer the member's position. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Source comparison

Best used with: Chat.

Compare [Official source A] and [Official source B] on [Policy question]. Build a table of claims, dates, definitions, and disagreements. Explain which differences may reflect scope or timing rather than contradictory facts. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Research scoping

Best used with: Chat.

Turn [Member question] into a research plan for my [Policy portfolio]. Specify five answerable subquestions, likely official source types, and a one-page briefing outline. Do not claim to have searched or contacted anyone. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Portfolio Research

Technical term glossary

Best used with: Chat.

Explain ten terms from [Agency publication excerpt] for a new congressional staffer. Give each a plain-language definition grounded in the excerpt and a short contextual example. Flag terms the source does not define. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Evidence notes

Best used with: Chat.

Convert [Pasted research excerpts] into source notes for [Policy memo]. Group by question, preserve dates and attribution, and identify unsupported assumptions. Keep quotations short and distinguish my notes from source statements. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Member Briefings

Policy meeting brief

Best used with: Chat.

Prepare a one-page member brief for [Meeting] using [Attendee background], [Issue notes], and [Approved position]. Include purpose, three factual points, suggested questions, and follow-up needs. Do not add a position if none is supplied. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Briefing executive summary

Best used with: Chat.

Condense [Long policy memo] into a 200-word summary for the legislative director. Lead with the question, summarize supplied evidence, and list unresolved issues. Retain qualifications that affect interpretation. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Question-and-answer prep

Best used with: Chat.

Draft eight likely factual questions for [Member briefing] using [Background notes]. Give a concise answer and supporting passage for each. Label unanswered questions for further research rather than generating plausible answers. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Member Briefings

Meeting readout

Best used with: Chat.

Turn [Policy meeting notes] into a 300-word readout for the LD. Separate stakeholder requests, member statements, and staff follow-up. Preserve conditional language and identify who must confirm any proposed commitment. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Talking-point draft

Best used with: Chat.

Draft five factual talking points on [Official office activity] from [Approved summary]. Write for [Public audience] in plain language. Avoid campaign appeals, unsupported accomplishments, and invented quotations. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Legislative Materials

Bill fact sheet

Best used with: Chat.

Create a one-page descriptive fact sheet using [Official bill summary], [Bill identifier], and [Version date]. Explain the stated purpose, described provisions, and documented status. Do not interpret effects beyond the supplied summary. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Summary version comparison

Best used with: Chat.

Compare [Earlier official summary] and [Later official summary] of [Proposal]. List additions, removals, and wording changes with section references. Do not treat a wording change as an established policy effect. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Status update

Best used with: Chat.

Draft a 150-word internal status update from [Dated Congress.gov record excerpt]. Include identifier, latest documented action, and remaining unknowns. State the record's as-of date and avoid predicting the next action. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Legislative Materials

Cosponsor request intake

Best used with: Chat.

Extract information from [Cosponsorship request] into a staff review sheet. Include requested response date, bill version, sponsor-supplied rationale, and missing background. Leave the decision and policy assessment to the member and LD. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Amendment briefing checklist

Best used with: Chat.

Build a preparation checklist for discussing [Amendment] using [Official summary] and [Office instructions]. Identify required identifiers, comparison materials, procedural questions, and reviewer roles. Do not infer chamber procedure. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Hearings and Agency Briefings

Witness question draft

Best used with: Chat.

Draft six factual questions from [Witness testimony excerpt] and [Member's stated hearing objectives]. Tie each to a quoted or paraphrased passage and include one follow-up. Avoid unsupported allegations or compound questions. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Hearing notes cleanup

Best used with: Chat.

Turn [Rough hearing notes] into a chronological summary. Separate witness statements, member questions, and unanswered issues. Identify uncertain speaker attribution and missing timestamps rather than filling them in. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Agency briefing agenda

Best used with: Chat.

Build a 20-minute agenda for a staff briefing with [Agency] on [Topic]. Use [Prior correspondence] to avoid repeating answered questions. Include specific information requests and a closing recap of next steps to confirm. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Hearings and Agency Briefings

Information request draft

Best used with: Chat.

Draft a staff email requesting factual clarification from [Agency contact role]. Use [Open questions] and [Existing correspondence], state the purpose, and ask about timing. Do not imply compulsory authority or promise a deadline. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Response comparison

Best used with: Chat.

Compare [Agency response] with [Original staff questions]. Show answered, partly answered, and unanswered items, with supporting passages. Draft a short follow-up asking for clarification without speculating about agency motives. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Stakeholder Meetings

Meeting intake summary

Best used with: Chat.

Summarize [Stakeholder meeting request] for my [Policy portfolio]. Capture the subject, requested office action, proposed participants, and timing. Flag unknowns and avoid inferring political views or representativeness. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Listening questions

Best used with: Chat.

Draft eight open-ended questions for [Official policy listening meeting] using [Stated purpose]. Focus on experiences, evidence, and implementation details. Do not build persuasive messages tailored to participants' personal characteristics. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Stakeholder claim check

Best used with: Chat.

Compare factual claims in [Stakeholder submission] with [Official excerpts supplied]. Return a claim-evidence table with supported, contradicted, or unresolved labels. Do not treat an organization's assertion as independently verified. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Stakeholder Meetings

Follow-up email	Best used with: Chat. Draft a 200-word follow-up after [Policy meeting] using [Notes] and [Authorized next steps]. Acknowledge the discussion and restate actions accurately. Do not promise sponsorship, funding, or a member position. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.
Portfolio contact notes	Best used with: Chat. Convert [Meeting notes] into a professional contact-history entry using organization and role placeholders. Record topics and explicit follow-ups only. Exclude personal speculation and sensitive characteristics. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Correspondence and Handoffs

LC guidance note **Best used with:** Chat.

Write guidance for the legislative correspondent on [Issue] using [Approved member language] and [Dated official facts]. Identify reusable statements, facts needing updates, and questions that should return to the policy team. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Draft letter review **Best used with:** Chat.

Review [Draft constituent policy response] against [Approved position] and [Source excerpts]. Flag inaccurate status, unsupported claims, and tone problems. Provide a clean revision without introducing new policy commitments. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Press fact handoff **Best used with:** Chat.

Prepare a factual handoff for communications staff about [Documented policy development]. Include accurate identifiers, as-of date, approved description, and unresolved details. Separate proposed quote language from approved quotations. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Correspondence and Handoffs

Field question response

Best used with: Chat.

Draft an internal answer to [District/state staff question] using [Official source text]. Explain the relevant facts in 250 words and list what remains unresolved. Do not resolve an individual constituent's case. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Portfolio weekly update

Best used with: Chat.

Turn [Weekly portfolio notes] into an LD update organized by completed work, upcoming deadlines, and direction needed. Link each factual item to a supplied source or note. Keep it under 400 words. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.