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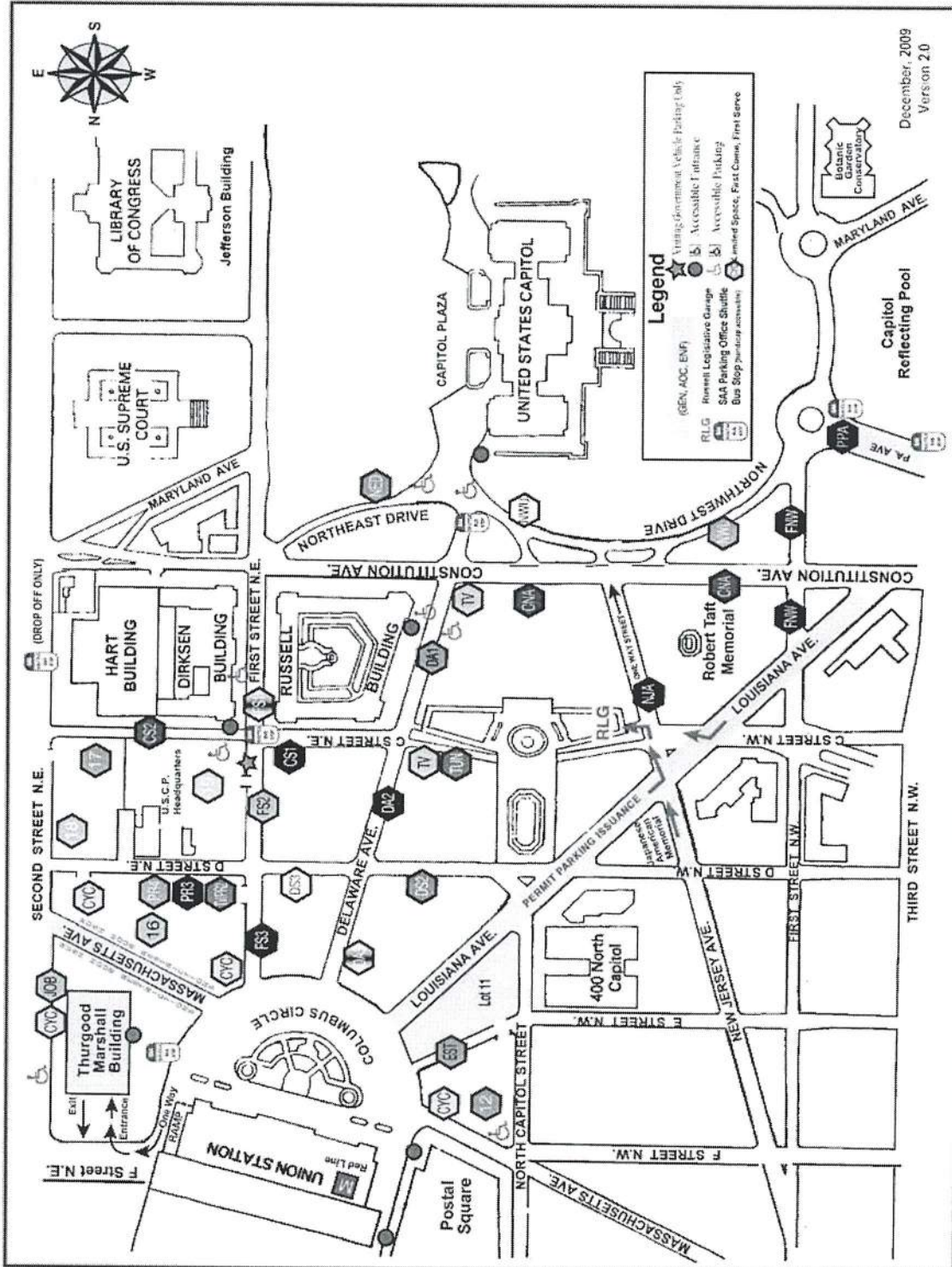
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Appendix I-A: Capitol Hill Parking Map

Refer to the following parking map to find outdoor parking lot locations, the parking permit issuance location, accessible parking, and building entrances.



Appendix I-B: Policy for Use of Senate Rooms, The Russell Rotunda & Courtyard, The Hart Atrium, and The Capitol Rotunda

Introduction

The Senate Committee on Rules and Administration has jurisdiction over assignment and use of space in the:

- Senate Office Buildings
- Senate Wing of the Capitol, which includes the Senate Wing of the Capitol Visitor Center
- Russell Building Courtyard

While rooms may be occupied or administered by other offices or committees, they are subject to the Rules Committee policy for the use of Senate rooms.

Important! Any conditions or circumstances not covered by the following regulations must be approved by the Rules Committee.

Committee Regulations

(Adopted December 7, 2006)

Policy for Use of Senate Rooms

1. Booking a Senate Event Room:

Rooms are available for Senate-related business only.

The Senator or Officer sponsoring the function is expected to be in attendance.

Any requests or circumstances not covered by these room regulations must be submitted to the Rules Committee for consideration.

Requests for the use of any space in the Senate Office Buildings and the Senate Wing of the Capitol, including the Senate wing of the Capitol Visitor Center, must be made by a Senator or Officer of the Senate through the online room reservation system.

All requests for room reservations must be submitted to the Senate Rules Committee.

Specific and accurate information must be provided including the **date and time of the event, full name of any organization or group involved (no acronyms), a complete description of the function and its purpose, how it relates to legislative business, number of people attending, type of set up required, and indication of catering needs**. A Senate staff contact name and telephone number is required.

Each office may designate up to two staff members who will be authorized to submit room requests on behalf of a Senator or Officer of the Senate.

Rooms are assigned on a first-come, first-served basis.

Room requests may be made up to a maximum of 3 months in advance.

The Senate Rules Committee will not discuss room availability prior to submission of an official room request form.

Requests for rooms are subject to approval by the Rules Committee and availability of space. **The Senate Rules Committee will provide an e-mail response to all submitted requests. A room reservation is not confirmed until written confirmation has been received.**

Upon receipt of confirmation of a room reservation, Senators and Officers must provide outside groups, who are hosting a function in Senate space, with a copy of the *Official Guidelines for Use of Senate Space*, a fact sheet prepared by the Senate Rules Committee and available on the Rules Committee web site.

(<http://webster.senate.gov/rules/rules.cfm?page=rooms>)

Room reservation information is available to Senate staff only. Offices requesting rooms are responsible for all communications with outside groups. The Senate Rules Committee will not discuss events, event arrangements, or room availability with outside groups.

To accommodate the room requests of all Senators and Committees, an outside group may not reserve a room more than once in a calendar month.

Rooms may not be "held" on a tentative basis.

Cancellations should be reported immediately to the Senate Rules Committee.

2. Use of Space Assigned to a Senator, Committee Chairman, or an Officer of the Senate

Requests for use of space assigned specifically to a Senator, Committee Chairman, or Officer of the Senate should be made directly to that individual. Room regulations apply to all Senate rooms.

3. Use of Senate Event Rooms

The Senator sponsoring the function will be held accountable for enforcement of all room regulations. Outside groups disregarding the Policy for Use of Senate Rooms, as set forth by the Committee on Rules and Administration, may have their reservation cancelled; event terminated, or may be prohibited from scheduling future events in Senate rooms.

All requests for a Senate event room for use by a Committee, or under the auspices of a Committee, must be made or approved by the Chairman of that Committee. (If the Committee is a joint committee, the request must be made or approved by the Senator who is Chairman or Vice-chairman of that Joint Committee.) A use is considered to be "by a Committee" or "under the auspices of a Committee" when the announcement, agenda or notice for the use identifies Senate participants as members of the Committee.

Standing Committees of the Senate, Special Committees of the Senate, and Select Committees of the Senate may hold committee hearings and conduct meetings in Senate rooms. Additionally, Joint Congressional Committees and Commissions created by Congress are permitted to hold hearings and conduct meetings in Senate rooms. Congressional hearings and official legislative meetings take precedence over all other functions.

Events may be booked Monday - Friday. Events may begin no earlier than 8:00 am in the morning. Evening events must conclude by 10:00 pm.

The precise time period scheduled for room use must be strictly adhered to.

Weekend events are not permitted.

Specific event arrangements (set-up, catering) should be discussed directly with those responsible for providing the services in Senate space, as indicated on the Rules Committee's Room Request Form. Set-up and catering entities may not provide information about other scheduled events or availability of other event rooms.

Since rooms are available only for Senate-related business, there is no charge for such use. Therefore, no charge is permitted in connection with the use of Senate space, nor may any charge be assessed for admittance or refreshments in Senate space.

Weddings, funerals, memorial services or other events of a personal nature are not allowed.

Events that may endanger the public or create an unreasonable risk of liability for the United States Senate are not permitted.

Outside groups are not permitted to use Senate space to conduct events intended to simulate Congressional hearings or legislative meetings.

Demonstrations and disruptive behavior are not permitted.

Excessive noise or sound amplification is not permitted.

Music during business hours is not permitted (see Section 9).

Animals are generally not permitted at events in Senate rooms, except in cases where an animal provides necessary assistance to an individual with disabilities.

Education, training, and health screening conducted in Senate space by outside entities for the Senate community must be coordinated with and conducted through the Senate Office of Education and Training or the Senate Employee Assistance Program.

No money or items may be collected on Senate property for any purpose, including charitable purposes.

Senate space may not be used for any fund-raising purpose.

Senate space may not be used for political activities, including political campaign, political party, or political action committee activities.

Booking and use of Senate space for any commercial, promotional, or profit-making purpose is strictly prohibited.

No signs, placards, photographs, brochures or pamphlets displaying a group or company name or logo are permitted.

Exhibits must be educational in nature and must relate to Senate business.

Trade fairs are not permitted.

No products or services may be promoted or sold on the premises. No promotional material may be distributed on the premises.

No material may be attached anywhere in Senate rooms, including walls, windows, and window treatments.

Banners anywhere on Senate property are strictly prohibited.

The Senate will not be held responsible for articles brought into the Senate buildings or onto Senate grounds for functions and exhibits.

4. Cancellation of Events

Since Senate Committee hearings and official legislative meetings take precedence over all other functions, it may be necessary to cancel or move a function on short notice based on the legislative schedule of the Senate.

Groups disregarding the Policy for Use of Senate Rooms, as set forth by the Committee on Rules and Administration may have their reservation cancelled; event terminated, or may be prohibited from scheduling future events in Senate rooms.

5. Food and Beverages

Food and beverages for events in Senate rooms may only be provided by the Senate event food and beverage service provider(s) designated by the Senate Rules Committee. Information regarding the designated provider(s) will be posted on the room request form and the Official Guidelines for Use of Senate Space fact sheet prepared by the Senate Rules Committee.

Catering arrangements for special events or functions must be made directly with the designated food and beverage service provider(s).

The Senate Rules Committee must grant a waiver for any special event food that cannot be furnished by the Senate food service vendor (such as home state products celebrating the food of a state). Requests for waivers must be submitted in writing to the Senate Rules Committee well in advance of the event.

All food and beverages served at a function must be consumed within the scheduled room. No food or beverages are permitted in the corridors outside event rooms.

6. Financial Obligations

Outside groups are expected to make arrangements for payment for any catering expenses in advance of the event date and in accordance with contractual requirements.

The Senator or Officer sponsoring the function is responsible for any loss of or damage to Senate property and for any financial obligation incurred.

7. Room Set-Up

The Office of the Senate Superintendent will make arrangements for the set-up of a room in the Senate Office Buildings with the sponsoring Senator's staff or designated constituent contact. Arrangements for room set-up in the Senate wing of the Capitol and the Capitol Visitor Center are made through Capitol Facilities.

There is no charge for set-up of rooms by the Senate Superintendent's Office or Capitol Facilities.

At the time the reservation is approved by the Rules Committee, Senate offices should make arrangements, or should notify their constituent contact that arrangements for the set-up of the room must be made directly with the Superintendent's Office or Capitol Facilities. Arrangements should be made as soon as possible, but at least 2 business days in advance of the event, in order to guarantee the availability of adequate furniture, equipment, and supplies.

Room set-up arrangements may not be changed on the day of an event.

8. Room Capacity

The Senate Rules Committee posts information on its web site regarding the maximum capacity of event rooms, based upon set-up style. The maximum room capacity by set-up style permitted by the Fire Marshal shall not be exceeded. Failure to adhere to the maximum room occupancy level may result in termination of an event or function.

9. Music

No music is permitted in the Senate wing of the Capitol when the Senate is in session.

No music is permitted in the Senate Office Building event rooms or in the Capitol Visitor Center event rooms when the Senate is in session until after 6:00 p.m.

When the Senate is in recess, music is permitted after 5:00 p.m.

Music may be provided during the approved time periods by string instruments or a piano. Amplified music is not permitted.

Vocal performances and singing are not permitted at any time in Senate space, except by special permission in the Russell Senate Office Building Rotunda, or by special waiver.

10. Press Conferences

Only Senators may conduct press conferences. Outside groups may not hold press conferences in Senate event rooms.

Press conferences related to political campaign, political party, or political action committee activities are not permissible.

11. Photographing and Filming

Since Senate space may not be used for commercial, promotional, or profit-making purposes whatsoever:

No promotional or commercial photographing or filming is permitted.

Filming involving or related to commercial ventures, including fictional movies and commercial documentaries, as well as the use of Senate space to create or promote commercial entertainment programming, is strictly prohibited in Senate buildings and on the Capitol grounds.

12. Audio Visual Presentations

The content of audio visual presentations made in Senate rooms may not be commercial, promotional, profit-making, or fund-raising in nature.

13. Broadcasting

News broadcasting, coverage and videotaping at events/in event rooms requires special permission and must be coordinated with the Senate Radio TV Gallery. News broadcasting, coverage, and videotaping are prohibited in some areas, and are subject to the rules and regulations of the Senate Radio TV Gallery.

14. Admittance to Buildings

The Senate Wing of the Capitol, the Senate Wing of the Capitol Visitor Center, and the Senate Office Buildings are open during normal business hours. These areas are not open on evenings, holidays, and weekends, unless the Senate is in session.

The following information may be found on or accessed through Webster:

Information regarding normal business hours will be posted on Webster. Due to security considerations, building hours are subject to change without notice.

Information regarding building access for visitors and guests outside of normal business hours, will be posted on Webster.

Information regarding access to the Senate Wing of the Capitol and the Senate Wing of the Capitol Visitor Center for appointments, visitors, and guests will be posted on Webster.

Information regarding the Capitol Visitor Center days and hours of operation for visitor services, Senate Gallery access when the Senate is in session, as well as any special announcements with regard to closures, will be posted on the Capitol Visitor Center web site and may be accessed through a link on Webster.

The Senate Appointments Desk and the United States Capitol Police must be furnished, when required, with a list of the names and pertinent information for all guests attending functions in the Senate Wing of the Capitol, including the Senate Wing of the Capitol Visitor Center. Requirements and any necessary forms will be posted on Webster. Names of guests must be submitted in accordance with the guidelines set forth on the form, otherwise admittance to events cannot be guaranteed.

15. Event Parking

No parking accommodations are provided for guests.

Russell Rotunda

1. All requests for use of the Russell Rotunda must be submitted to the Senate Rules Committee on the official Russell Rotunda request form provided by Rules Committee. All required fields on the form must be completed. The requesting Senator's or Officer's signature must appear on the request form.
2. Only educational, cultural, and commemorative exhibits will be permitted. Handouts are not permitted.
3. No signs or placards displaying a company or group's name or logo are permitted. Banners are strictly prohibited.
4. Handouts are not permitted.
5. Photographs or slides of the complete exhibit, and any text, must be provided to the Rules Committee 14 days prior to the date of the exhibit for review before an exhibit will be approved. Text in any language other than English must be translated. No changes may be made to an approved exhibit within 7 days of the event.
6. Guidelines for Use of the Russell Rotunda, a fact sheet prepared by the Senate Rules Committee, must be provided to the exhibitor by the requesting Senator or Officer.
7. An exhibit may not be displayed in the Rotunda for more than 5 days, unless an exception is granted.
8. Exhibits must be placed entirely within the Russell Rotunda. The articles of an exhibit must be placed on mounted displays.

9. Photos or paintings may not be hung from the pillars or on the walls, and should not require any lighting, etc. that must be plugged into an electrical outlet.
10. Exhibits must be arranged in a manner that provides safe and easy access, as well as adequate space for emergency egress for staff and visitors.
11. No food or beverages are permitted.
12. No sound may be associated with the exhibits.
13. The precise timeframe for setup and removal of an exhibit, as approved by the Senate Rules Committee, must be strictly followed.
14. A choral group may perform in the Russell Rotunda for 15 minutes during the lunch hour (12:00 - 1:00 p.m.). The group will not be allowed to perform when hearings or other official functions are scheduled in the Caucus Room. String instruments and piano are the only musical instruments permitted. The use of amplifiers is strictly prohibited.
15. Cancellations should be reported immediately.
16. The Senate will not be responsible for the articles of an exhibit. The Senate does not provide insurance for such articles.

Russell Courtyard

The policy of the Rules Committee is to discourage use of the Russell Courtyard for functions because of security reasons. Written requests for a Courtyard function, as an exception to policy, will be considered by the Committee. However, the function must be only for Members of Congress, their families, and staff.

Hart Atrium, Emancipation Hall of the Capitol Visitor Center and Capitol Rotunda

Use of the Capitol Rotunda, the Emancipation Hall of the Capitol Visitor Center, and the Hart Atrium is strictly prohibited, except for official ceremonies authorized by Senate Resolution.

