

#### 4(a). Examples of Nonfrankable Items

- **Personal or biographical Matter (See Paragraphs 8, 10, 14, 16)**
  - Autobiographical or biographical material of a Member, staff, or constituent is not frankable. [NOTE: An official biography of the Member may be franked in response to a specific request or to media.]
  - No reports on the Member's family or family life.
  - No reports on how the Member spends times other than in the performance of official duties.
  - Community service or workday activities performed by the Member or staff are not official.
  - No thank you notes or messages regarding election, Birthday, anniversary, wedding, birth, retirement or condolence messages are prohibited. Non-incident holiday greetings are prohibited. (Incidental holiday greetings are permissible).<sup>1</sup>
- **Political and partisan references (See paragraphs 7, 17)**
  - Avoid excessive use of party labels. A general guideline is two references per page for each party.
  - No party labels in photo caption excepting leadership titles.
  - No specific references to past or future campaigns or elections, including election or re-election announcements and schedules of campaign related events.<sup>2</sup>
  - Political cartoons or graphics are prohibited.
  - Materials (i.e. photos, logos, slogans) used in campaign literature as well as specific campaign pledges or promises are not frankable.
  - Members may not project themselves through an election cycle into a future Congress.
  - Members may not directly or indirectly solicit a constituent's party affiliation.
  - Comments critical of policy or legislation should not be partisan, politicized or personalized.
- **Solicitations, promotions or endorsements (See Paragraphs 5, 6 and 17, and Chapter One, Paragraph 5)**
  - No solicitations for funds for or on behalf of *any* organization or person.
  - No grassroots lobbying or soliciting support for a Member's position on a legislative, public policy or community issue. Members cannot generate or circulate a petition under the frank.
  - No material that advertises, promotes, endorses or otherwise provides a benefit to an individual or organization not entitled to use the frank. This would include commercial, charitable, non-profit and political organizations as well as Congressional Member Organizations (CMO) and advisory boards or task forces. [NOTE: Leadership task forces or working groups are eligible for franking privileges under the Republican conference or Democratic caucus]

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<sup>1</sup> The Commission on Dec. 4, 2013 held as frankable an incidental holiday greeting.

<sup>2</sup> The Commission on Nov. 25, 1874, by a unanimous vote, held as not frankable comment in newsletter expressing gratitude to constituents for election to the Congress.