

Leveraging ChatGPT for House Legislative Directors

ChatGPT Enterprise



Introduction

A practical prompt pack for a U.S. House Member's office using ChatGPT Enterprise. Use these 30 prompts to prepare drafts from material you supply. Start with one task, replace bracketed placeholders, and review the result before use.

As a Legislative Director, use this pack to organize legislative work, compare source material, prepare the Member, and track follow-through. Adapt each prompt to your office's responsibilities, committee assignments, and approved priorities.

Goals

This guide is meant to help:

- Prepare concise, source-grounded briefings.
- Keep versions, deadlines, and commitments clear.
- Turn staff inputs into usable drafts and action records.

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 approved for your ChatGPT Enterprise workspace.
- Paste source text or attach the named documents where enabled; links alone are not source content.
- Ask for missing inputs; verify facts, citations, and current status.
- Staff review all outputs; the Member retains decisions and commitments.

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: "Prepare a briefing."
- Add in task: "Prepare a one-page bill briefing."
- Add in context: "Prepare a one-page bill briefing for the Member before a committee markup, using the supplied bill text."
- Add in expectation: "Prepare a one-page bill briefing for the Member before a committee markup, using the supplied bill text. Cite sections and flag missing information."

Sample prompts

Replace every bracketed placeholder. Supply the relevant text and its date, then specify the audience, output length, and checks. These prompts use basic chat; they do not retrieve live records. Recheck time-sensitive information before use.

The following prompt pack focuses on developing familiarity with prompting within the following topic areas:

- Provide examples of expected outputs
- Ask for multiple options
- Set constraints on tone, length, and formatting
- Specify audience details (e.g., which agency & team)

Legislative Priorities

Weekly LD agenda **Best used with:** Chat.

Build a 30-minute legislative team agenda for [Week] using the supplied priorities, staff updates, and schedule. Group items into Member decisions, committee or floor preparation, and staff follow-through. For each, give the lead, decision needed, deadline, and source. End with three questions for the Chief of Staff. Distinguish announced deadlines from proposed internal dates; leave missing owners as [Confirm owner]. Keep to one page. Do not invent schedule changes.

Recommended attachments: (1) [Member priorities and staff updates]; (2) [Dated House and committee schedule].

Ninety-day work plan **Best used with:** Chat.

Turn these Member-approved priorities into a 90-day legislative work plan: [Priorities]. Our committees are [Committees], staffing capacity is [Capacity], and known milestones are [Milestones]. Create a table with workstream, concrete deliverable, staff role, dependency, and proposed review date. Separate office-controlled work from events controlled by committees or leadership. Add a short list of Member decisions needed. Treat every unsupplied date or commitment as a planning assumption; do not predict passage.

Portfolio handoff **Best used with:** Chat.

Create a handoff memo for the legislative assistant assuming [Issue portfolio] on [Date]. Use the supplied portfolio notes to summarize active measures, next deadlines, outstanding constituent-policy questions, and committee contacts by office role. Include an action table and a first-week reading list drawn only from the notes. Cite each item by document and section. Flag stale entries and missing bill versions; omit personal contact details unless needed and approved. Keep to two pages.

Recommended attachments: (1) [Portfolio handoff notes].

Legislative Priorities

Research assignment

Best used with: Chat.

Write a research assignment for a legislative assistant on [Policy question]. The Member needs the result for [Meeting or decision] by [Deadline]; the scope is [Scope]. Specify five answerable questions, official source types to consult, and a one-page memo format. Include a check for competing explanations and a citation standard: document, date, and page or section. State what the assignment excludes and what requires clarification. Do not answer the research question without evidence.

Weekly accomplishments brief

Best used with: Chat.

Draft a 250-word legislative update for the Chief of Staff from the supplied weekly log. Separate completed deliverables, work underway, and decisions awaiting the Member. For each accomplishment, identify the concrete output and its source entry. Keep introduced, passed committee, passed House, and enacted statuses distinct. End with next week's three operational priorities. Do not turn a planned meeting, draft bill, or requested cosponsorship into a completed outcome.

Recommended attachments: (1) [Weekly legislative activity log].

Bill & Policy Analysis

Bill digest

Best used with: Chat.