Appendix I-C: Closing a Senator's Office

Introduction

This appendix (revised in October 2010) highlights information about closing a Senator's office that concerns staff, office expenditures, the disposition of furniture, equipment, and senatorial records, the use of computer-based systems and services, and the use of the mailing frank. Special reference is also provided to the variations in law and procedure that apply in each of the above-mentioned circumstances.

The following sections provide the four reasons for closing a Senator's office.

I. Expiration of the Regular Term of Office

Term of Office

A Senator's regular term of office officially expires at noon on January 3 of the year in which such term ends.

Note: Although the regular 6-year term is from noon, January 3 to noon, January 3, the 6-year period for pay and allowances, including staff salaries, has been established for accounting purposes as being from the full day of January 3 through the full day of January 2.

Staff

Employees in the office of a Senator who remains in the Senate until the expiration of the Senator's regular term of office and who was not a candidate for reelection, remain on the payroll until the *close of business on January 2* of the year in which the Senator's term of office expires, unless terminated sooner.

Pursuant to S. Res. 478 (108-1), employees in the office of a Senator who is leaving at the expiration of a regular term of office and who was a candidate for reelection in the general election, remain on the payroll for a period not to exceed 60 days following the end of the Senator's term or until the staff member becomes otherwise gainfully employed, whichever is earlier, provided the conditions in S. Res. 487 are met. (See section 73 of the *Senate Manual*, 2006 Edition - reprinted at the end of **Appendix I-C: Closing a Senator's Office.**)

Office Expenses

No obligations may be incurred after the last day of the Senator's service.

Franking Privilege

The Senator is entitled to use the mailing frank until the expiration of the 90-day period immediately following the date the Senator leaves office. If the Senator is an appointee whose term has expired, the frank may be used for matters of official business related to the closing of the office.

Travel

All official travel must be completed by the end of the Senator's term of office. Staff relocation to the home state (transfer to another duty station) is not reimbursable regardless of when it occurs.

II. Resignation

A Senator may choose to resign at any time prior to the normal expiration date of the term of office.

Staff

Employees may be continued on the Senate payroll at their respective salaries to close the office for up to 60 days after the Senator's resignation but not beyond the close of business of the last day in which the Senator's term of office would normally expire, under most circumstances. Duties of closing the office are performed under the direction of the Secretary of the Senate. (See section 72 of the *Senate Manual*, 2006 Edition - reprinted at the end of **Appendix I-C: Closing a Senator's Office**.)

Office Expenses

The Senator's Account of each Senator is available for expenses incurred up to and including the Senator's last day of service. Outstanding vouchers should be presented to the Disbursing Office within 30 days of the Senator's last day of service, if possible. Subsequent to the Senator's resignation, an amount equal to one-tenth of the official office expense account portion of the Senator's Account is available to the Secretary of the Senate to defray those expenses directly related to closing the Senator's office. These expenses are not charged to the Senator's Account, but rather must be vouchered against and paid from the Contingent Fund of the Senate as Miscellaneous Items.

Franking Privilege

The Senator is entitled to use the mailing frank until the expiration of the 90-day period immediately following the date of leaving office. If the Senator has resigned, the frank may be used only for matters of official business related to the closing of the office.

Travel

All official travel must be completed by the Senator's last day of service. Staff travel (relocation/return) to the home state is not an allowable expense.

III. Termination of the Service of an Appointee Who Is Not a Candidate or, If a Candidate, Is Not Elected

Staff

Employees are continued on the Senate payroll at their respective salaries for up to 30 days after the date of termination of the Senator's service or until they have become otherwise gainfully employed, whichever is earlier. Notarized affidavits from staff members indicating that they were not gainfully

employed during that period are sufficient to support a claim for pay. This statement must be completed and given to the Disbursing Office (SH-127) for each applicable pay period. The Disbursing Office will supply notary services. The Senator may notify the Disbursing Office, in writing, on or before the last day of service that the provisions of S. Res. 344 (86th Congress) are not to apply to any or all employees. (See section 74 of the *Senate Manual*, 2001 Edition - reprinted at the end of **Appendix I-C: Closing a Senator's Office**.)

Office space

Senate space in Washington and in the state assigned to an appointee who is not thereafter elected to complete the term must be vacated by the appointee:

- If the Senate is in session the day preceding the swearing-in of the successor, or
- If the Senate has adjourned sine die, the day preceding the date of certification of the successor, or 30 days after the date of the election, whichever is earlier.

IV. Death of a Senator

Staff

Employees may be continued on the Senate payroll at their respective salaries to close the office for up to 60 days after the Senator's death but not beyond the close of business of the last day in which the Senator's term of office would normally expire, under most circumstances. Duties of closing the office are performed under the direction of the Secretary of the Senate. (See section 72 of the *Senate Manual*, 2006 Edition - reprinted at the end of **Appendix I-C: Closing a Senator's Office**)

Office Expenses

The Senator's Account is available for expenses incurred up to and including the Senator's last day of service. An amount equal to one-tenth of the official office expense account portion of the Senator's Account is available to the Secretary of the Senate to defray those expenses directly related to closing the Senator's office. As in the case of resignation, expenses are paid from the Contingent Fund of the Senate as Miscellaneous Items. The Secretary of the Senate will certify those expenses for the deceased Senator's office, as well as any obligations incurred and not certified at the time of the Senator's death. The Financial Clerk (Disbursing Office, 224-3205) will furnish information concerning allowances for the operation of the deceased Senator's office during the 60-day period.

Travel

Employees away from their duty stations on official business which began prior to the Senator's death may return to those duty stations at the expense of the Senate. Vouchers for the entire round trip shall be paid from the Senator's Account upon certification by the Secretary of the Senate. A staff member may not begin travel after the death of a Senator, except for the purpose of assisting in closing a state office, provided such travel is deemed necessary by the Secretary of the Senate.

Franking Privilege

The surviving spouse of a Member of the Senate or, if there is no surviving spouse, a member of the immediate family of the Senator, as designated by the Secretary of the Senate, may use the deceased Member's frank for non-political correspondence relating to the death of the Member for not more than 180 days after the death of the Senator. There is no other provision of law under which any matter may be sent in the mail free of postage under the frank of a deceased Member of the Senate. However, in accordance with the procedure suggested by the Postal Service, and precedent, the frank of the Secretary of the Senate is available for the continued transaction of official business during the 60-day period, or for the time a Senator's staff needs to close the official business of the office. The appropriate forms and a facsimile of the Secretary's frank are sent to the office.

Financial Arrangements

A deceased Senator is removed from the Senate payroll as of the date of death.

The Employee Benefits Section of the Disbursing Office will ascertain the benefits due (pay, retirement, life insurance, health insurance) the widow(er) or other relevant survivors.

The Financial Clerk will meet with the widow(er), other relevant survivors, or their representatives, to discuss the benefits payable and the documentation required, including four certified copies of the death certificate. In the next Appropriation Bill, an item will be inserted for a gratuity to be paid to the widow(er) or other next-of-kin, in the amount of one year's compensation.

Funeral Arrangements

The responsibility for official funeral arrangements rests with the office of the Sergeant at Arms. However, it is the decision of the widow, widower or heirs where the actual funeral will be held. If there is a request for the body to lie in state in the Rotunda, the decision is made by the Leadership of the Senate and the House of Representatives and the Architect of the Capitol. If the deceased does lie in state, the Architect makes arrangements with the Department of Defense for an Honor Guard. If there is to be a ceremony, the Sergeant at Arms makes the necessary arrangements. The President may attend the ceremony.

In accordance with S. Res. 458 of the 98th Congress (Oct. 4, 1984) as amended November 1, 2004, costs of arrangements made by the Sergeant at Arms for the transportation, preparation, and disposition of the remains are paid from the Contingent Fund of the Senate, subject to regulations of the Committee on Rules and Administration. Such arrangements may include ordinary and necessary expenses for the following:

- Transportation of remains to the mortuary
- Complete preparation and care of the remains
- Automotive equipment, including limousine service for the immediate family, pallbearers, and the funeral coach
- Funeral home expenses for the receipt, care, and arrangement of floral tributes and a supply of acknowledgment cards (floral expenses themselves are personal in nature and are not considered an official expense, with the exception of one floral arrangement from the United States Senate)
- Preparation of usual newspaper notices, procuring and executing the required certificates and permits
- Reasonable fee for use of a church, synagogue or other place of service

- Cremation fees, including urn
- Interment fees or charges for grave services
- Burial vault and casket. Casket expense may not exceed \$5,000
- If not previously purchased by the family, one burial plot (not to exceed \$2,000) and temporary marker. Permanent grave markers or headstones are personal items and are not authorized by these regulations to be paid from appropriated funds
- Miscellaneous expenses directly related to the funeral (e.g., fee for minister and musician) and not personal in nature (e.g., food, flowers, cards), not to exceed \$2,500 in the aggregate

Any request for exceptions to this list must be made to the Sergeant at Arms and approved by the Committee on Rules and Administration.

V. General Information

Staff Employee Benefits

Staff members should check with the Employee Benefits Section of the Disbursing Office (4-1093) for information on the status of their insurance and retirement benefits. If requested, a representative of the Disbursing Office will meet with the staff as a group to explain retirement and benefits options available.

- **Health Insurance** - Coverage continues for 31 days following the end of the month of termination. For options on continuation of coverage, see the discussion of **Benefits (Health Insurance) in Chapter IV- Financial Management**.
- **Life Insurance** - Coverage continues for 31 days following the date of termination. An option to convert to a private plan without physical examination may be exercised during the 31-day conversion period.
- **Civil Service Retirement System and Federal Employees Retirement System** - For options on retirement, see the discussion of **Benefits (Retirement) in Chapter IV- Financial Management**. An employee wishing to retire should contact the Employee Benefits Section of the Disbursing Office (4-1093) for counseling and to begin the application process. Adjudication of a retirement case application may take several months before retirement benefits are available.
- **Thrift Savings Plan** - For withdrawal options, see the discussion of **Benefits (Thrift Savings Plan) in Chapter IV- Financial Management**.
- **Flexible Spending Accounts** - Terminating employees should contact FSAFeds directly (1-877-fsa-feds) to inquire as to the impact of their termination on their ability to incur eligible expenses and request reimbursement.
- **Long Term Care Insurance** - Terminating employees should contact LTC Feds directly (1-800-ltc-feds) to inquire as to premium payment options.
- **Student Loan Reimbursement Program (SLP)** - Terminating employees who are receiving SLP payments should contact the Payroll Section of the Disbursing Office (4-1095) to inquire whether they have an outstanding obligation.

- **Accrued Leave** - The law does not require offices to pay employees for their accrued annual leave or sick leave upon termination. Offices can, choose to pay for annual leave even though not legally obligated to do so. Pursuant to Fiscal Year 2001 Legislative Branch Appropriations Act, Public Law 106-554 section 6, an office may reimburse an employee for their unused annual leave provided that the office has approved a written leave policy authorizing employees to accrue leave and establishing the conditions upon which accrued leave may be paid. The office, under the direction of the Secretary of the Senate, must submit a written certification to the Financial Clerk of the Senate specifying the number of days of annual leave accrued by the employee (maximum of 60 days) for which payment is to be made under the written leave policy of the employing office and that there are sufficient funds to cover the lump sum payment.

Re-employment Services — The Senate Placement Office, an applicant and referral service for Congressional professionals and support staff can assist former employees who are seeking re-employment in new congressional offices. To take advantage of this service, an applicant must complete an application form in the office and be interviewed by a personnel specialist. If desired, the Placement Office will test an applicant's typing skills. Placement Office personnel then review applications and send them to offices with matching available positions.

For more information, visit the Senate Placement Office in the Hart building, SH-116. To contact the Office by phone, call 224-9167. The Senate Placement Office hours of operation are from 8:30 a.m. to 5:30 p.m., Monday through Friday.

Identification Cards and Parking Permits — Senate identification cards must be returned to the Employee ID office (Room SD-G58; 224-8888) upon termination of employment. Parking privileges are revoked upon termination of employment.

Office Accounts

The following office accounts should be reviewed and cleared as quickly as circumstances permit:

- Restaurant (224-5776)
- Recording Studio (224-4977)
- Stationery (224-4771)
- Senators' Official Personnel and Office Expense Account (224-3205)
- Photographic Studio (224-6000)
- Attending Physician (225-5421)
- Library of Congress (707-5441)
- Law Library (707-5079)
- Senate Library (224-7106)

The Disbursing Office is authorized by law to withhold the Senator's and staff's final paychecks if accounts with the Recording Studio, the Senate Restaurant, or the Stationery Room do not reflect a zero balance.

Official Expenditures

The official office expense account portion of the Senators' Official Personnel and Office Expense Account of each Senator is available for expenses incurred up to and including the Senator's last day of service.

Travel Expenses

Expenses for the relocation of employees to the home state or within the state are not reimbursable.

Telephone

Telephone expenses cannot be officially incurred beyond the Senator's last day of service. Contact the Telecom Services of the Sergeant at Arms' office (224-4300) to terminate telephone service in the Washington, D.C. and home state office(s).

Subscriptions

All subscriptions should be canceled by the Senator's office. Yearbooks and other annual publications must be canceled along with newspapers and magazines. Refunds received, as the result of the cancellation of a previously paid subscription must be returned to the Disbursing Office. See **"Refunds of Vouchered Expenses" in Chapter IV – Financial Management.**

Stationery

Official purchases may be made at the Stationery Room (224-4771) up to and including the last day of the Senator's service.

Mailing and Delivery Expenses

Unused postage stamps for which reimbursement was received from the Senators' Account should be returned to the Disbursing Office. Shipment of a Senator's official records may be paid from the Senators' Account. Personal items may not be shipped at Senate expense.

Libraries and Book Exchange Services

Since a Senator is entitled to lifetime borrowing privileges from the Library of Congress and the Senate Library, library accounts with both libraries continue. However, they are expected to be cleared by the Senator's last day of service. Library of Congress books should be returned to the Congressional Loan Division (707-5445). Books may be returned at the CRS Reference Center, Room SR-B05. For pickup of books in offices located in the Russell, Dirksen, and Hart Buildings, call Ext. 4-3550. Senate offices located in the Capitol can return books to Room HB-04 Capitol, or can call Ext. 5-3000 for book pickups. Senate Library books should be returned to that office, Room SR-B15. If books are not returned, the Senator's borrowing privileges may be suspended until the books are returned.

Paper Allowance

A Senator may not transfer any unused portion of the paper allowance to another Senator or office when he or she leaves office.

Senate Travel and Purchase Cards

Any Government Credit Card, used for procurement or travel, should be returned to the Rules Committee (4-6352) and in particular, the Agency Program Coordinator (APC) in charge of managing the program. Cards used for the travel expenses of individuals should also be returned to the office, and subsequently returned to the APC. An office is responsible for resolving all outstanding balances on Centrally Billed Cards.

Centrally Billed Travel and Purchase Cards: Use of the card(s) is/are permitted for purchases allowable for the purpose of closing an office. All outstanding balances are the responsibility of the office and should be resolved immediately. Cards should be returned to the Rules Committee, to the care of the Agency Program Coordinator.

Individually Billed Travel Cards: Cards used for an individual's expenses during official travel should be returned to the employing office, to be subsequently returned to the Agency Program Coordinator of the Rules Committee. Any remaining balance is the responsibility of the individual who used the card.

Economic Allocation Fund Purchase Cards: Cards used to purchase computer hardware and software items must be returned to Sergeant at Arms Customer Support (4-0821). All disputes and card balances must be resolved and are the responsibility of the office.

Furniture and Furnishings

Upon receiving notification that an office will be closing, the Sergeant at Arms and the Architect of the Capitol will conduct complete inventories of the Senator's Washington office. The Sergeant at Arms will arrange for the inventory of the home state office(s) to be conducted by the local GSA building manager.

The Senate Chamber chair used by the Senator may be purchased upon written request to the Sergeant at Arms. Staff may purchase the chair as a gift for the Senator but must so state in the written request to the Sergeant at Arms.

The Senator's Senate Chamber desk name plate and office door name plate are automatically mailed to the Senator, without request, by the Sergeant at Arms.

The unabridged dictionary and its stand are the property of the U.S. Senate and should be returned to the Disbursing Office. Senators own their set of the United States Code and the Congressional Record, but should they prefer not to take them, a state library or the Library of Congress' Anglo-American/Acquisitions Section (707-9515) are suggested depositories.

Reproductions of paintings and prints on loan from the National Gallery of Art should be returned to the Gallery's Publications Office (1-800-697-9350), 6th and Constitution Avenue, NW or other agency, office or organization as appropriate.

Maps that have been loaned to Senators' offices should be returned to the Library of Congress, Loan Division (707-5445) or other such agency, office, or organization as appropriate.

Plants provided to Senators' offices by the Botanic Garden should be returned to the Botanic Garden (225-8333). The Botanic Garden provides retrieval service for the plants.

Equipment and Computer Services

Stolen equipment must be promptly reported to the appropriate law enforcement agency and the Sergeant at Arms. A copy of the law enforcement report will be required by the Sergeant at Arms. The equipment accountability regulations (**Appendix II-B: Equipment Assignment, Accountability, and Inventory Control Regulations, page II-35**) should be consulted for information concerning lost and damaged equipment.

