



April 23, 2007

## REMINDER!!!

### **ALL UNSOLICITED MASS COMMUNICATIONS REQUIRE FRANKING APPROVAL**

Dear Republican Colleague:

In accordance with federal law and House rules and regulations, please ensure that all unsolicited mass communications produced by your office are submitted to the Franking Commission for approval prior to dissemination.

A number of offices use the “Tele-town hall” format of communication to reach a large number of constituents. **Please note that Tele-town halls are defined as unsolicited communications, and their scripts are subject to Franking review and approval.**

Franking regulations stipulate that “Unsolicited mass communications” be defined as any unsolicited communication of substantially identical content to 500 or more persons, in a session of Congress. Additional examples of both unsolicited mass communications, and those communications that are not subject to the regulation governing unsolicited mass communications, appear on the reverse of this page.

Should your office have any questions related to this matter please contact the Committee on House Administration at 5-8281.

Sincerely,



Vernon J. Ehlers  
Ranking Member

## **Examples of Unsolicited Mass Communications are:**

- Radio, TV, internet, or newspaper advertisements of town hall meetings or of a personal appearance of the Member and/or the Member's employee(s) at an official event
- Mass mailings
- Newspaper inserts
- Mass automated phone calls
- Mass facsimiles
- Tele-Town Hall Meetings
- Posters, flyers, leaflets, handouts, etc., that are distributed as mass communications
- Radio programs aired on broadcast time purchased with official funds
- Video or audio communication for which official funds are expended for production and distribution
- Mass e-mail communications distributed to a non-subscribed e-mailing list

## **This restriction does not apply to the following:**

- Direct responses to communications (solicited communications)
- Communications to Members of Congress and other government officials
- Communications distributed to the news media (video, audio, print and electronic)
- Web sites (including a Member's official web site) and other electronic bulletin boards on which information is posted for voluntary public access
- Advertisements for employee position and internship openings, U.S. Military Academy Days, and An Artistic Discovery
- Member's participation in a media hosted interview or program
- Previously recorded programs and public service announcements aired at the discretion of a media outlet, when no expenses are incurred by the Member
- Purchases of research materials, including videotapes, audiotapes, and other electronic media
- Video teleconferencing services
- Mass e-mail communications distributed to a subscribed e-mailing list