Prepare a neutral, 500-word digest of [Bill number and Congress] from the supplied text. Start with version, date, and scope covered. Explain the proposal's stated purpose, principal policy mechanisms, implementation responsibilities, and dates explicitly in the text. Cite section numbers for each substantive point. Close with unanswered implementation questions for staff. Identify missing pages or incorporated material before proceeding; distinguish the proposal from enacted policy and avoid unsupported claims about effects.

Recommended attachments: (1) [Bill text with version and date].

Version comparison

Best used with: Chat.

Compare [Bill version A] with [Bill version B] for an LD briefing. Build a table of up to ten material changes: section in each version, what changed, operational significance, and question to verify. Separate substantive changes from numbering or wording changes. Cite both texts and identify the comparison direction. Do not assume either file is the latest or exhaustive. Where available, ask staff to check findings against an official House comparative print. Keep the narrative summary under 150 words.

Recommended attachments: (1) [Bill version A]; (2) [Bill version B].

Bill & Policy Analysis

Policy options memo

Best used with: Chat.

Using the supplied evidence, compare [Option A], [Option B], and the status quo for [Policy objective]. Write a 600-word internal memo for the Member: objective, evidence, operational tradeoffs, implementation uncertainties, and unanswered questions. Apply the same criteria to all options. Cite each factual claim and distinguish evidence from inference. Show what further evidence would change the comparison. Leave the policy choice to the Member; do not invent fiscal estimates or stakeholder positions.

Recommended attachments: (1) [Policy evidence brief].

Fiscal evidence summary

Best used with: Chat.

Summarize the supplied published cost estimate for [Measure and version] in 350 words. Preserve the estimate's period, units, baseline, publication date, and stated uncertainty. Distinguish figures the estimate treats separately; do not combine unlike measures. Include a compact table reproducing up to five key figures with page citations and a list of questions for budget staff. Flag if the estimate covers a different bill version. Do not create a new score or extrapolate district totals.

Recommended attachments: (1) [Published cost estimate].

District evidence check

Best used with: Chat.

Review the supplied district fact sheet alongside [Policy proposal] for [District and boundary vintage]. Produce a table of supported local observations, relevant proposal provisions, source date and geography, and evidence gaps. Explain where a statewide or national figure cannot establish a district result. Keep to 500 words. Do not infer individual circumstances or extrapolate local economic effects without a stated method. End with three neutral questions for district staff to validate.

Recommended attachments: (1) [District fact sheet with sources]; (2) [Policy proposal].

Member Briefings

One-page decision brief

Best used with: Chat.

Create a one-page briefing for the Member on [Decision] due [Date]. Use the supplied staff memo and approved priorities. Lead with the exact decision requested, then background, available options, documented tradeoffs, and questions still open. Cite the source for every material fact and any stated Member position. Label staff recommendations already in the memo as staff recommendations; do not invent one. End with [Member direction] for completion after review. Maximum 450 words.

Recommended attachments: (1) [Staff decision memo]; (2) [Approved Member priorities].

Two-minute oral briefing

Best used with: Chat.

Convert the supplied staff brief on [Issue] into a two-minute oral briefing for the Member before [Event]. Use approximately 250 words: the immediate issue, essential facts, why it matters to the stated agenda, and the question requiring direction. Add three likely Member questions with evidence-based answers or [Needs confirmation]. Keep citations in short speaker notes after the script. Preserve uncertainty and do not add positions or commitments absent from the source.

Recommended attachments: (1) [Staff briefing memo].

Briefing fact check

Best used with: Chat.

Audit the supplied Member briefing before staff circulation. Return a table with exact claim, cited support, status (supported, partially supported, unsupported, or conflicting), and suggested correction. Check bill identifiers, Congress, versions, dates, quotations, and whether proposals are described as enacted. Use only the supplied source bundle; say when a source is missing or unreadable. Do not treat a citation's presence as proof. Finish with the five most important items for human verification.

Recommended attachments: (1) [Draft Member briefing]; (2) [Briefing source bundle].

Member Briefings

Position record digest

Best used with: Chat.

