



No thank-you notes or messages regarding election or re-election to office

party.

No party labels in photo caption, excepting ledger-line types

No party labels in titles or headlines

No language to mock, deride, taunt

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May not refer to the official conduct of a Member (except when the subject of such conduct is pending before the House)

May not refer to an investigation undertaken by the select committees, Ethics Com, or any other course of action or advocate for an interim ethical report

May not accuse a Member of hypocrisy

May not question the integrity or the integrity of a Member

May not refer in a personal way or in a derogatory way to any Member

May not use a member's surname as though it were a slur

May not intentionally misrepresent the opinion or another member

May not phrase the name of a Member as derogatory, hypocritical, demagogic, resistant

The Commission on the Ethics of Government may not be used as an occasion for expressing gratitude to constituents for election to the Congress

No use of abusive language.

No offensive personal remark against another Member.

Comments critical of policy or legislative proposals.

Partisan in fact or tone.

- Political in fact or tone.

- Directed at a public personality (either individually or collectively).

- Described using negative and insulting personality.

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- Solicitations, promotions, or sales.

Comments on the conduct of business or affairs of any organization.

Comments on the policy, or community issue.

Comments on the organization or members of the organization.

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## Examples of Frankable Items

### Federal Laws and Publications

Section 2239(a)(1) of the Internal Revenue Code provides that the following items are frankable, with a limit of one per addressee per month: (1) publications purchased with regular funds, or publications containing information;

Federal publications include the Congressional Library, Department of Agriculture, and any other publication of the United States Government, including the Printing Office.

Society calendar

permitted to be mailed as franked mail under this section shall not be so mailed unless the cost of preparing and mailing the same is borne by the individual, firm, or corporation to whom the content is frankable under this section.

content is frankable under this section.

may be sent as enclosed in an unsealed envelope in the same mailing.

over registration or similar information.

Recruiting listing

informational nature.

under the provisions of paragraph 1 of this chapter, it may be sent as enclosed in an unsealed envelope in the same mailing.

response to a specific request for information.

rankable under section 5210...

In other words, a Congressional Record report or excerpt is subject to the test of

Members are cautioned to make certain that Congressional Record contains

material conforms with the statutory provisions governing Congressional statements.

### Voting Information

registration or electronic mail or other means of communication to the Member or

information or material which would cause it to be non-audible.

material which would cause it to be non-audible.

If the matter mailed consists solely of a copy of a report or other material

The Member may bring this matter to the attention of the Member's

(Other Mass Mailings)

### Biographical Matter

Biography or autobiography of any Member of or Member-elect to Congress or any biographical

members of the family of such Member or Member-elect or any other person

Federal publication or in response to a specific request for information

the following information:

The rankability of any form of matter received by the Member or

Advisory opinion dated July 17, 1974, held as inapplicable to the following

registration.

ADMINISTRATIVE

## Congratulations

To a person who has achieved some public distinction.

The Commission requests that these messages of congratulations

examples are illustrative, and not all-inclusive.

### Examples

- Election or appointment to public office
- U.S. Citizenship
- High School Graduation
- Graduation from college or university
- Eagle Scout / Gold Star
- Heroism
- Appointment in a U.S. Military Academy

public good.

gathers consistant solely of entities

messages are not fraudulent.

However, legislative correspondence which is primarily complimentary in nature, such as a personal statement of condolence or of congratulations for personal achievement, or similar,

may contain a brief complimentary message for personal achievement, provided the emphasis

of the letter focuses on the content of the message rather than on the personal or political accomplishments of the individual on whom the complimentary remark is made.

### Letters of Recommendation

Letters of recommendation for appointments to positions of honor or distinction, or for commendations for military awards and similar honors, may be submitted to the appropriate committee or subcommittee.

Members may write letters of general introduction, not endorsement, to other members of Congress or to officials of other organizations or individuals.

Letters of recommendation for other appointments should be directed to the appropriate committee or subcommittee.

### Legislative duties

Members should be diligent in the performance of their legislative duties, including the study of bills and reports, the preparation of amendments, and the participation in the debate on bills and reports.

Members should also be diligent in the performance of their official duties, including the preparation of reports, the participation in the debate on bills and reports, and the participation in the work of the committee or subcommittee.

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(no personal or political accomplishments)

News articles, Congressional Record reports, testimony, and copies of other correspondence may be used as enclosures of exceptions provided for in the rules.

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### Official activities

Members should be diligent in the performance of their official duties, including the preparation of reports, the participation in the debate on bills and reports, and the participation in the work of the committee or subcommittee.

entity.]

sponsored by the Member.

Military academy applications and appointment forms.

• **Constituent service**

• **U.S. Civil Liberties Society**

• **rankable mailing (see Chapter 3, Paragraph 3.1)**

• **Non-partisan voting registration or election information.**

• **Exploited Children**