A Senator may request the removal of computer equipment from the D.C. or home state offices by contacting the Sergeant at Arms (224-0821). The Sergeant at Arms retains responsibility for telecommunication equipment and telephone lines associated with computer systems and services.

Expenses related to authorized data communication lines and other appropriate Internet connections (not including voice connections) installed in the private residence of a Senator and up to 2 staff members designated by the Senator, cannot be officially incurred beyond the Senator's last day of service. Additionally, offices should review their service contract because some internet service providers require advance notice to terminate services.

All equipment which has been removed from Senate offices for use in the Senator's or a staff member's home must be returned to a Senate office at least 30 days before the end of the Senator's term.

Work may not be submitted for computer or micrographics services after January 2 of the year in which the Senator's term of office expires.

Sergeant at Arms Customer Support Analysts are available to assist offices in closing out and archiving Constituent Services System (CSS) data. A written request to the Sergeant at Arms is necessary to begin the process and to transfer the files to the designated repository. An office may request an optional transfer of names/addresses, casework and special projects files to another Senator upon written request, signed by both Senators, to the Sergeant at Arms.

The Sergeant at Arms will contact the Senator's office to conduct an inventory of all computer hardware, including servers, workstations, printers, scanners, video conferencing, sound speakers, TV cards, etc. The Sergeant at Arms will also request that all portable computers and other portable devices be returned to stock no later than 30 days before the end of the Senator's term.

Office Space in the Home State

The General Services Administration (in Washington, 501-4500) and the Sergeant at Arms (224-5409) require at least 30 days written notice of intent to vacate federal office premises. Notice should be addressed to the GSA Regional Administrator. Senators leasing commercial space in the home state must provide landlords with at least 30 days written notice of the intention to vacate the premises. Offices should contact Sergeant at Arms, State Office Liaison (224-5409) to obtain landlord/GSA notice information. All office space must be vacated by the close of business on January 2 of the year in which the Senator's term expires. A copy of the intent to vacate letter to GSA and/or commercial landlord must be provided to the Sergeant at Arms' office.

Office Space in Washington, D.C.

In the event of a Senator's death or resignation, the Rules Committee will provide adequate space for use by the Senator appointed to fill an unexpired term, until such time that a suite becomes available.

Office space assigned to a deceased Senator shall be available for use by the staff of that Senator under the formula in the following table.

Table I-11: Office Space Assignment Formula for Staff of Deceased Senator

Days	Office Space
Up to 15 days	Full suite
16 to 25 days	One-half of suite
26 to 40 days	One-fourth of suite
41 to 60 days	Personal office and adjacent room

Disposition of Records, Papers, and Memorabilia

Members, by tradition, generally choose to donate their papers to an archival repository in their home State. If a Senate office, during the Senator's tenure, has requested microfilm or scanned copies of their office files (from which duplicates are made for office use) a master is stored in the SAA Printing, Graphics, and Direct Mail Branch. Arrangements should be made for the master files to be transferred with the rest of the Senator's files. To receive the film, contact Printing and Graphics at 224-6138.

The Senate Photographic Studio holds the Senator's photographic negatives and images. Contact the Studio (Ext. 4-6000) to obtain the images for inclusion with the Member's archival collection.

Special procedures must be followed in the return or disposition of any classified materials in the office. Consult the Senate *Security Manual* and the Office of Senate Security (224-5632) for guidance.

Upon request, the Senate Archivist (224-3351) will confer with offices about processing and planning for disposition of a Senator's papers. The selected repository may also want to participate in determining the amount and nature of the records to be received. Retired records can be transferred to:

- A designated library or educational institution
- A state archives or historical society
- A private residence

Before such disposition occurs, a thorough inventory of home state and D.C. offices, the Senate attic, the Washington National Records Center, and all storage areas should be completed to identify items for preservation and shipment. Generally, it is recommended that records documenting the following functions within a Senate office be saved:

- Structure, management, activities, and interrelations of the Senator's office and staff
- Senator's role in the legislative process
- Role and importance of the Senator's committee work
- Senator's interactions with other Federal departments and agencies
- Senator's interactions with his constituents
- Local and regional community development, economics, and public services

Examples of items to discard include duplicate copies of anything, routine requests or messages, or job applications.

In Washington, D.C., offices can contact the Sergeant at Arms, Printing, Graphics & Direct Mail, Postal Square Division (4-6138) for bulk shredding of documents and files. In home state offices, shredding of documents is considered an official expense. Contact the Rules Committee (224-6352) with any questions.

By statute (44 U.S.C. 2118) and Senate Rule XI, Senate committee records remain the property of the Senate and may not be donated along with the Member's papers.

Additional information about what records to preserve and how to donate a collection can be found in the *Records Management Handbook for U.S. Senators and Their Archival Repositories* available from the Senate Archivist. To contact the Senate Archivist, call 224-3351.

In addition, 2 U.S.C. § 59d-1, authorizes the payment of reasonable expenses for the transportation of official records and papers to a Senator's State. Under the program, departing Senators may request assistance from the Sergeant at Arms (SAA) to transport official records and papers from the Senator's Washington, D.C. office (including records at the Federal Records Center in Suitland, MD) to one designated location in the Senator's home state. Files and records in the Senator's state offices are not included in the program; however offices are authorized to use official office funds to transport state office records and papers within the state. Offices interested in participating in the program should contact their Customer Service Analyst.

Alternatively, offices can utilize their Official Office Account for the cost of commercial shipment of a Senator's official records. Although the frank may be used to transfer files and papers relating to official business to whatever location have been designated for custody, this use is strongly discouraged because of cost if a large number of cartons are to be sent.

A Senator who resigns or is defeated is authorized to use the frank for 90 days after leaving office for matters of official business related to the closing of the office. When a Senator dies in office, the Senator's frank may be used by the spouse or designated heir only, for non-political matters related to the death, for a period of 180 days. The deceased Senator's staff will use the frank of the Secretary of the Senate for 60 days for matters related to closing the office.

Personal items may not be shipped at Senate expense.

Additional uses of the mailing frank, involving public documents printed by Congress and Department of Agriculture reports and seeds, are authorized for certain periods following the expiration of a Senator's term of office. For additional information, see the *Senate Ethics Manual*.

Excess Campaign Funds

Questions concerning the legal disposition of unexpended campaign funds should be addressed to the Senate Ethics Committee at 224-2981.

The Post Office and the Mail

Regular mail delivery by the Senate Post Office will normally end on the last day of the Senator's service, although different arrangements may be made in the event of the death or resignation of the Senator. The Senate Post Office will forward first class mail to the Senator's forwarding address until January 31 of the year following the Senator's departure. After one year, all mail is returned to sender. It is recommended that the Senator's staff make every effort to remove the Senator's name from mass mailed materials prior to departure by contacting the Senate Post Office (224-5353). If the

Senator's staff does not remove the Senator's name from this mass mail material, the Senate Post Office will remove the Senator's name as of February 1st of the year following the Senator's departure. Second, third, and fourth class mail will be handled by the Senate Post Office as requested.

Mail addressed to Senate staff is not forwarded by the Senate Post Office. Individual staff members are requested to notify correspondents of their new addresses.

Assistance Closing a Senator's Office

The Senate Sergeant at Arms Customer Support Analysts (CSA), 4-0821, can provide offices with assistance in closing Senator's offices in D.C. and the State. The office's CSA can:

- Provide task-associated time schedules for D.C. and state offices based on the reason for closing the office.
- Coordinate the initial closing office planning meeting between the office and all Senate support offices.
- Provide office equipment inventory reports.
- Provide assistance with archiving documents.
- Provide information on Senator entitlements after leaving office.
- Provide information on closing out financial obligations.

Privileges Available to a Former Member of the Senate

Some of the privileges afforded to a former Member of the Senate are derived from statutory law and the Senate Rules, but most are traditional courtesies. The following list was compiled by the Senate Library in consultation with the Congressional Research Service, the Office of the Secretary of the Senate, the Office of the Sergeant at Arms, the Office of the Architect of the Capitol, the Joint Committee on Printing, and the Senate Committee on Rules and Administration.

Following are the privileges available to a former Member of the Senate:

- Floor privileges in the Senate (Senate Rule XXIII). (Exceptions apply to Former Members who are registered lobbyists. Please contact the Committee on Rules and Administration for guidance.)
- Permanent Senate ID from the Sergeant at Arms.
- Limited use of the Senators' dining rooms.
- Parking at the Capitol complex. On request, the Senate Parking Office issues a Former Senator's permit card, which allows parking in any Senate-controlled outdoor parking area when displayed on the dashboard. No permit is available for indoor parking, but arrangements can frequently be made on a day-by-day basis by calling the Rules Committee. (Exceptions apply to Former Members who are registered lobbyists. Please contact the Committee on Rules and Administration for guidance.)

- Use of the Congressional Research Service. Borrowing privileges at the Library of Congress are available provided the former Member's account is clear. However, the Library of Congress is unable to make deliveries to former Members.
- Borrowing privileges and use of the Senate Library.
- Documents from the Printing and Document Services, Document Room upon personal request of the former Member.
- Services of the Disbursing Office, including check cashing, purchase of traveler's checks, and assistance regarding retirement and other benefits.
- Use of the Credit Union.
- Purchasing privileges at the Stationery Room.
- Use of the Senate hair care facilities.
- Senate Athletic Facilities. (Exceptions apply to Former Members who are registered lobbyists. Please contact the Committee on Rules and Administration for guidance.)

Resolutions Regarding Closing an Office

The following sections are reprinted from the *Senate Manual* (2006 edition and updated where noted), chapter entitled –“Nonstatutory Standing Orders Not Embraced in the Rules, And Resolutions Affecting the Business of the Senate”.

72 **CLOSING THE OFFICE OF A SENATOR OR SENATE LEADER WHO DIES OR RESIGNS**

Resolved, That (a)(1) In the case of the death or resignation of a Senator during his term of office, the employees in the office of such Senator who are on the Senate payroll on the date of such death or resignation shall be continued on such payroll at their respective salaries for a period not to exceed sixty days, or such greater number of days as may, in any particular case, be established by the Senate Committee on Rules and Administration as being required to complete the closing of the office of such Senator. Such employees so continued on the payroll of the Senate shall, while so continued, perform their duties under the direction of the Secretary of the Senate, and such Secretary shall remove from such payroll any such employees who are not attending to the duties for which their services are continued.

(2) If an employee of a Senator continued on the Senate payroll pursuant to paragraph (1) resigns or is terminated during the period required to complete the closing of the office of such Senator, the Secretary of the Senate may replace such employee by appointing another individual. Any individual appointed as a replacement under the authority of the preceding sentence shall be subject to the same terms of employment, except for salary, as the employee such individual replaces.

(b) In the case of the death or resignation of a Senator while holding the office of President pro tempore, Deputy President pro tempore, President pro tempore emeritus, Majority Leader, Minority Leader, Majority Whip, Minority Whip, Secretary of the Conference of the Majority, Secretary of the Conference of the Minority, of the Senate, the Chairman of the Conference of the Majority, the Chairman of the Conference of the Minority, the Chairman of the Majority Policy Committee, or the Chairman of the Minority Policy Committee, the employees of such office who are on the payroll of the Senate on the date of such death or resignation shall be continued on the Senate payroll in like manner and under the same conditions as are employees in the office of such Senator under subsection (a) of this section.

(c) No employee of the Senate who is continued on the payroll of the Senate under the preceding provisions of this section on account of the death or resignation of a Senator shall be continued on such payroll after the date of the expiration of the term of office of such Senator as a Senator, or, such later date

as may, in any particular case, be established by the Senate Committee on Rules and Administration as being required to complete the closing of the office of such Senator.

(d) Payment of salaries of employees who are continued on the Senate payroll under authority of this section, and payment of agency contributions with respect to such salaries, shall be made from the account for Miscellaneous Items within the contingent fund of the Senate.

(e) During any period for which the employees of the office of a Senator, who has died or resigned, are continued on the Senate payroll under the first section of this resolution, official office expenses which are necessary in closing such Senator's office (or offices in case of a Senator who dies or resigns while holding an office referred to in subsection (b) of this section) shall be made from the account for Miscellaneous Items within the contingent fund of the Senate upon vouchers approved by the Secretary of the Senate; except that the aggregate of such expenses shall not exceed an amount equal to one-tenth of such Senator's official office expense account for the year in which he died or resigned.

(f) Duties to be performed by the Secretary of the Senate under this section and under section 2 of this resolution shall be performed under the direction of the Senate Committee on Rules and Administration.

Sec. 2. In the case of the death of any Senator, the Secretary of the Senate may, with respect to any item of expense for which payment had been authorized to be made from such Senator's official office expense account, certify for such deceased Senator for any sum already obligated but not certified to at the time of such Senator's death for payment to the person or persons designated as entitled to such payment by such Secretary.

Sec. 3. (a) The Sergeant at Arms and Doorkeeper of the Senate shall make such arrangements as may be necessary, in accordance with such regulations as the Senate Committee on Rules and Administration may prescribe, for:

- (1) the funeral of a deceased Senator; and
- (2) any committee appointed to attend the funeral of a deceased Senator.

(b) Expenses incurred in carrying out the provisions of subsection (a) of this section shall be paid from the account for Miscellaneous Items within the contingent fund of the Senate, on vouchers approved by the Sergeant at Arms and Doorkeeper of the Senate.

Sec. 4. The following Senate resolutions are repealed: S. Res. 5, 82d Congress (agreed to April 11, 1951), and S. Res. 354, 95th Congress (agreed to January 20, 1978).

Sec. 5. (a) Except as provided in subsection (b) of this section, the provisions of this resolution shall take effect upon the date it is agreed to by the Senate.

(b) The first section of this resolution shall take effect on the date that there is hereafter enacted a provision of law which (1) makes inapplicable to any employee of the Senate the provisions of the third paragraph under the heading "Clerical assistance to Senators" of the first section of the Legislative Appropriation Act for the fiscal year ending June 30, 1928 (2 U.S.C. 92a), and (2) repeals (A) the last paragraph under the heading "Clerical assistance to Senators" of the first section of the Legislative Branch Appropriation Act, 1944 (2 U.S.C. 92e), (B) the last paragraph under the heading "Clerical assistance to Senators" of the first section of the Legislative Branch Appropriation Act, 1945 (2 U.S.C. 92e), (C) the next-to-last paragraph under the heading "Clerical assistance to Senators" of the first section of the Legislative Branch Appropriation Act, 1946 (2 U.S.C. 92e), and (D) the next-to-last paragraph under the heading "Clerical assistance to Senators" of the first section of the Legislative Branch Appropriation Act, 1947 (2 U.S.C. 92e).

(c) After the date this resolution is agreed to, the Chairman of the Senate Committee on Rules and Administration shall make no further certifications under authority of section 506(g) of the Supplemental Appropriations Act, 1973 (2 U.S.C. 58(g)).

[S. Res. 458, 98-2, Oct. 4, 1984; S. Res. 173, 100-1, Mar. 4, 1987. S. Res. 478, 108-1, Nov. 19, 2004.]

73 **PAY OF COMMITTEE STAFF DISPLACED BY CHANGE OF CHAIRMAN OR RANKING MINORITY MEMBER**

SEC. 6. (a) For purposes of this section:

(1) The term "committee" means a standing, select or special committee, or commission of the Senate, or a joint committee of the Congress whose funds are disbursed by the Secretary of the Senate.

(2) The terms "Chairman" and "Ranking Minority Member" means the Chairman, Vice Chairman, Cochairman and Ranking Minority Member of a committee.

(3) The term "eligible staff member" means an individual—

(A) who was an employee—

(i) of a committee or subcommittee thereof or a Senate leadership office described in subsection (b) of the first section of this resolution, or

(ii) in an office of a Senator on the expiration of the term of office of such Senator as a Senator, but only if the Senator is not serving as a Senator for the next term of office and was a candidate in the general election for such next term,

(B) whose employment described in subparagraph (A) was at least 183 days (whether or not service was continuous) before the date of termination of employment described in paragraph (4), and

(C) whose pay is disbursed by the Secretary of the Senate.

The term 'eligible staff member' shall not include an employee to whom the first section of this resolution applies.

(4) The term 'displaced staff member' means an eligible staff member—

(A) whose service as an employee of the Senate is terminated solely and directly as a result of—

(i) in the case of employment described in paragraph (3)(A)(i), a change in the individual occupying the position of Chairman or Ranking Minority Member of a committee or in the individual occupying the Senate leadership office, and

(ii) in the case of employment described in paragraph (3)(A)(ii), the expiration of the term of office of the Senator, and

(B) who is certified, not later than 60 days after the date of the change or expiration of term of office, whichever is applicable, as a displaced staff member by the Chairman or Ranking Minority Member of the committee, the Senator occupying the Senate leadership office, or the Senator whose term is expiring, whichever is applicable, to the Secretary of the Senate.

(b) The Secretary of the Senate shall notify the Committee on Rules and Administration of the name of each displaced staff member.

(c)(1) Under regulations prescribed by the Committee on Rules and Administration each displaced staff member shall, upon application to the Secretary of the Senate and approval by the Committee on Rules and Administration, continue to be paid at their respective salaries for a period not to exceed 60 days following the staff member's date of termination or until the staff member becomes otherwise gainfully employed, whichever is earlier.

(2) A statement in writing by any such employee that he was not gainfully employed during such period or the portion thereof for which payment is claimed shall be accepted as prima facie evidence that he was not so employed.

(d) Funds necessary to carry out the provisions of this section shall be available as set forth in section 1(d).

