

November 20, 2020

Representative-elect  
U.S. House of Representatives  
Washington, DC 20510

Dear Representative-elect:

Congratulations on your election to the 117<sup>th</sup> Congress!

*As you prepare to staff your office, we encourage you to prioritize racial diversity in your hiring, particularly among your personal office top staff (e.g., chief of staff, legislative director, and communications director) and mid-level staff (e.g., legislative assistant, counsel, policy advisor, press secretary, and administrative director).*

The Joint Center's September 2018 report, [Racial Diversity Among Top House Staff](#), covered in [The New York Times](#), found that the U.S. population as a whole is almost three times more diverse than top U.S. House staff (13.7 percent of color).

As of May 2019, the Joint Center's [tracker of racial diversity of top staff hires in the 116<sup>th</sup> Congress](#) showed that people of color accounted for 19.85 percent of top staff hired by newly-elected U.S. House Members. This was an improvement, but the hiring of diverse top staffers by newly-elected House Members continues to lag behind the national population.

You have an opportunity to improve these statistics over the next few months as you hire top and mid-level staff for your offices.

In addition, we urge you to take the following steps immediately in preparation for the 117<sup>th</sup> Congress:

1. ***Adopt a Diversity Plan:*** Develop a written office diversity and inclusion plan that includes recruitment and hiring metrics, staff retention and development strategies, data collection and analysis procedures, a clear allocation of responsibility and performance evaluation for plan implementation, and unconscious bias training for all managerial staff involved in recruitment, hiring, evaluation, and retention.
2. ***Use the Bipartisan [House Diversity and Inclusion Office](#):*** This office helps House offices recruit, hire, train, develop, and retain a diverse workforce.

3. ***Use the [Brain Trust for a Representative Democracy](#)***: For tips on how to operationalize these and other approaches that can help you build a more diverse and inclusive office, consult the practitioners and experts at Representative Democracy.
4. ***Work With the Tri-Caucus Staff Associations***: In recruiting talent, work with the Congressional Asian Pacific American Staff Association, Congressional Black Associates, Congressional Hispanic Staff Association, and Senate Black Legislative Staff Caucus, which maintain databases of strong diverse talent.

In the new Congress, top and key mid-level staffers will continue to have significant influence in developing legislation and providing oversight of hundreds of administrative agencies that employ over three million civilian and military workers and a multi-trillion dollar budget and appropriations process that affects our entire nation.

Ensuring racial diversity among your top and mid-level staff would enhance the deliberation, innovation, legitimacy, and outcomes of your office and of the chamber as a whole.

You have an opportunity to show how the experiences and skills of all Americans are vital to your work.

We look forward to working with you.

Regards,

African American Mayors Association  
American Academy of Family Physicians  
American Counseling Association  
American Society for Biochemistry and Molecular Biology  
American Society of Association Executives  
American Society of Landscape Architects  
Asian Americans Advancing Justice (AAJC)  
Asian Pacific American Institute for Congressional Studies (APAICS)  
Association Headquarters  
Augustus F. Hawkins Foundation  
Bipartisan Policy Center  
Black Futures Lab  
Black Girl Magic (BGM) Network  
Black Women's Health Imperative  
Chinese American Citizens Alliance/DC

College to Congress  
Congressional Black Caucus Foundation (CBCF)  
Congressional Hispanic Caucus Institute (CHCI)  
Congressional Management Foundation  
Democracy Fund Voice  
Demand Progress  
Federally Employed Women  
Forge Policy Solutions  
Guiding Researchers & Advocates to Scientific Partnerships (GRASP)  
Hmong National Development  
Inclusive America  
Issue One  
Joint Center for Political and Economic Studies  
Lawyers' Committee For Civil Rights Under Law  
League of United Latin American Citizens (LULAC)  
MANA, A National Latina Organization  
NAACP Legal Defense and Educational Fund, Inc. (LDF)  
NALEO Educational Fund  
National Asian Pacific American Bar Association (NAPABA)  
National Asian Pacific American Families Against Substance Abuse (NAPAFASA)  
National Action Network (NAN)  
National Alliance for Partnerships in Equity (NAPE)  
National Association for the Self-Employed (NASE)  
National Bar Association (NBA)  
National Black Justice Coalition (NBJC)  
National Black Worker Center Project  
National Coalition for Asian Pacific Americans Community Development (CAPACD)  
National Congress of American Indians (NCAI)  
National Court Reporters Association (NCRA)  
National Disability Rights Network (NDRN)  
National Network for Youth  
National Urban League (NUL)  
National Council of Negro Women (NCNW)  
NETWORK Lobby for Catholic Social Justice  
National Organization of Black County Officials, Inc. (NOBCO)  
Oakland Unified School District (OUSD)  
Our Perspective: Asian American Plays  
Pay Our Interns  
Pride at Work  
Project Management Institute

Public Knowledge

South Asian Bar Association of North America

South Asian Fund For Education, Scholarship and Training (SAFEST)

Southeast Asia Resource Action Center (SEARAC)

Southern Rural Black Women's Initiative

TESOL International Association

The Almond Group

The Feighan Team

The Leadership Conference on Civil & Human Rights

The Links, Incorporated

The Raben Group

The United Methodist Church - General Board of Church and Society

UnidosUS

Washington Government Relations Group (WGRG)

Women in Government Relations (WRG)

Women's Congressional Policy Institute

Women's Congressional Staff Foundation

Women's Global Impact Initiative

Working IDEAL