**Speaker of the House**

Chamber’s presiding officer
Decides points of order
Refers bills and resolutions to appropriate House committees
Schedules legislation for floor action
Appoints House members to select, joint, and House-Senate conference committees

**Majority Leader & Minority Leader**

Appointed by parties to shape and direct the strategy on the House floor
Maintain their parties’ alliances to garner voting majorities to pass or defeat bills and amendments
Formulate the party’s legislative program in cooperation with the speaker
With other party leaders steer their program through the House
Ensure that committee chairs take action on bills

**Majority Whip & Minority Whip**

Each party elects a whip to aid the floor leader in implementing the party’s legislative program
Help develop a party program
Transmit information to party members in the chamber
Assist leaders in developing a count and a strategy for key vote
Build coalitions to pass bills and amendments
Gather intelligence, know where the key votes are, and use persuasive tactics to garner more votes