[S. Res. 9, 103-1, Jan. 7, 1993. S. Res. 478, 108-1, Nov. 19, 2004]

**74 PAY OF CLERICAL AND OTHER ASSISTANTS AS AFFECTED BY
TERMINATION OF SERVICE OF APPOINTED SENATORS**

Resolved, That in any case in which (1) a Senator is appointed to fill any portion of an unexpired term, (2) an election is thereafter held to fill the remainder of such unexpired term, and (3) the Senator so appointed is not a candidate or if a candidate is not elected at such election, his clerical and other assistants on the payroll of the Senate on the date of termination of his service shall be continued on such roll at their respective salaries until the expiration of thirty days following such date or until they become otherwise gainfully employed, whichever is earlier, such sums to be paid from the contingent fund of the Senate. A statement in writing by any such employee that he was not gainfully employed during such period or the portion thereof for which payment is claimed shall be accepted as prima facie evidence that he was not so employed. The provisions of this resolution shall not apply to an employee of any such Senator if on or before the date of termination of his service he notifies the Disbursing Office of the Senate in writing that he does not wish the provisions of this resolution to apply to such employee.

[S. Jour. 421, 86-2, June 28, 1960.]

Appendix I-D: Regulations Governing Franked Mail

Franking Privileges for Members of Congress

Use of Senate resources and facilities for preparing and sending any franked or mass mailing is subject to regulations prescribed by the Committee on Rules and Administration. The full text of those regulations follows this summary.

The Senate Select Committee on Ethics has established Regulations to provide guidance and assistance on the use of the franked mail privilege. The Regulations define frankable mail matter and discuss the procedures surrounding the use of the frank. For more information on franking privileges for Members of Congress, please contact the Senate Select Ethics Committee staff at 4-2981 or refer to the *Senate Ethics Manual*.

Important! All franked mail prepared by Washington, D.C. offices must be mailed in Senate facilities for accountability. **Do not deposit franked mail in outside USPS mail boxes.** Franked and mass mail prepared and processed through the Printing, Graphics & Direct Mail (PG&DM) facility shall be sorted and bundled by zip code and endorsed with the most economical ("STANDARD") rate unless otherwise specified by the Senator for whom the mail is mailed. Senators may specify that such mail be processed as "FIRST CLASS" mail. PG&DM shall provide each Senate office authorized to send mail under the frank a monthly report detailing postage costs associated with franked and mass mail processed.

Postal Allocations

The official (frank) mail allocation to a Senator's office is based on one postal patron mailing to each address in the state. When appropriations are less than full funding, allocations to offices are prorated. Mass mail postage is paid from a Senator's Official Personnel and Office Expense Account ("official office account"), and is limited to \$50,000 in any fiscal year.

Preparation and Accountability of Mass Mail

All mass mailings must be sent under the frank and must be prepared and mailed by the Printing, Graphics and Direct Mail (PG&DM) and charged against the Senator's office expense account. Such mailings may not exceed total postage cost of \$50,000 in any fiscal year, and must adhere to all regulations pertaining to mass mailings. An office submitting a mass mailing may request up to 250 extra copies printed with the mailing frank and returned to their office to be distributed in reception rooms or at town meetings. Printing of additional copies without the mailing frank may be requested on a separate work order. All offices must review and sign a statement of approval on a density analysis sheet showing the number of pieces and the destination of the mail before the mailing is released to the USPS for delivery.

Two Sheet Limit

A mass mailing by a Senator shall not exceed two sheets of legal size paper (or their equivalent), including any enclosure that:

- A. is prepared by or for the Senator who makes the mailing; or
- B. contains information concerning, expresses the views of, or otherwise relates to the Senator who makes the mailing.

Note : Section (v) of the definition of Mass Mail specifically exempts such items as Federal publications or other items that are provided by the Senate to all Senators or made available by the Senate for purchase by all Senators from official funds specifically for distribution.

Taxpayer Expense Notice

Each mass mailing by a Senate office shall contain the following notice in a prominent place on the bottom of the cover page of the document: "PREPARED, PUBLISHED, AND MAILED AT TAXPAYER EXPENSE." The notice shall be printed in a type size not smaller than seven point.

Survey Questionnaires

The only mass mailings that may include franked response cards or forms are statistically valid opinion surveys. Any mass mailing containing a questionnaire must contain instructions to the recipients on how properly to return their responses, including information on whether or not return postage is required. Pursuant to Regulations Governing Mass Mail, franked response cards or forms must be processed in accordance with the "Guidelines for Opinion Surveys" issued by the Committee on Rules and Administration.

Publication of Mass Mail Costs

Two weeks after the close of each calendar quarter, or as soon as practicable thereafter, the Sergeant at Arms prepares a statement concerning mass mail costs for each Senate office. This information is published in the *Congressional Record* and included in the semiannual *Report of the Secretary of the Senate*.

Restriction on the Use of Mass Mail and Town Meeting Notices Prior to a Primary or Biennial Federal General Election

No Senator may send mass mailings fewer than 60 days before the date of any biennial Federal general election.

Mass mailings **may not be sent** fewer than 60 days immediately before the date of any primary or general election (whether regular, special, or runoff) for any Federal, State, or local office by a Member of the Senate who is a candidate for election, unless the candidacy of the Senator in such elections has been certified by the appropriate State election official as uncontested.

Town meeting notices in excess of 500 notices per town meeting **may not be sent** fewer than 60 days immediately before the date of any primary or general election (whether regular, special, or runoff) for any Federal, State, or local office by a Member of the Senate who is a candidate for election.

For further information about pre-election restrictions, see “**Appendix I-K: Sixty-Day Pre-Election Period Regulations.**”

Preparation and Accountability of Other Mail

Town Meeting Notices

Town meeting notices are used to alert constituents of an opportunity to meet with their Senator or his or her staff member(s) to discuss legislative issues or problems with Federal programs and shall be processed as follows:

1. Printed as 4.25” x 6” or 6” x 8.5” self-mailer cards (Town Meeting notices may not be mailed in franked envelopes).
2. Uses a Simplified Address format (Postal Customer) unless a targeted name and address mailing would be more beneficial or economical.

Town Meeting Pilot Program

Originally authorized in the 107th Congress and reauthorized in the 109th Congress in the Legislative Branch Appropriations bill (Public Law 108-447), the program allocated up to \$500,000 “*...for a pilot program for mailings of postal patron postcards by Senators for the purpose of providing notice of a town meeting by a Senator in a county (or equivalent unit of local government) at which the Senator will personally attend: Provided, That any amount allocated to a Senator for such mailing shall not exceed 50 percent of the cost of the mailing and the remaining cost shall be paid by the Senator from other funds available to the Senator.*”

Organized Mail Campaign

A Member office receiving mail generated by an organized mail campaign that cannot be entered into the Member’s office mail management system due to limited resources may use the services of a commercial vendor, under contracts approved by the Committee on Rules and Administration, to convert these names and addresses into machine readable media that can be added to the Member’s mail management system. All offices must review and sign a statement of approval on a density analysis sheet showing the number of pieces and the destination of the mail before the mailing is released to the U.S.P.S. for delivery.

State Office Mail

The postage cost of all franked mail shall be determined PG&DM and reported to the U.S. Postal Service. State offices must advise their D.C. offices of their frank mail counts and expenditures on a monthly basis. The D.C. offices must in turn inform PG&DM to deduct these counts from their total franked mail postage allocations by the fifth day of each month.

Orange Bag Mail

Orange bags may be used by offices only for intra-office mail between Washington, D.C. and State offices. See “**Orange Pouch Mail**” section.

Mail to be Mailed by Printing Graphics and Direct Mail

The following must be mailed by the Sergeant at Arms (PG&DM):

- (1) All mass mailings by Senate offices, whether printed on PG&DM’s high speed laser printers or elsewhere;
- (2) All mail prepared in response to organized mail campaigns; and
- (3) All franked mail sent from D.C. offices, including flats and parcels, and constituent response mail prepared with the office’s Constituent Services.

All franked mail picked up by the Senate Post Office employees or dropped off at the Senate Post Office, is forwarded to PG&DM. PG&DM will indirectly provide the Financial Clerk of the Senate a monthly certification of all franked and mass mailing costs for each Senate office. The Financial Clerk of the Senate will then debit these costs from the respective expense accounts.

Express Mail

Expenses for non-frankable official mail, such as Express mail, overseas mail, Registered and Certified mail, etc., may be defrayed from the office expense account. The frank may not be used for express mail. Offices are advised that the Senate Post Office has created a system through which offices may present express mail, together with an authorization card, and have the cost of the express mail charged to the office's expense account. Offices choosing to use express mail originating outside Washington, D.C. may establish commercial accounts with the U.S. Postal Service instead of pre-paying each mailing.

Pictures of Missing Children

PG&DM periodically receives photographs and information on missing children from the National Center for Missing and Exploited Children (NCMEC). This biographical information and photograph will be added to mass mailings and automated mail system mailings unless the office requesting the mailing directs PG&DM not to add this information on their mailing or volume would slow the processing of the mail. PG&DM will inform Senate offices whenever information is received from the NCMEC about a recovered child so that the office may discard any extra copies or stock with this information on it. Only data received from the NCMEC may be printed in this manner and no other official mail of the Senate shall be used for the mass dissemination of pictures of, and information about, missing children.

Paper Allowances and Envelope Allowances

Each year the Secretary of the Senate provides each Senator with the greater of:

- (1) one and one-third sheets of blank paper per adult constituent, as reported by the Bureau of the Census; or

(2) 1,800,000 sheets of blank paper.

Each year the Secretary of the Senate provides each Senator with letterhead paper and envelopes in the greater of the following quantities:

- (1) 100 sheets and 100 envelopes per 1,000 constituents of the Senator; or
- (2) 180,000 sheets and 180,000 envelopes.

A portion of a Senator's allowance for paper that is unused at the end of a year may be used during the following year. A portion of such an allowance that is unused at the end of the year following the year for which the allowance was made lapses and is not available for use thereafter.

A portion of a Senator's allowance for paper that is unused at the time the Senator resigns, retires, or otherwise leaves office lapses and is not available for use thereafter.

No portion of the paper allowance of a Senator may be given or otherwise transferred to another Senate office.

Each year the Secretary of the Senate provides each office set forth below with 180,000 sheets of blank paper, 180,000 sheets of letterhead paper, and 180,000 envelopes:

- (A) Each standing committee of the Senate.
- (B) Each select committee of the Senate.
- (C) Each special committee of the Senate.
- (D) Each impeachment trial committee of the Senate.

A portion of an allowance for paper made to the above committees that is unused at the end of a year is not available for use thereafter.

The Secretary of the Senate provides to each of the offices enumerated in Sec. 11(c)(4) of the following regulations such quantities of paper and envelopes as may be necessary for the performance of its official duties.

Printing of Letterhead Stationery and Envelopes

The return address on envelopes to be used with franked mail must bear the nine-digit zip code of the office sending the mail. Existing stocks of envelopes without the nine-digit zip code may not be used.

Envelopes with Senators' return addresses and nine-digit zip codes may not be used for mail from committees. Envelopes with committee return addresses and nine-digit zip codes may not be used for mail from Senators' offices.

Newsletters and town meeting notices may not be mailed in envelopes.

Senators' letterhead stationery and envelope allowances may be used for personal office letterhead stationery and envelopes and committee letterhead stationery. Such allowances may not be used for committee envelopes.

Committee envelopes may bear only the frank of the chairman or the ranking minority member, the name and address of the full committee, including the nine-digit zip code of the committee, and "Official Business" or "Public Document." The 60-day pre-election moratorium on mass mailings does not apply to a committee when such mass mailings are mailed under the frank of the chairman and relate to the normal and regular business of the committee.

Paper used for the following purposes is not charged to an office's paper allowance:

- C. Mailings that relate solely to a notice of appearance or scheduled itinerary of a Senator in the State represented by the Senator and which are mailed to the part of the State where such appearance is to occur;
- D. "Dear friend" letters or post cards processed in accordance with responses to organized mail campaigns; or
- E. Personalized Senate letterhead stationery used for Constituent Services Systems letters printed on PG&DM's high speed laser printers.

Regulations Governing Official Mail

ADOPTED OCTOBER 30, 1997; AMENDED ON SEPTEMBER 30, 1998

DEFINITIONS

Sec. 1. As used in these regulations --

(a) the term 'election fiscal year' means a Federal fiscal year in which regular biennial general elections of Senators are held;

(b) the term 'final printing and mailing clearance' means an approval of a blue line, color key, or other page proof giving final authorization to print and mail material submitted by a Senate office to the Sergeant at Arms;

(c) the term 'franked mail' as defined in section 3201(4) of title 39, United States Code means:

'. . . mail which is transmitted in the mail under a frank.'

(d) the term 'mass mailing' as defined in section 3210(a)(6)(E) of title 39, United States Code, as amended by the Legislative Branch Appropriations Act, 1995 (P.L. 103-283) means:

'. . . with respect to a session of Congress, a mailing of more than five hundred newsletters or other pieces of mail with substantially identical content (whether such mail is deposited singly or in bulk, or at the same time or different times), but does not include any mailing--(i) of matter in direct response to a communication from a person to whom the matter is mailed; (ii) to other Members of Congress, or to Federal, State, or local government officials; or (iii) of a news release to the communications media; or (iv) of a town meeting notice, but no such mailing may be made fewer than 60 days immediately before the date of any primary election or general election (whether regular, special, or runoff) for any Federal, State, or local office in which a Member of the Senate is a candidate for election, or (v) of a Federal publication or other item that is provided by the Senate to all Senators or made available by the Senate for purchase by all Senators from official funds specifically for distribution.' With respect to (i), a franked mailing made specifically and solely in response to, and mailed not more than 120 days after the date of receipt of a written request, inquiry, or expression of opinion or concern from the person to whom it is addressed is not a mass mailing. S. Res. 212 (101st Congress)

(e) the term 'name addressed mail' means any mailing sent to named individuals at specific addresses;

(f) the term 'newsletter' means any professionally photocomposed mailing consisting of documents which set forth, in textual and graphic form (or both), factual information and commentary on prospective, pending, or past issues of public policy;

(g) the term 'non-election fiscal year' means a Federal fiscal year other than an election fiscal year;

(h) the term 'postal patron mail' means any mailing prepared and mailed pursuant to section 3210(d) of title 39, United States Code;

(i) the term 'official mail costs' means the equivalent of--

(1) postage on, and fees and charges in connection with, mail matter sent through the mail under the franking privilege; and

(2) the portions of the fees and charges paid for handling and delivery by the Postal Service of mailgrams considered as franked mail under section 3219 of title 39, United States Code; and

(3) and all other official mail other than the franking privileged as defined in section 58(a)(3)(B) and (C) of title 2, United States Code.

(j) the term 'opinion survey' means any assemblage of mass mailings and related individual mailings, including, but not limited to, survey questionnaires, pre-survey letters, response forms, follow-up letters, and instructions that are sent to a sample group of individuals for the purpose of obtaining a reliable estimate of the opinion of the population from which the survey sample is drawn and are processed in accordance with the 'Guidelines for Opinion Surveys' issued by the Committee on Rules and Administration in September 1979.

(k) the term 'Senate office' means the Vice President of the United States, a United States Senator, a United States Senator-elect, a committee of the Senate, the Joint Committee on Printing, the Joint Economic Committee, an officer of the Senate, or an office of the Senate authorized by section 3210(b)(1) of title 39, United States Code, to send franked mail.

(l) the term 'town meeting notice' means any mailing which relates solely to a notice of the time and place at which a Senator or a member or members of his or her staff will be available to meet constituents regarding legislative issues or problems with Federal programs. The notice may include a short description as to the subject matter or purpose of the town meeting and an official photo in the banner of the notice.

(m) the term 'prepared' means all necessary preparation prior to mailing; including the production of additional copies of a mailing, the folding of the mailing, and inserting of the mail into envelopes.

POSTAL ALLOCATIONS FOR NON-ELECTION FISCAL YEARS

Sec. 2. (a) With respect to a nonelection fiscal year, as soon as practicable after the enactment of the appropriation for Senate franked mail costs for such year, the Committee on Rules and Administration shall determine the following amounts:

(1) The amount that has been appropriated for franked mail costs of the Senate for the nonelection fiscal year.

(2) The amount necessary to be reserved for contingencies, which shall not exceed 10 percent of the amount determined pursuant to paragraph (1).

(3) The amount necessary for franked mail costs of Senate offices other than Senators for the nonelection fiscal year.

(4) The amount necessary for each Senator to send one State-wide postal patron mailing, based on total addresses in each state.

(5) 1/3 of the amount appropriated in (2)(a)(1), after deducting the amount necessary for contingencies and offices other than Senators.

(6) The amount which may be available for allocation to Senators, when the amount in (2)(a)(5) and amounts in (2)(a)(2) and (2)(a)(3) are subtracted from the amount appropriated for official mail paragraph (2)(a)(1).

(7) The factor to be used to equitably distribute remaining appropriated funds, determined by dividing the amount in paragraph (2)(a)(6) by the sum of the amounts in paragraph (2)(a)(4).

(b) As soon as practicable after making the determination described in section (a), the Committee on Rules and Administration shall make the following allocations:

(1) The allocation to Senate offices (other than a Senator personal's office) for the nonelection fiscal year

(2) The allocation for contingencies,

(3) The allocation to each Senator --

(A) to include the amount determined subsection (2)(a)(5), divided by 100, establishing the base amount for each office plus,

(B) the amount to be allocated to each Member, determined by multiplying each amount in (2)(a)(4) by the prorated percentage determined in subsection (2)(a)(7).