Summarize the Member's documented position on [Issue] from the supplied approved statements and vote records. Create a chronological table showing date, exact subject or vote question, stated position, context, and citation. Then draft a 200-word internal digest distinguishing explicit positions from questions the record does not resolve. Do not infer a position on a new bill from a related past vote, party affiliation, or another Member's statement. Flag apparently inconsistent records for staff review.

Recommended attachments: (1) [Approved statements and vote records].

Briefing questions

Best used with: Chat.

Prepare eight substantive questions the Member could ask during [Policy briefing] using the supplied background. Organize them around evidence quality, implementation, and unresolved tradeoffs. For each, give a one-sentence purpose, supporting page or section, and a neutral follow-up if the answer is incomplete. Use [Briefing objective] to set scope. Avoid unsupported premises or assuming the speaker's answer. Keep the full question sheet under 500 words.

Recommended attachments: (1) [Policy briefing background].

Committee Preparation

Hearing preparation memo

Best used with: Chat.

Draft a 600-word preparation memo for [Committee hearing, date] using the supplied notice and testimony. Include hearing purpose, witness roles, main claims attributed to each witness, areas of agreement or disagreement, and unresolved evidence questions. Cite testimony pages. Identify whose testimony is missing and distinguish witness assertions from independently established facts. End with three matters for the LD to confirm with committee staff. Do not invent the hearing format or the Member's speaking time.

Recommended attachments: (1) [Hearing notice]; (2) [Witness testimony packet].

Five-minute question sequence

Best used with: Chat.

Draft a question sequence for [Witness role] at [Hearing] based on the supplied testimony and [Member's stated oversight objective]. Plan for [Available minutes], with one main question, two follow-ups, and a short fallback if time runs out. Link each factual premise to a testimony page. Use concise, neutral language that seeks concrete evidence, timelines, or metrics. Flag any premise needing confirmation; do not fabricate quotations or anticipate misconduct.

Recommended attachments: (1) [Witness testimony].

Committee Preparation

Markup preparation sheet

Best used with: Chat.

Create an internal preparation sheet for [Committee markup, date] using the supplied notice, base text, and amendment packet. List each measure and amendment identifier, proposed change, cited section, open staff question, and supplied deadline. Distinguish submitted amendments from amendments documented as adopted. Mark procedural details that committee staff must confirm. Summarize the three most important preparation gaps; do not decide whether an amendment is in order or predict the vote.

Recommended attachments: (1) [Markup notice]; (2) [Markup base text]; (3) [Markup amendment packet].

Oversight evidence matrix

Best used with: Chat.

Organize the supplied agency responses and published oversight findings on [Program] into an evidence matrix for the LD. Use columns for question, agency statement, corroborating or conflicting evidence, source date and page, and follow-up needed. Keep findings tied to the documents' scope and reporting period. Separate allegations, reported findings, and unanswered questions. End with five factual requests staff could consider. Do not infer wrongdoing from missing information.

Recommended attachments: (1) [Agency response packet]; (2) [Published oversight findings].

Committee Preparation

Hearing follow-through

Best used with: Chat.

Turn the supplied hearing notes into a follow-through tracker for [Committee hearing]. Capture requests for information, statements of commitment, unanswered questions, proposed staff owner, and stated due date. Cite a timestamp or note section for each entry. Label an owner or date you suggest as proposed. Draft a 150-word recap for the LD, clearly distinguishing a witness's commitment from completed agency action. Do not send correspondence or treat rough notes as a verbatim transcript.

Recommended attachments: (1) [Hearing notes or transcript].

Floor Preparation

Floor-day briefing **Best used with:** Chat.

Prepare a floor-day briefing for [Date and time zone] from the supplied dated schedule and measure summaries. For each listed item, identify measure and Congress, supplied consideration method, exact vote question if provided, staff lead, and preparation still needed. Separate announced timing from tentative timing. Keep to one page and cite the schedule timestamp. Do not infer that a listed bill will receive a vote; finish with items staff must recheck immediately before briefing the Member.

Recommended attachments: (1) [Dated floor schedule]; (2) [Measure summaries and staff leads].

**Special-rule
reading sheet**

Best used with: Chat.

Extract the operational details for [Measure] from the supplied special rule and accompanying report. List the specified base text, debate arrangements, identified amendments, and other explicit instructions with citations. Label whether supplied records establish adoption of the rule. Keep proposed terms separate from terms in effect. Produce a one-page reading sheet and questions for floor staff; do not infer parliamentary consequences or import procedures from an earlier Congress.