POSTAL ALLOCATIONS FOR ELECTION FISCAL YEARS

Sec. 3. (a) With respect to an election fiscal year, as soon as practicable after the enactment of the appropriation for Senate franked mail costs for such year, the Committee on Rules and Administration shall determine the following amounts:

(1) The amount that has been appropriated for franked mail costs of the Senate for the election fiscal year.

(2) The amount necessary to be reserved for contingencies, which shall not exceed 10 percent of the amount determined in paragraph (3)(a)(1).

(3) For the election fiscal year, the amount necessary for franked mail costs of Senate offices other than Senators and Senators-elect.

(4) $\frac{1}{3}$ of the amount appropriated in (3)(a)(1), after deducting the amount necessary for contingencies and offices other than Senators .

(5) The amount which may be available for allocation to Senators, for an election fiscal year, when the amount in (3)(a)(4), and the amounts in (3)(a)(2), and (3)(a)(3) are subtracted from the amount appropriated for official mail, paragraph (3)(a)(1).

(6) For the period beginning on the date immediately following the date of the general election and ending January 3 of the election fiscal year, 10 percent of two-twelfths of the full funding amount necessary for each Senator-elect to send one state-wide postal patron mailing.

(7) For the period January 3 through September 30 of the election fiscal year, 75 percent of the full funding amount necessary for each newly-elected Senator to send one state-wide postal patron mailing.

(8) For the period October 1 through January 3 of the election fiscal year, 25 percent of the full funding amount necessary for each Senator whose service as a Senator will end on January 3 of the election fiscal year to send one state-wide postal patron mailing.

(9) For the period January 3 through April 3 of the election fiscal year, 10 percent of 25 percent of the full funding amount necessary for each Senator whose service as a Senator will end on January 3 of the election fiscal year to send one state-wide postal patron mailing.

(10) For the election fiscal year, the full funding amounts necessary for each Senator, other than those Senators whose terms of service as Senators will begin or end on January 3 of the election fiscal year, to send one state-wide postal patron mailing.

(11) The factor to be used to equitably distribute remaining election fiscal year appropriated funds, determined by dividing the amount in paragraph (3)(a)(5) by the sum of the amounts in paragraph (3)(a)(6) through (3)(a)(10).

(b) As soon as practicable after making the determination described in subsection (b), the Committee on Rules and Administration shall make the following allocations:

(1) The allocation to a Senate office (other than a Senator or Senator -elect) for the election fiscal year.

(2) The allocation for contingencies,

(3) The allocation to each Senator --

(A) to include the amount determined in subsection (3)(a)(4), divided by 100, establishing the base amount for each office ($3/4$ of the individual amount to Senators -elect, and $1/4$ to departing Senators), plus,

(B) the amount determined in (3)(a)(5), allocated;

(i) To each Senator referred to in (3)(a)(6), adjusted by the amount determined in (3)(a)(11).

(ii) To each Senator referred to in (3)(a)(7), adjusted by the amount determined in (3)(a)(11).

(iii) To each Senator referred to in (3)(a)(8), adjusted by the amount determined in (3)(a)(11).

(iv) To each Senator referred to in (3)(a)(9), adjusted by the amount determined in (3)(a)(11).

(v) To each Senator referred to in (3)(a)(10), adjusted by the amount determined in (3)(a)(11).

USES OF FUNDS RESERVED FOR CONTINGENCIES

Sec. 4. The amounts described in sections 2(a)(2) and 3(a)(2) shall be available for distribution by the Committee on Rules and Administration only for--

(a) providing a Senator appointed to complete the term of a Senator who dies or retires with an allocation for the fiscal year in which such appointment is effective;

(b) providing the Secretary of the Senate with sufficient postage to send franked mail as provided for by section 3218 of title 39, United States Code; and

(c) reimbursing a Senator for a charge to the Senator's allocation for franked mail costs when the charge is the result of an error on the part of an office of the Sergeant at Arms.

COST DETERMINATION AND REPORTING

Franked Mail, Mass Mail, Mail Prepared Pursuant to Section 9 of these Regulations

Sec. 5. (a)(1) The postage on all franked mail shall be determined by the Senate Customer Service Records Section and reported to the U. S. Postal Service. State offices must advise their D.C. offices of their frank mail counts on a monthly basis. By the 5th of each month, the D.C. offices will inform the Service Department of these counts. Timely and accurate reports are required to ensure proper accounting of franked mail.

(2) Not more than 250 extra copies of a mass mailing printed with the frank may be returned to an office for distribution in reception rooms and at town meetings. Additional copies, printed without the frank, may be requested on a separate work order.

(3) No mass mailing and no mailing prepared pursuant to section 9 shall be mailed until the density analysis, indicating the total number of pieces to be mailed and the locations to which they will be mailed, has been approved by the office for which the mail is being sent. Such approval shall be signified by signing a statement of approval on the density analysis sheet. The approved copy of the density analysis shall be retained by the Customer Service Records Section with the work order and a copy of the mail matter.

(4) Before processing a request for a mass mailing submitted by a Member office, the Sergeant at Arms shall determine: (1) the postage cost of the mailing, and (2) that the postage cost of the request, when added to costs incurred or encumbered for mass mailings by that Member in the fiscal year, will not exceed the amount (\$50,000) allowed for mass mailings by each Member each fiscal year. (P.L. 103-283) If the requested mailing exceeds that amount, the Sergeant at Arms shall notify the Member and take no further action on the request.

Record Keeping

(b)(1) The Sergeant at Arms shall maintain records of the following information for each Senate office to which postage allocations are applicable.

(A) The amount of the allocation for franked mail costs.

(B) Each amount of franked mail cost determined pursuant to this section.

(C) The amount of the allocation for franked mail costs for such Senate office which remains after the amounts described in paragraph (B) is added to or subtracted from, as appropriate, the amount described in paragraph A.

(2) The Sergeant at Arms shall provide offices with monthly reports on the status of their postal allocations.

(3) The Sergeant at Arms shall provide to each Member a monthly report detailing the postage costs associated with franked mailings and mass mailings, and shall provide the office of the Financial Clerk of the Senate a monthly certification of franked mailing and mass mailing costs for each Member. The Financial Clerk of the Senate shall debit these costs from the respective expense accounts for such franked mailing and mass mailing, and issue a check in payment.

Publication of Mass Mail Costs

(c) Two weeks after the close of each calendar quarter, or as soon as practicable thereafter, the Sergeant at Arms and Doorkeeper of the Senate shall send to each Senate office a statement of the cost of postage and paper and of the other operating expenses incurred as a result of mass mailings processed for such Senate office during such quarter. The statement shall provide information regarding the cost of postage and paper and other costs, and shall distinguish the costs attributable to mass mailings. The statement shall also include the total cost per capita in the State. A compilation of all such statements shall be sent to the Senate Committee on Rules and

Administration. A summary tabulation of such information shall be published quarterly in the Congressional Record and included in the semiannual Report of the Secretary of the Senate. Such summary tabulation shall set forth for each Senate office the following information: the Senate office's name, the total number of pieces of mass mail mailed during the quarter, the total cost of such mail, and, in the case of Senators, the cost of such mail divided by the total population of the State from which the Senator was elected, and the total number of pieces of mass mail divided by the total population of the State from which the Senator was elected, and the allocation made to each Senator from the appropriation for official mail expenses.

PREPARATION OF OFFICIAL MAIL

Sec. 6. (a) All mass mailings shall be submitted to and mailed by the Sergeant at Arms and shall be charged against the Senator's Official Personnel Office Expense Account, pursuant to the Legislative Branch Appropriations Act, 1995 (P.L. 103-283). All mailings are to be presented to the Sergeant at Arms for accountability prior to mailing. Such mailings shall not exceed total postage cost of \$50,000 in any fiscal year, and must adhere to all regulations pertaining to mass mailings.

Two Sheet Limit

(b) A mass mailing by a Senator shall not exceed 2 sheets of legal size paper (or their equivalent), including any enclosure that--

- (1) is prepared by or for the Senator who makes the mailing; or
- (2) contains information concerning, expresses the views of, or otherwise relates to the Senator who makes the mailing.

Taxpayer Expense Notice

(c) Each mass mailing by a Senate office shall contain the following notice in a prominent place on the bottom of the cover page of the document: 'PREPARED, PUBLISHED, AND MAILED AT TAXPAYER EXPENSE.' The notice shall be printed in a type size not smaller than seven point.

Mail to be Mailed under the Frank

(d) All mass mailings by Senate offices shall be mailed under the frank.

Mail to be Mailed by the Sergeant at Arms

(e) The following mail matter shall be mailed through the Sergeant at Arms--

- (1) All mass mailings by Senate offices, whether printed on the Sergeant at Arms high speed laser printers or elsewhere.
- (2) All mail prepared pursuant to section 9 of these regulations.

Town Meeting Notices

(3) Town meeting notices shall be processed as postal patron mail, unless sending name addressed mail to selected persons in the area served by the town meeting would be more economical, or the town meeting is to be on a subject or subjects that would not be of interest to all the people who would receive a postal patron mailing. Town meeting notices may not be mailed in franked envelopes.

(4) All franked and mass mail sent from D.C. offices, including flats and parcels, and constituent response mail and comparable mail prepared through an offices' Office Automation System shall be picked up by the Senate Post Office and delivered by the Senate Post Office to the Sergeant at Arms.

(5) Constituent response mail mailed through the Sergeant at Arms shall be sorted and bundled by zip code and endorsed with the most economical rate unless otherwise specified by the Senator for whom the mail is mailed. Senators may specify that such mail be endorsed 'AUTO PRESORT' or 'BLK. RATE.'

Survey Questionnaires

(f) Mass mailings, other than opinion surveys, shall not contain franked response cards or forms. Any mass mailing containing a questionnaire shall contain instructions to the recipients on how to properly return their responses.

Rates and Endorsements

(g) (1) Name addressed mass mailings shall be sent at the lowest postal rate for which the mail qualifies, unless the office for whom the mail is being mailed directs, in writing, that it be mailed at a higher rate.

(2) Bulk rate mail will have no endorsement other than 'BLK RATE' or 'AUTO PRESORT.'

Pictures of Missing Children

(h)(1) Unless (i) a Senator, committee chairman, or other office head for whom a mass mailing or automated mail system mailing is being sent directs that such picture and information not be printed on a particular mailing, or (ii) the Sergeant at Arms finds, with respect to any or all of the mass mailings in a period of time, that the printing of such pictures and information will significantly slow the processing of the mail, all mass-mailings that are mailed as self-mailers shall bear on the address panel a picture of and information about a missing child in accordance with this subsection, and all letters prepared, folded, inserted in envelopes, and mailed by the Sergeant at Arms shall be inserted in window envelopes bearing the picture of and information about the same missing child whose picture appears on mass mailings during the same work-week. No other official mail of the Senate shall be used for the mass dissemination of pictures of, and information about, missing children.

(2) Only pictures of, and information about, missing children that are provided by the National Center for Missing and Exploited Children (hereinafter in this section referred to as the Center) are to be printed on mass mail and envelopes subject to this section. The Sergeant at Arms shall be the liaison with the Center for obtaining such pictures and information.

(3) The Sergeant at Arms and the Director of the Center or his or her designee shall make arrangements for the Sergeant at Arms to periodically receive photographs of and information about a missing child for each State from which the Center has such photographs and information.

(4) The pictures of, and information about, missing children shall be made part of the printing plates prepared for mailings subject to this section. To the greatest extent possible, mail prepared for a Senator shall bear the photograph of, and information about, a missing child from the Senator's State.

(5) Whenever information is received from the Center that a child has been found whose picture and information are currently being printed on Senate mail, the Sergeant at Arms shall determine whether or not printing plates currently in use or awaiting use shall be discarded and new plates prepared. Whenever information is received from the Center that a child has been found whose picture and information were previously printed on Senate mail, the Sergeant at Arms shall notify offices on whose mail such picture and information were printed, and such offices shall destroy any extra copies of such mail that are on hand.

(6) The Sergeant at Arms shall transmit to the Center at the end of each month a list of the mass mailings and automated mail system letters mailed that month indicating for each mailing the State to which mailed, the number of pieces, and the child whose picture appeared thereon.

ORANGE BAG MAIL AND EXPRESS MAIL

Orange Bag Mail

Sec. 7. (a) Orange bags are used by offices only for intra-office mail from Washington, D.C. to State offices. These bags are charged at priority rates. (Orange bags used by state offices are only for transportation of franked mail to the Post Office).

Express Mail

(b) The frank may not be used for express mail. Expenses for non-frankable official mail, such as Express mail, Overseas mail, Registered and Certified mail, etc., may be defrayed from any source of funds only as provided by subsections (d) and (I) of section 311 of the Legislative Branch Appropriations Act of 1991, Public Law 101-520. Offices are advised that the Senate Post Office has created a system through which offices may present express mail, together with an authorization card similar to the cards used to purchase office supplies from the Keeper of Stationery, and have the cost of the express mail charged to the office's official office expense account. Offices choosing to use express mail originating outside Washington may establish commercial accounts with the U.S. Postal Service instead of pre-paying each mailing.

RESTRICTION ON THE USE OF MASS MAIL AND TOWN MEETING NOTICES PRIOR TO A PRIMARY OR BIENNIAL FEDERAL GENERAL ELECTION

Sec. 8. (a) No Senator may send mass mailings during the period beginning 60 days before the date of any biennial Federal general election. The 60-day pre-election moratorium on mass mailings does not apply to a committee when such mass mailings are mailed under the frank of the Chairman and relate to the normal and regular business of the committee.

Use of mass mail by Senators who are candidates is further restricted (unless the Senator's candidacy has been certified as uncontested pursuant to procedures of the Committee on Rules and Administration):

(b) Mass mailings may not be sent fewer than 60 days immediately before the date of any primary or general election (whether regular, special, or runoff) for any Federal, State, or local office in which a Member of the Senate is a candidate for election, unless the candidacy of the Senator in such elections is uncontested.

(c) Town meeting notices in excess of 500 notices per town meeting may not be sent fewer than 60 days immediately before the date of any primary or general election (whether regular, special, or runoff) for any Federal, State, or local office in which a Member of the Senate is a candidate for election. There is no exception for uncontested candidacies (P.L. 103-283).

(d) Solicitation forms provided by a Member through a mass mailing which are intended to be mailed back by constituents, may not be responded to during the 60 days immediately before the date of any primary or general election (whether regular, special, or runoff) for any Federal, State, or local office in which a Member of the Senate is a candidate for election.

RESPONSES TO ORGANIZED MAIL CAMPAIGNS

Sec. 9. (a) Whenever a Senator determines that he or she is the recipient of mail generated by an organized mail campaign and that the resources of his or her office are not sufficient to enter the names and addresses into the offices' mail management system, the Senator may use the services of commercial vendors under contracts approved by the Committee on Rules and Administration. This service converts names and addresses to machine readable media which then may be added to such

Senator's mail management system. The Sergeant at Arms has the responsibility for the processing and administrative support for this service.

(b) Expenses for work performed in accordance with this section shall be paid from funds from a Senator's Official Personnel and Office Expense Account and shall be reported to offices with their quarterly mass mail cost reports required by section 5(c).

CHANGE OF ADDRESS PROGRAMS

Sec. 10. Offices may have names and address on their mail files processed through the National Change of Address (NCOA) Program. A Senator may use any of the vendors certified by the U. S. Postal Service to provide NCOA service. A current list of vendors can be obtained from the Senate Computer Center. Processing costs charged by the NCOA vendor and transportation costs charged by the delivery service shall be billed to, and paid by, such Senator from his or her Official Personnel and Office Expense Account.

(a) Such Senator shall request the Senate Computer Center to prepare his or her mail file for shipment to the vendor selected by the Senator, using the delivery service selected by the Senator. A Sergeant at Arms 'Request for Assistance' form shall be used for this purpose, and shall include a statement in the following format:

Processing and shipping costs will be paid by the

Office of Senator XXXXXXXX (insert name).

Bills are to be submitted to XXXXXXXX (insert address).

XXXXXXXXXXXXXXXXXXXX

Senator's Signature

b) The Senate Computer Center will provide the Senator with information about the mail file that will assist the Senator in estimating processing costs that will be incurred. Please contact the Sergeant at Arms for other options regarding change of address.

(c) The Computer Center will prepare the Senator's file for processing, and arrange for transportation, using the delivery service designated by the Senator. The NCOA vendor and the delivery service will be provided with copies of the 'Request for Assistance' for their use in billing the Senator for their services. On receipt of the corrected file from the NCOA vendor, the Senate Computer Center will restore it to the Senate Mail File System or provide the updated file to the appropriate vendor.

PAPER AND ENVELOPE ALLOWANCES

Sec. 12. (a)(1)(A) Each year the Secretary of the Senate shall provide each Senator with the greater of--

(i) one and one-third sheets of blank paper per adult constituent, as reported by the Bureau of the Census; or

(ii) 1,800,000 sheets of blank paper.

(B) Each year the Secretary of the Senate shall provide each Senator with letterhead paper and envelopes in the greater of the following quantities:

(i) 100 sheets and 100 envelopes per 1,000 constituents of the Senator ; or

(ii) 180,000 sheets and 180,000 envelopes.

(2) A portion of a Senator's allowance for paper that is unused at the end of a year may be used during the following year but lapses at the end of that year and shall not be available for use thereafter.

(3) A portion of a Senator's allowance for paper that is unused at the time the Senator resigns, retires, or otherwise leaves office shall lapse and shall not be available for use thereafter.

(4) No portion of the paper allowance of a Senator may be given or otherwise transferred to another Senate office.

(b) (1) Each year the Secretary of the Senate shall provide each office set forth below with 180,000 sheets of blank paper, 180,000 sheets of letterhead paper, and 180,000 envelopes:

- (A) Each standing committee of the Senate.
- (B) Each select committee of the Senate.
- (C) Each special committee of the Senate.
- (D) Each impeachment trial committee of the Senate.

(2) A portion of an allowance for paper made pursuant to paragraph (1) that is unused at the end of a year shall not be available for use thereafter.

(c) (1) The Secretary of the Senate shall provide each of the following offices with such quantities of paper and envelopes as may be necessary for the performance of its official duties:

- (A) The Joint Committee on the Library.
- (B) The Joint Committee on Printing.
- (C) The Joint Committee on Taxation.
- (D) The Joint Economic Committee.
- (E) The President of the Senate.
- (F) The President pro tempore of the Senate.
- (G) The Majority Leader of the Senate.
- (H) The Assistant Majority Leader of the Senate.
- (I) The Secretary for the Majority.
- (J) The Minority Leader of the Senate.
- (K) The Assistant Minority Leader of the Senate.
- (L) The Secretary for the Minority.
- (M) The Republican Conference.
- (N) The Republican Policy Committee.
- (O) The Republican Steering Committee.
- (P) The Democratic Conference.
- (Q) The Democratic Policy Committee.
- (R) The Democratic Steering Committee.

(S) The Architect of the Capitol, including the Senate Restaurants and the Superintendent of the Senate Office Buildings.

- (T) The Attending Physician.

- (U) The Capitol Police.
- (V) The Chaplain of the Senate.
- (W) The Secretary of the Senate, including all offices reporting thereto.
- (X) The Senate Legislative Counsel.
- (Y) The Senate Legal Counsel.
- (Z) The Senate Sergeant at Arms, including all offices reporting thereto.
- (AA) The Congressional Budget Office.
- (BB) The Democratic Senatorial Campaign Committee.
- (CC) The Republican Senatorial Campaign Committee.
- (DD) The Senate Employees' Federal Credit Union.
- (EE) The Senate Day Care Center.
- (FF) The Senate Defense Liaison Office.
- (HH) The Senate Press Galleries.

(2) Except as provided in paragraph (3), no portion of an allowance for paper made pursuant to paragraph (1) may be given or otherwise transferred to a Senator or an office named in subsection (b)(1).

(3) Paper from the allowance of the Sergeant at Arms may be used to reprint matter previously printed and charged to the allowance of another office if--

- (A) an error in the previously printed matter was caused by the Sergeant at Arms; and
- (B) (i) the previously printed matter was destroyed prior to distribution; or
 - (ii) the previously printed matter was distributed before the discovery of the error, and the reprinted matter is noted as a corrected version of such previously printed matter.
- (d) For the purposes of this section--

(1) blank paper means paper that is 8.5 inches by 11 inches or 8.5 inches by 14 inches; and

(2) letterhead paper means paper that is 8.5 inches by 11 inches.

(e) For the purposes of this section, the term 'year' means the period beginning on January 3 of a calendar year and ending on January 2 of the following year. Paper for any mass mailing the work order for which is submitted prior to the close of business of the Sergeant at Arms on January 2 of any year shall be charged to the allotment for such year ending on January 2 (or, in the case of Senators, to any remaining balance from the previous year) if the office for which the mass mailing is being prepared gives the Sergeant at Arms, by its close of business the following February 14, a final printing and mailing clearance. If final clearance for printing is not given by close of business on February 14, the work order for such work shall be canceled and, if the office still desires to have the work completed, a new work order shall be prepared and the paper charged to the year in which such work order is dated (or, in the case of Senators, to any remaining balance from the previous year). Costs incurred in processing a work order that is canceled because the final clearance for printing was not received prior to close of business February 14 shall be reported in the cost report for the quarter ending March 31.

PRINTING OF LETTERHEAD STATIONERY AND ENVELOPES

Sec. 12. (a) The return address on envelopes to be used with franked mail must bear the nine-digit zip code of the office sending the mail.

(b) Envelopes with Senators' return addresses and nine-digit zip codes shall not be used for mail from committees. Envelopes with committee return addresses and nine-digit zip codes shall not be used for mail from Senators' offices.

(c) Senators' letterhead stationery and envelope allowances may be used for personal office letterhead stationery and envelopes and committee letterhead stationery. Such allowances shall not be used for committee envelopes.

(d) Paper used for the following purposes shall not be charged to an office's paper allowance--

(1) Mailings that relate solely to a notice of appearance or scheduled itinerary of a Senator in the State represented by the Senator and which is mailed to the part of the State where such appearance is to occur.

(2) 'Dear friend' letters or post cards processed in accordance with section 9 of these regulations.

(3) Non-personalized Senate letterhead stationery used for automated mail system letters printed on the Sergeant at Arms high speed laser printers.

(e) Committee envelopes may bear only the frank of the chairman or the ranking minority member, the name and address of the full committee, including the nine-digit zip code of the committee, and 'Official Business' or 'Public Document.'

(Note: Source: Congressional Record, November 13, 1997, S1377)

Appendix I-E: Senate Nine-Digit Zip Codes

This appendix contains 20510 zip code suffixes for Senators and their offices, committees and subcommittees, Senate leadership offices, the Secretary of the Senate, etc. The addition of the suffixes to the 20510 zip code establishes a nine-digit zip code for these parties.

Senators' Offices

The table below provides zip code suffixes for Senators' offices. A newly elected Senator is assigned the next successive number in that State's code group.

Suffixes for the majority and minority leaders, the assistant majority and minority leaders, and the secretaries to the majority and the minority remain the same regardless of which party is the majority party.

Table I-12: ZIP Code Suffixes for Senators' Offices

State (AL – MO)	Suffixes	Senators	State (MT – WY)	Suffixes	Senators
Alabama	0103 0104	Shelby Sessions	Montana	2602 2604	Baucus Tester
Alaska	0204 0203	Begich Murkowski	Nebraska	2707 2706	Johanns Nelson
Arizona	0303 0304	McCain Kyl	Nevada	2803 2805	Reid Ensign
Arkansas	0404 0405	Lincoln Pryor	New Hampshire	2904 2906	Gregg Shaheen
California	0504 0505	Feinstein Boxer	New Jersey	3005 3004	Menendez Lautenberg
Colorado	0609 0608	Bennet Udall	New Mexico	3103 3102	Udall Bingaman
Connecticut	0702 0703	Dodd Lieberman	New York	3203 3205	Schumer Gillibrand
Delaware	0804 0803	Kaufman Carper	North Carolina	3309 3308	Hagan Burr
Florida	0905 0907	Nelson LeMieux	North Dakota	3403 3405	Conrad Dorgan
Georgia	1007 1008	Chambliss Isakson	Ohio	3505 3504	Brown Voinovich
Hawaii	1102 1103	Inouye Akaka	Oklahoma	3603 3604	Inhofe Coburn
Idaho	1206 1205	Risch Crapo	Oregon	3703 3705	Wyden Merkley
Illinois	1304 1307	Durbin Burris	Pennsylvania	3802 3805	Specter Casey

State (AL – MO)	Suffixes	Senators	State (MT – WY)	Suffixes	Senators
Indiana	1401 1404	Lugar Bayh	Rhode Island	3903 3905	Reed Whitehouse
Iowa	1501 1502	Grassley Harkin	South Carolina	4003 4004	Graham DeMint
Kansas	1604 1605	Brownback Roberts	South Dakota	4104 4105	Johnson Thune
Kentucky	1702 1703	McConnell Bunning	Tennessee	4207 4206	Corker Alexander
Louisiana	1804 1805	Landrieu Vitter	Texas	4304 4305	Hutchison Cornyn
Maine	1903 1904	Snowe Collins	Utah	4402 4403	Hatch Bennett
Maryland	2004 2003	Cardin Mikulski	Vermont	4502 4504	Leahy Sanders
Massachusetts	2104 2102	Brown Kerry	Virginia	4606 4605	Warner Webb
Michigan	2202 2204	Levin Stabenow	Washington	4704 4705	Murray Cantwell
Minnesota	2309 2308	Franken Klobuchar	West Virginia	4803 4802	Goodwin Rockefeller
Mississippi	2402 2404	Cochran Wicker	Wisconsin	4903 4904	Kohl Feingold
Missouri	2503 2507	Bond McCaskill	Wyoming	5004 5005	Enzi Barrasso

Committees and Subcommittees

Table I-13: ZIP Code Suffixes for Committees and Subcommittees

Suffix	Committee and Subcommittee
6000	Agriculture, Nutrition, and Forestry
6004	<ul style="list-style-type: none"> ▪ Agriculture, Production and Price Competitiveness
6006	<ul style="list-style-type: none"> ▪ Forestry, Conservation and Rural Revitalization
6010	<ul style="list-style-type: none"> ▪ Marketing, Inspection and Product Promotion
6014	<ul style="list-style-type: none"> ▪ Research, Nutrition and General Legislation

Suffix	Committee and Subcommittee
6025 6026 6027 6028 6030 6031 6032 6033 6034 6035 6036 6037 6038 6039	Appropriations <ul style="list-style-type: none"> ▪ Agriculture, Rural Development, FDA and Related Agencies ▪ Commerce, Justice, Science and Related Agencies ▪ Defense ▪ Energy and Water Development ▪ State, Foreign Operations and Related Programs ▪ VA, HUD and Independent Agencies ▪ Interior, Environment and Related Agencies ▪ Labor, Health and Human Services, Education and Related Agencies ▪ Legislative Branch ▪ Military Construction, Veterans Affairs and Related Agencies ▪ Transportation, Housing and Urban Development, and Related Agencies ▪ Financial Services and General Government ▪ Homeland Security
6050 6052 6055 6056 6058 6060 6062	Armed Services <ul style="list-style-type: none"> ▪ Airland Forces ▪ Emerging Threats and Capabilities ▪ Personnel ▪ Strategic Forces ▪ Readiness and Management Support ▪ Seapower
6075 6076 6077 6079 6080 6082	Banking, Housing, and Urban Affairs <ul style="list-style-type: none"> ▪ Financial Institutions ▪ Housing, Transportation and Community Development ▪ Economic Policy ▪ Security and International Trade and Finance ▪ Securities, Insurance and Investment
6100	Budget

Suffix	Committee and Subcommittee
6125 6128 6130 6134 6135 6136 6138 6140	Commerce, Science, and Transportation <ul style="list-style-type: none"> ▪ Aviation Operations, Safety and Security ▪ Communications Technology and the Internet ▪ Consumer Affairs, Foreign Commerce and Tourism ▪ Competitiveness, Innovation and Export Promotion ▪ Oceans, Atmosphere, Fisheries and Coast Guard ▪ Science and Space ▪ Surface Transportation and Merchant Marine Infrastructure, Safety and Security
6150 6154 6158 6159 6160	Energy and Natural Resources <ul style="list-style-type: none"> ▪ Energy ▪ Public Lands and Forests ▪ National Parks ▪ Water and Power
6175 6176 6178 6184 6186	Environment and Public Works <ul style="list-style-type: none"> ▪ Clean Air and Nuclear Safety ▪ Water and Wildlife ▪ Superfund, Toxics and Environmental Health ▪ Transportation and Infrastructure
6200 6204 6206 6208 6212 6214	Finance <ul style="list-style-type: none"> ▪ Health Care ▪ Energy, Natural Resources and Infrastructure ▪ International Trade, Customs and Global Competitiveness ▪ Social Security, Pensions and Family Policy ▪ Taxation, IRS Oversight and Long Term Growth
6225 6228 6230 6232 6234 6236 6238	Foreign Relations <ul style="list-style-type: none"> ▪ African Affairs ▪ East Asian and Pacific Affairs ▪ European Affairs ▪ International Development and Foreign Assistance, Economic Affairs and International Environmental Protection ▪ Near Eastern, South Asian and Central Asian Affairs ▪ International Operations and Organizations, Human Rights, Democracy and Global Women's Issues

Suffix	Committee and Subcommittee
6240	<ul style="list-style-type: none"> ▪ Western Hemisphere, Peace Corps and Global Narcotics Affairs
6250	Homeland Security Governmental Affairs
6255	<ul style="list-style-type: none"> ▪ Federal Financial Management, Government Information, Federal Services and International Security
6260	<ul style="list-style-type: none"> ▪ Oversight of Government Management, the Federal Workforce and the District of Columbia
6262	<ul style="list-style-type: none"> ▪ Permanent Subcommittee on Investigations
6275	Judiciary
6278	<ul style="list-style-type: none"> ▪ Antitrust, Competition Policy and Consumer Rights
6280	<ul style="list-style-type: none"> ▪ Constitution
6281	<ul style="list-style-type: none"> ▪ Human Rights and the Law
6282	<ul style="list-style-type: none"> ▪ Administrative Oversight and the Courts
6284	<ul style="list-style-type: none"> ▪ Immigration, Refugees and Border Security
6288	<ul style="list-style-type: none"> ▪ Terrorism and Homeland Security
6300	Health, Education, Labor and Pensions
6302	<ul style="list-style-type: none"> ▪ Retirement and Aging
6304	<ul style="list-style-type: none"> ▪ Children and Families
6305	<ul style="list-style-type: none"> ▪ Employment and Workplace Safety
6325	Rules and Administration
6350	Small Business
6375	Veterans' Affairs
6400	Aging (Special)
6425	Ethics (Select)
6450	Indian Affairs
6475	Intelligence (Select)
6602	Joint Economic Committee
6625	Joint Committee on the Library
6650	Joint Committee on Printing
6675	Joint Committee on Taxation

Senate Leadership Offices

Table I-14: ZIP Code Suffixes for Senate Leadership Offices

Suffix	Senate Leadership Office
0012	The Vice President
7000	President Pro-Tempore
7010	Majority Leader
7012	Majority Whip
7014	Secretary for the Majority
7020	Minority Leader
7022	Assistant Minority Leader
7024	Secretary for the Minority
7050	Democratic Policy Committee
7060	Republican Conference
7062	Secretary to the Republican Conference
7064	Republican Policy Committee
7066	Republican Steering Committee
7070	National Security Working Group

Office of the Secretary of the Senate

Table I-15: ZIP Code Suffixes for the Secretary of the Senate

Suffix	Office of the Secretary of the Senate
7100	Secretary of the Senate
7102	Curator of Art
7104	Disbursing Office
7106	Document Room
7108	Historian
7109	Human Resources
7110	Interparliamentary Services
7112	Senate Library
7114	Office of Senate Security
7116	Office of Public Records
7117	Official Reporters of Debates
7118	Stationery Room

Suffix	Office of the Secretary of the Senate
7120	Office of Printing Services
7122	U.S. Capitol Preservation Commission
7124	Office of Conservation and Preservation
7128	Senate Gift Shop
7125	Information Systems
7126	Web Tech Office
7127	Legislative Systems
7130	Senate Legal Counsel
7131	Emergency Terror Response (COOP)
7132	Chief Counsel for Employment

Office of the Sergeant at Arms

Table I-16: ZIP Code Suffixes for the Office of the Sergeant at Arms

Suffix	Office of the Sergeant at Arms
7200	Sergeant at Arms
7201	General Counsel
7204	Facilities
7205	Finance Division
7206	▪ Hair Care Services
7207	▪ Procurement
7209	Capitol Guides
7211	Employee Assistance Program
7212	Human Resources
7213	▪ Health Promotion
7214	▪ Placement Office, Workman's Comp
7216	Photographic Studio
7220	Post Office
7222	Recording Studio
7228	Office of Congressional Accessibility Services
7231	Customer Support
7232	IT Request Processing
7233	Chief Information Officer

Suffix	Office of the Sergeant at Arms
7234	Periodical Press Gallery
7236	ID Office
7238	Press Gallery
7242	Press Photographers Gallery
7246	Radio and TV Gallery
7248	Page Program
7260	Central Operations
7262	Parking

Legislative Staff Agencies

Table I-17: ZIP Code Suffixes for Legislative Staff Agencies

Suffix	Legislative Staff Agencies
8000	Architect of the Capitol
8002	<ul style="list-style-type: none"> ▪ Superintendent of Senate Buildings
8050	<ul style="list-style-type: none"> ▪ Restaurant