Recommended attachments: (1) [Special rule text]; (2) [Accompanying Rules Committee report]; (3) [Rule action record].

Floor Preparation

Amendment status tracker **Best used with:** Chat.

Reconcile the supplied amendment submission record with the Rules Committee materials for [Measure]. Create a table showing submission identifier, report identifier if different, sponsor, text version, documented status, and citation. Keep submitted, made in order, offered, and adopted distinct. Use unknown when the documents do not establish a stage. Flag conflicting identifiers and stale versions for staff confirmation. Do not infer that submission guarantees floor consideration.

Recommended attachments: (1) [Amendment submission record]; (2) [Rules Committee materials].

Vote preparation card **Best used with:** Chat.

Create a 200-word internal vote preparation card for [Measure, Congress, vote question] from the supplied staff briefing. Identify the exact question before the House, version under consideration, principal policy provisions, documented Member direction, and unresolved factual questions. Cite the relevant pages. If direction is absent, write [Awaiting Member direction]. Distinguish a procedural vote from passage of the underlying bill; do not recommend a vote or infer a position.

Recommended attachments: (1) [Staff vote briefing with sources].

Floor Preparation

Post-vote status update

Best used with: Chat.

Draft a 200-word factual internal update after [Vote] using the supplied official vote record and bill action history. State the precise question, result, date, and recorded Member vote, with citations. Explain only the next step supported by the action history and identify what remains unknown. Keep rule adoption, amendment adoption, House passage, and enactment distinct. Flag any mismatch in bill number, Congress, or version before drafting. Do not claim a measure is enacted based on House passage alone.

Recommended attachments: (1) [Official vote record]; (2) [Bill action history].

Stakeholder Follow-through

Policy meeting brief

Best used with: Chat.

Prepare a one-page brief for the Member's meeting with [Organization] about [Issue]. Use the supplied request and background to summarize attendees' organizational roles, stated purpose, specific policy request, documented office history, and five neutral questions. Attribute claims to their sources. Identify commitments requiring Member direction and missing information. Do not infer personal beliefs, partisan motives, or the Member's position from an attendee's identity.

Recommended attachments: (1) [Meeting request and agenda]; (2) [Approved meeting background].

Meeting action record

Best used with: Chat.

Convert the supplied policy meeting notes into a concise internal action record for the LD. Separate requests received, commitments explicitly made, and proposed follow-up. For each action, show the owner, due date, and supporting note passage; mark missing fields [Confirm]. Add a 100-word neutral meeting summary. Do not turn discussion into a commitment or imply the Member endorsed a proposal. Exclude unnecessary personal information.

Recommended attachments: (1) [Policy meeting notes].

Stakeholder evidence synthesis

Best used with: Chat.

Synthesize the supplied organizational submissions on [Policy question] into a 500-word staff memo. Compare stated operational concerns, evidence offered, areas of agreement, and unresolved differences. Cite the source and page for each position. Distinguish organizational requests from verified facts and identify voices absent from this source set. Do not present submission volume as representative public opinion or rank people by political influence.

Recommended attachments: (1) [Organizational policy submissions].

Stakeholder Follow-through

District-to-policy handoff

Best used with: Chat.

Turn the supplied anonymized district-office themes for [Period] into a legislative staff handoff. Group recurring policy questions, separate individual service matters for district staff, and identify information the LD needs before assigning research. Include a table with theme, supporting example, evidence limitation, and proposed staff question. Do not identify constituents, infer prevalence from selected examples, or decide individual cases. Keep to one page and label the source sample's limits.

Recommended attachments: (1) [Anonymized district-office themes].

Factual policy FAQ

Best used with: Chat.

Draft six neutral questions and answers about [Measure and version] for internal review using the supplied approved fact sheet. Limit each answer to 70 words. Explain the proposal's scope, documented status as of [Date], and what remains unresolved. Cite the source for each answer and mark any unsupported answer [Needs source]. Preserve the Member's approved wording where supplied. Do not add promises, campaign language, or implied enactment. Label the result Draft for staff review.

Recommended attachments: (1) [Approved measure fact sheet with sources].