Other Offices

Table I-18: ZIP Code Suffixes for Other Agencies

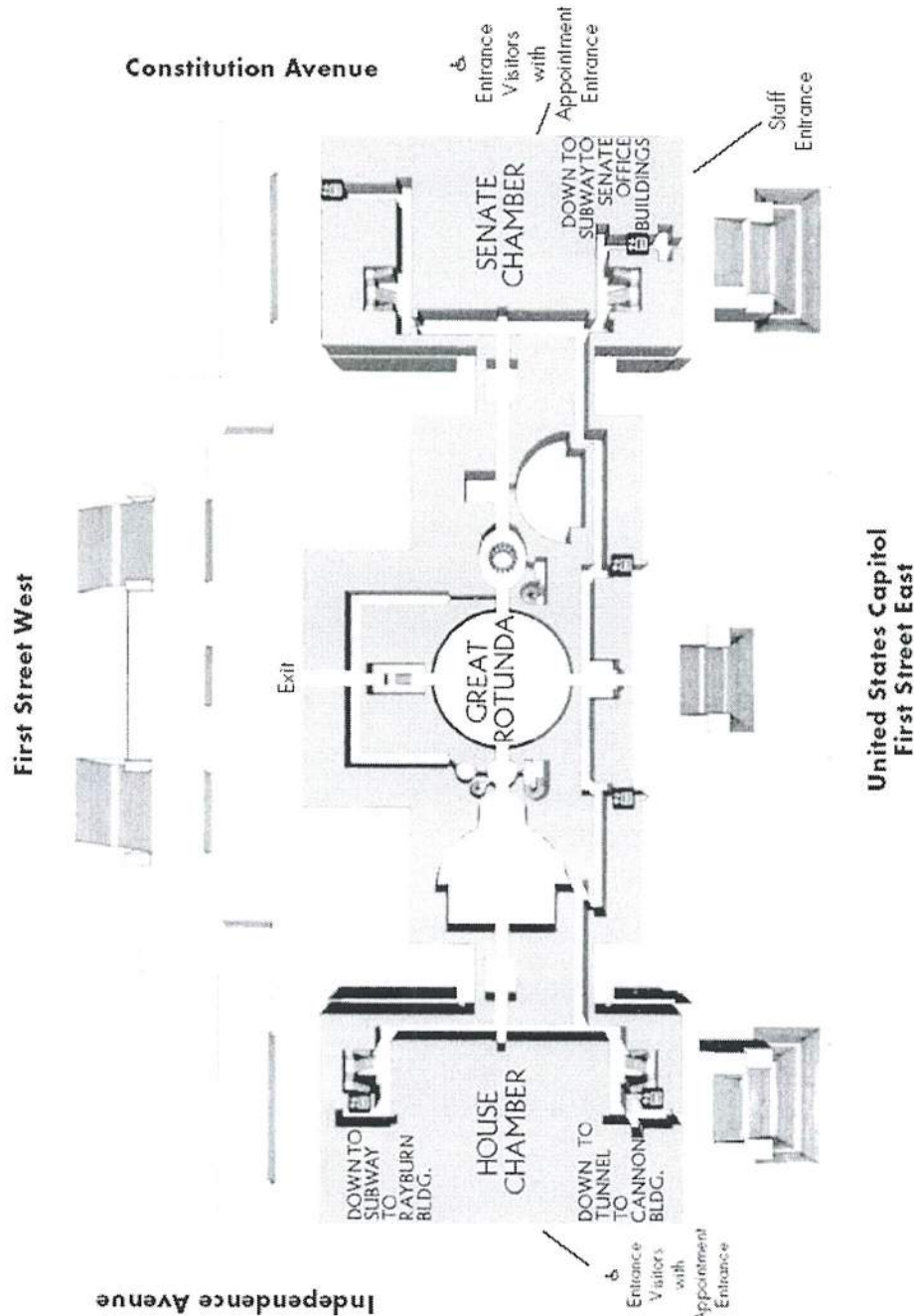
Suffix	Other Office
7002	The Chaplain
7070	National Security Working Groups
7218	Capitol Police
7250	Legal Counsel
7275	Legislative Counsel
9014	Airlines Ticket Office (CATO)
9022	Child Care Center
9026	Credit Union
9054	Veterans' Liaison
9064	Social Security Liaison
9070	Caucus on International Narcotics Control
9082	Army Liaison
9083	Air Force Liaison

Suffix	Other Office
9084	Coast Guard Liaison
9085	Navy Liaison
9087	Marine Corps Liaison

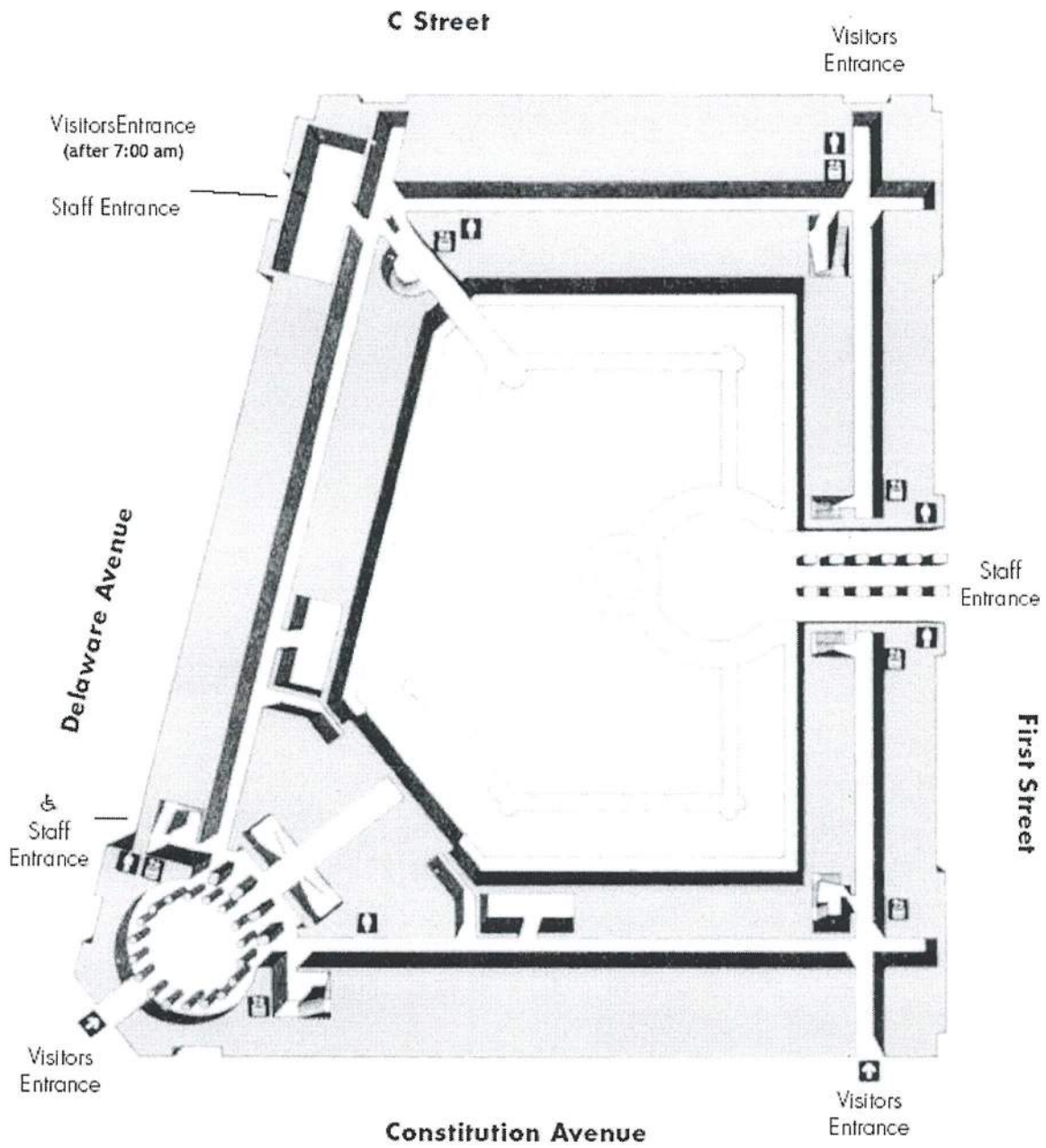
Appendix I-F: Diagrams of the U.S. Capitol, Senate Buildings, and Capitol Hill

This appendix contains diagrams of the U.S. Capitol, Russell Senate office building, Dirksen and Hart Senate office buildings, and Capitol Hill.

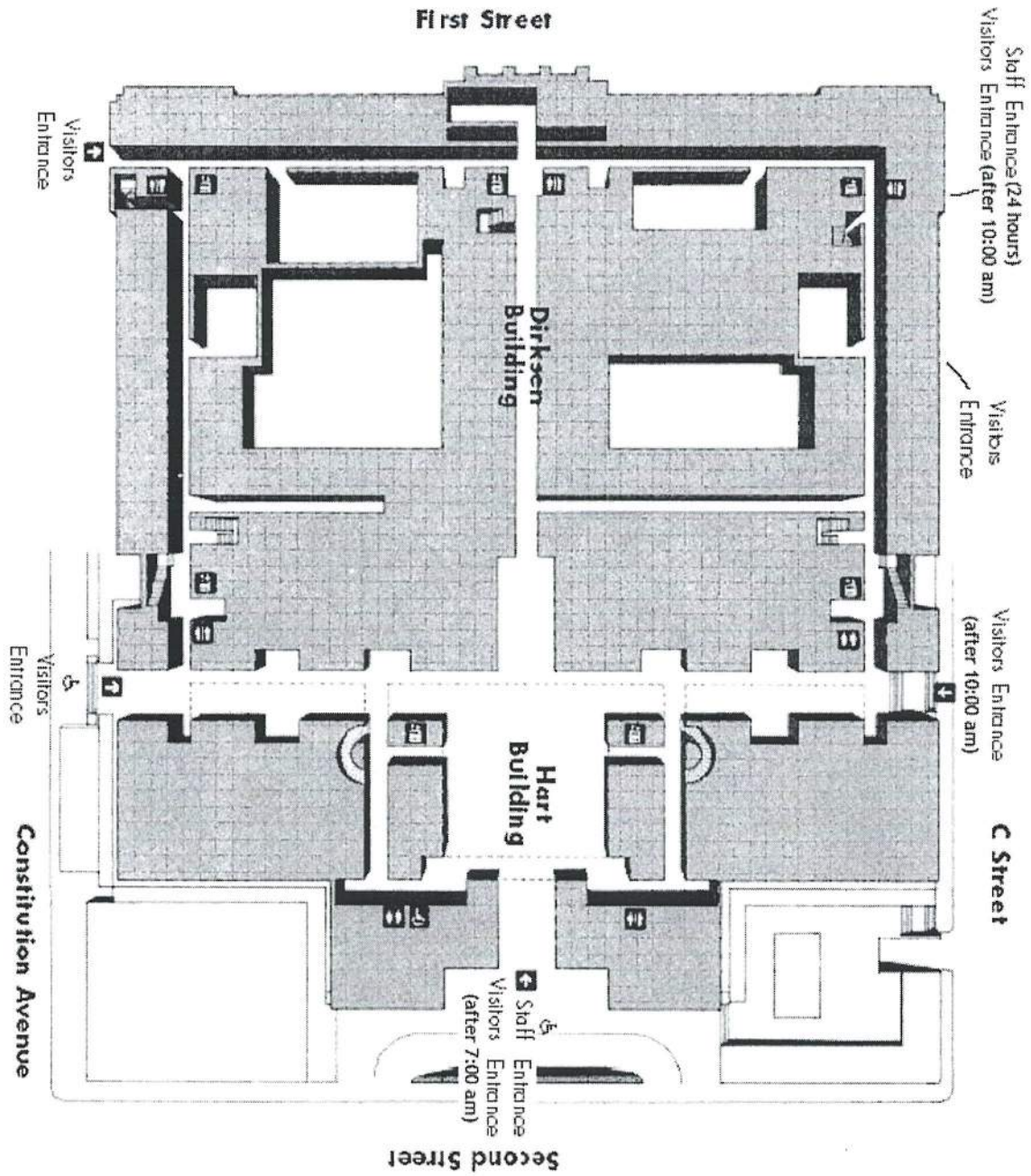
U.S. Capitol



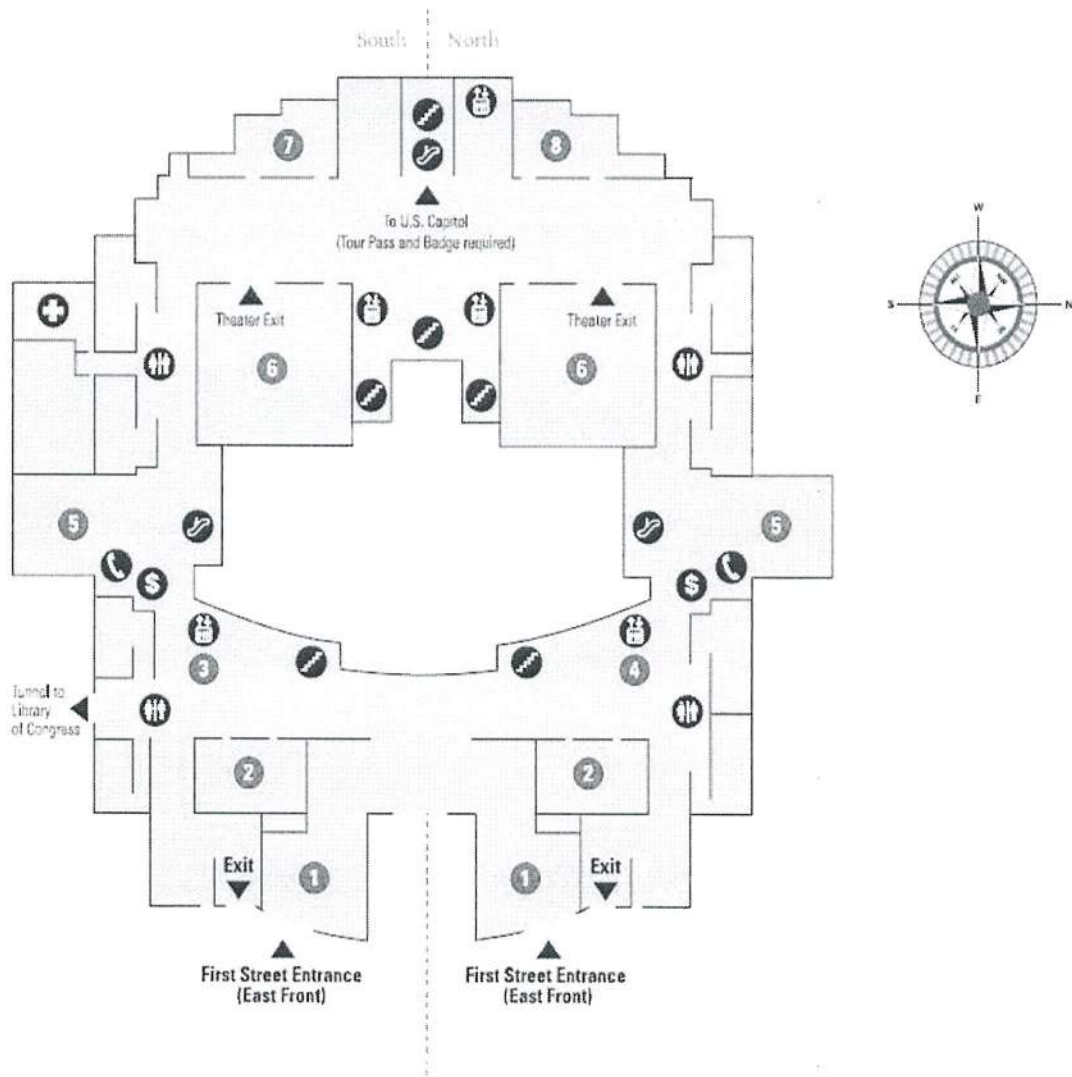
Russell Office Building



Dirksen and Hart Office Buildings



Capitol Visitor Center (CVC): Upper Level



Areas of Interest*

- | | |
|---------------------------|--------------------------|
| ① Screening | ⑤ Gift Shops |
| ② Coat Check | ⑥ Orientation Theaters |
| ③ House Appointment Desk | ⑦ House Gallery Staging |
| ④ Senate Appointment Desk | ⑧ Senate Gallery Staging |

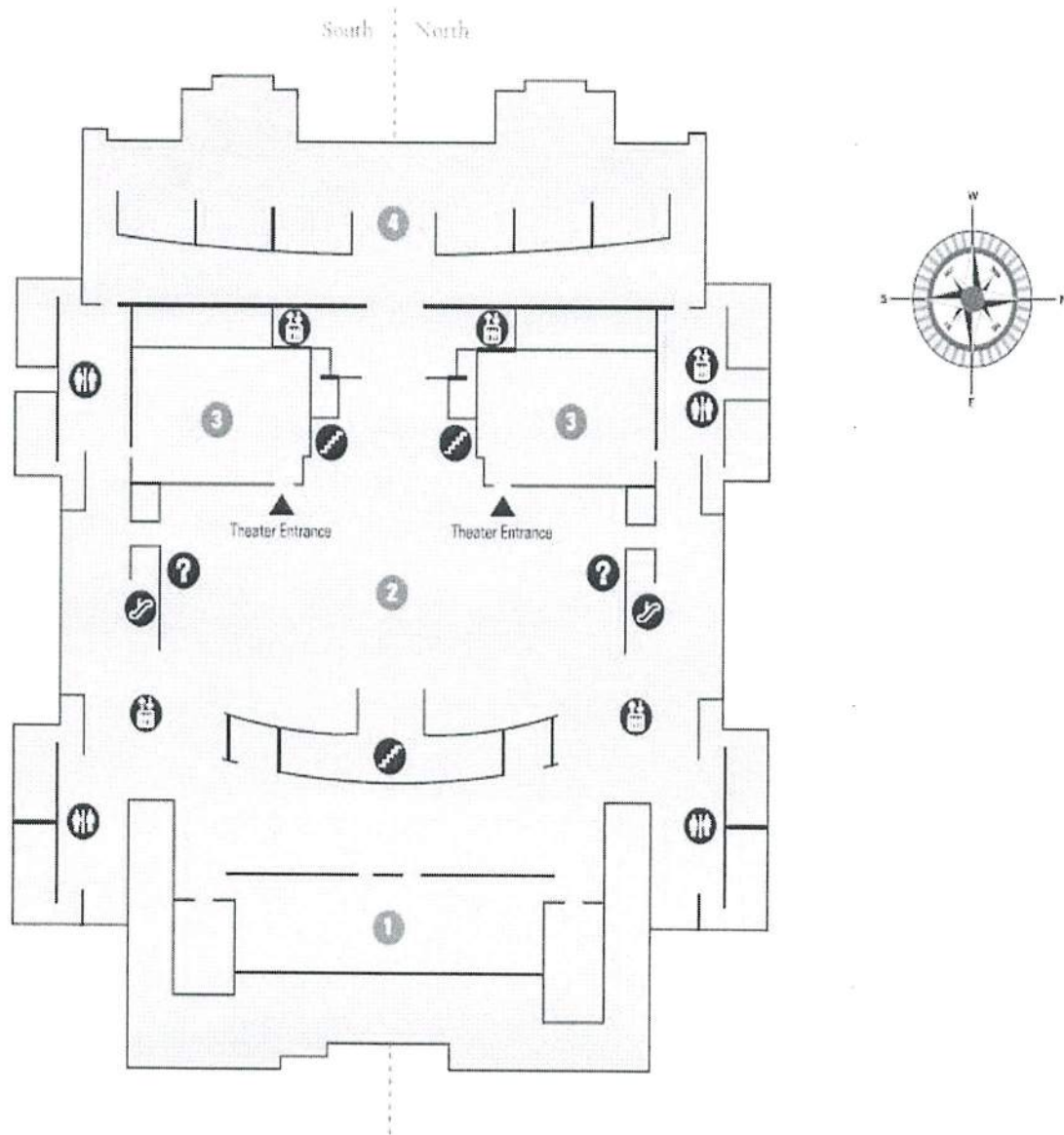
*All emergency exits are located on the Upper Level

Legend

- | | | |
|-------------|---------------|-------------|
| Ⓢ ATM | ⊕ First Aid | ↕ Stairs |
| 🚪 Elevator | ❓ Information | ☎ Telephone |
| 🏃 Escalator | 🚻 Restrooms* | |

*Family restrooms are available.

Capitol Visitor Center (CVC): Lower Level



Areas of Interest

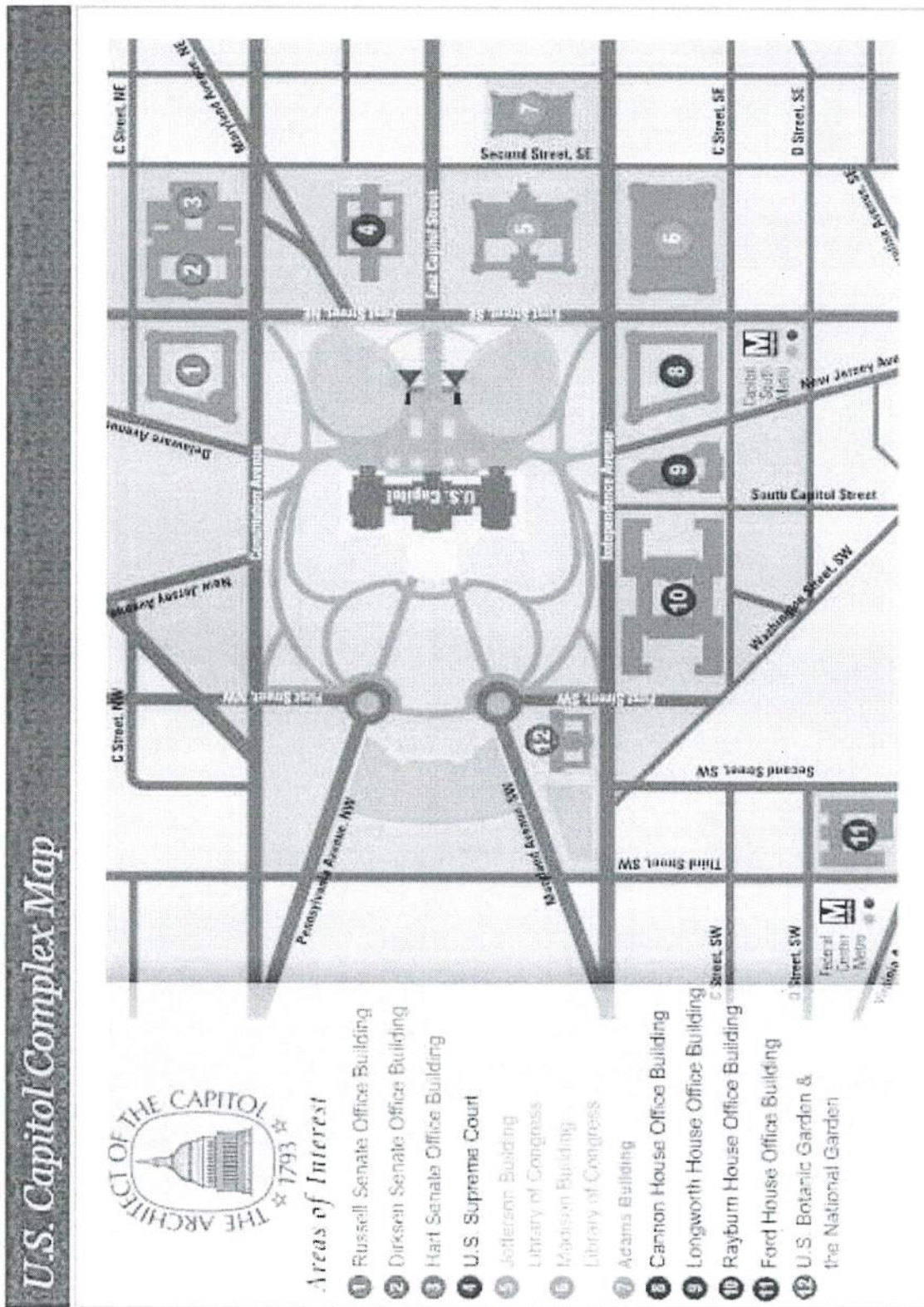
- ① Restaurant
- ② Emancipation Hall
- ③ Orientation Theaters
- ④ Exhibition Hall

Legend

- | | | |
|-------------|---------------|-------------|
| Ⓢ ATM | ⊕ First Aid | ↕ Stairs |
| Ⓜ Elevator | ❓ Information | ☎ Telephone |
| Ⓜ Escalator | ♿ Restrooms* | |

*Family restrooms are available.

Capitol Hill



Appendix I-G: Schedule of Required Official Reports

This compilation was prepared by the Office of Public Records, Office of the Secretary of the Senate, 232 Hart Building, Ext. 4-0322, for the assistance of Senators, officers, employees and other individuals required by law and by Senate Rules to file various official reports.

Detailed information on who is required to file, what information is required, and proper forms to use can be obtained from the offices listed in the following table.

Table I-19: Schedule of Required Official Reports

Type of Report	Filing Date	Where To File	For More Information
January			
Quarterly Registration of Mass Mailings	Jan. 25	Senate Office of Public Records 232 Hart Building, (202) 224-0322	Select Committee on Ethics (202) 224-2981
Year-End Report required by the Federal Election Campaign Act, as amended	Jan. 31	Senate Office of Public Records	General Filing Information: Senate Office of Public Records Federal Election Commission 999 E Street, N.W. Washington, D.C. 20463 Assistance re Completion of Report: FEC Reports Analysis: (202) 694-1130 FEC Public Information: (202) 694-1100 Toll Free (800) 424-9530
February			
No filing required			
March			
Supervisor's Report on Individuals Who Perform Senate Services (Senate Rule 41, Paragraph 6)	Mar. 31	Senate Office of Public Records	Select Committee on Ethics (202) 224-2981
Quarterly Consolidated Foreign Travel Report by the Chairman of each Standing, Special and Joint Committee	Mar. 31	Interparliamentary Services 231-B Hart Building	Interparliamentary Services (202) 224-3047

Type of Report	Filing Date	Where To File	For More Information
April			
Quarterly Report required by the Federal Election Campaign Act, as amended	April 15	Senate Office of Public Records	See those referenced above
Quarterly Registration of Mass Mailings	Apr. 25	Senate Office of Public Records	General Filing Information: Senate Office of Public Records Federal Election Commission 999 E Street, N.W. Washington, D.C. 20463 Assistance re: Completion of report: FEC Reports Analysis: (202) 694-1130 FEC Public Information: (202) 694-1100
May			
Public Financial Disclosure Report	May 16	Senate Office of Public Records	Select Committee on Ethics
Conflict of Interest	May 15	Employee's Supervisor	Select Committee on Ethics
June			
Supervisor's Report on Individuals Who Perform Senate Services	June 30	Senate Office of Public Records	Select Committee on Ethics
Quarterly Consolidated Foreign Travel Report by the Chairman of each Standing, Special and Joint Committee	June 30	Interparliamentary Services	Interparliamentary Services
July			
Quarterly Report required by the Federal Election Campaign Act, as amended	July 15	Senate Office of Public Records	Select Committee on Ethics
Quarterly Registration of Mass Mailings	July 25	Senate Office of Public Records	See those referenced above
August			
No filing required			

Type of Report	Filing Date	Where To File	For More Information
September			
Supervisor's Report on Individuals Who Perform Senate Services	Sept. 30	Senate Office of Public Records	Select Committee on Ethics
Quarterly Consolidated Foreign Travel Report by the Chairman of each Standing, Special and Joint Committee	Sept. 30	Interparliamentary Services	Interparliamentary Services
October			
Quarterly Report required by the Federal Election Campaign Act, as amended	Oct. 15	Senate Office of Public Records	See those referenced above
Quarterly Registration of Mass Mailings	Oct. 25	Senate Office of Public Records	Select Committee on Ethics
Pre-General Election Report as Required by the Federal Election Campaign Act, as amended ¹	October ¹	Senate Office of Public Records	See those referenced above
November			
No filing required			
December			
Post-General Election Report as Required by the Federal Election Campaign Act, as amended ¹	December ¹	Senate Office of Public Records	See those referenced above
Supervisor's Report on Individuals Who Perform Senate Services	Dec. 31	Senate Office of Public Records	Select Committee on Ethics
Quarterly Consolidated Foreign Travel Report by the Chairman of each	Dec. 31	Interparliamentary Services	Interparliamentary Services

Type of Report	Filing Date	Where To File	For More Information
Standing, Special and Joint Committee			

¹ Note: Report only due during a Senator's biennial Federal Election year. Senators should consult

Appendix I-H: Display of Flags and State Senate Seals in Hallways Outside Senators' Offices

These rules were adopted October 21, 1987, amended September 30, 1998, and approved by Chairman and Ranking Member.

1. Two wooden flagpoles, 8 feet in height by 1-5/32" in diameter, mounted in bright brass finished stands weighing at least 15 pounds, for flying 3 foot by 5 foot state and United States flags, at the Senator's option, are permitted in the hallway outside a Senator's office. The flagpoles and stands must be placed inside the office at night.
2. One state seal in cast bronze, or other acceptable material, not less than 14 inches nor more than 15 inches in diameter, may be mounted on the wall to the right or left of the main entrance to the suite, at a height of 5 feet above the floor. The state seal may not be mounted on the entrance door.
3. Artifacts are not permitted on the walls, doors, and in the corridors outside Senator's offices.

(Note Source: Congressional Record, October 2, 1998, S 11360)

Appendix I-I: State Populations

Table I-20: State Populations

	Estimate July 1, 2009
Alabama	4,708,708
Alaska	698,473
Arizona	6,595,778
Arkansas	2,889,450
California	36,961,664
Colorado	5,024,748
Connecticut	3,518,288
Delaware	885,122
Florida	18,537,969
Georgia	9,829,211
Hawaii	1,295,178
Idaho	1,545,801
Illinois	12,910,409
Indiana	6,423,113
Iowa	3,007,856
Kansas	2,818,747
Kentucky	4,314,113
Louisiana	4,492,076
Maine	1,318,301
Maryland	5,699,478
Massachusetts	6,593,587
Michigan	9,969,727
Minnesota	5,266,214
Mississippi	2,951,996
Missouri	5,987,580
Montana	974,989
Nebraska	1,796,619
Nevada	2,643,085

New Hampshire	1,324,575
New Jersey	8,707,739
New Mexico	2,009,671
New York	19,541,453
North Carolina	9,380,884
North Dakota	646,844
Ohio	11,542,645
Oklahoma	3,687,050
Oregon	3,825,657
Pennsylvania	12,604,767
Rhode Island	1,053,209
South Carolina	4,561,242
South Dakota	812,383
Tennessee	6,296,254
Texas	24,782,302
Utah	2,784,572
Vermont	621,760
Virginia	7,882,590
Washington	6,664,195
West Virginia	1,819,777
Wisconsin	5,654,774
Wyoming	544,270

(Note Source: U.S. Census Bureau, Population Division, Annual Estimates of the Population for the United States and States, and for Puerto Rico: April 1, 2000 to July 1, 2009)

Appendix I-J: Suite Selection Regulations

As adopted by the Committee on Rules and Administration, September 20, 1988, Amended June 17, 1992, amended October 7, 2004

The following policy will be in effect for suite selection by Senators following the general elections in November:

1. As in the past, seniority will determine the order of selection of suites.
2. Suite selection will begin promptly after the election.
3. The only opportunity for suite selection by each Senator will occur when he or she is contacted by the Rules Committee.
4. Selection will consist of only those suites available at the time of contact by the Rules Committee.
5. Senators shall inform the Rules Committee of the decision on suite selection within 8 business hours (9 a.m. - 6 p.m. Monday through Friday) after contact by the Rules Committee. Failure to respond within 8 business hours will be deemed a decision not to move, unless an extension beyond the 8 business hours is approved by the Chairman of the Rules Committee.
6. Senators shall submit an approved office layout to the Office of the Architect of the Capitol within one week after a suite is assigned. (This action is critical because reconfiguration of partitions, telephones, and computer terminals are dependent upon the office layout.)
7. Senators shall be expected to begin moving into the newly-assigned suite not later than two days after notification that the suite is ready for occupancy.
8. In considering whether to move, Senators should take into consideration the following requirements:
 - Modular furniture will not be moved. If a Senator with an office containing modular furniture selects a suite without modular furniture, traditional furniture will be assigned. In cases where modular furniture is in place, changes in suite configurations should be kept to a minimum.
 - A Senator's computer equipment will move to the new suite. The central processing unit will be initially installed in the location where the previous occupant's CPU was located.
 - If a Senator from a "large" state elects to move, the extra space due that state may not be contiguous. Committees will not be forced to relocate in order to provide contiguous space. The Rules Committee will seek to locate the extra space in a contiguous area, but it may not be possible with most suite choices. It should also be understood that the Rules Committee will not know where the extra space due a "large" state will be located until after all 100 Senators have selected a suite. Then and only then will it be possible for the extra space to be assigned.
9. Senators from California will be assigned the two largest suites in the Hart Building as they become available. The choice between the two suites is to be made by the California Senators. These offices will then be permanently removed from the pool of available suites for assignment.

10. Every effort will be made to expedite moves, including the employment of temporary staff. However, the reconfiguration of partitions, furniture, telephones, and computer terminals requires seven to ten days. It is also desirable to repaint while the suite is vacant.
11. Each Senator (returning and newly-elected) will be informed of this policy immediately after the general election in November.

Appendix I-K: Sixty-Day Pre-Election Period Restrictions

The use of certain Senate allowances and facilities is limited or prohibited during the 60-day period immediately preceding a primary or general election. Some of the restrictions apply to Members whether or not they are a candidate. Any Senator whose state law provides a method of nomination other than a primary election should contact the Committee on Rules and Administration staff for guidance (4-6352). These restrictions on the use of the Senate Recording Studio, mass mailings, Internet services, and mobile offices apply only when the Senator is a candidate for any public office. The restrictions on official travel apply only when the Senator is a candidate for the Senate or other Federal offices. The use of the radio and television facilities operated by the Republican Conference and Democratic Policy Committee is also restricted.

When the Sixty-Day Period Commences

The Senate Ethics Committee has ruled (Interpretive Ruling 149) that the “60-day limitation is computed by excluding the actual day of the election, whether it is a primary, general, regular, special or runoff.” For example, if a primary election is scheduled for May 1, the moratoria restrictions would begin at 11:59.59 PM on March 2. In addition, on the actual date of the election, the restrictions on the use of the Recording Studio, mass mailings, Internet services, official travel, and mobile offices would also apply.

Uncontested Candidacies

Official travel, mobile office, Senate Recording Studio, Internet services and mass mailing restrictions do not apply when the Senator’s candidacy is uncontested. An uncontested candidacy is established when the Committee on Rules and Administration receives written certification from the appropriate state official that the Senator’s candidacy may not be contested under state law. Since the candidacy of a Senator who is running for re-election in a state which permits write-in votes on Election Day without prior registration or other advance qualification by the candidate may be contested, such a Member is subject to the above restrictions. However, travel expenses may be allowed if information is submitted to Rules Committee which establishes that such candidacy was, in fact, uncontested. Upon receipt of such information, vouchers for travel reimbursement will be in order for payment.

Official Travel

The statutory authority for reimbursing Senators or members of his or her staff for official travel expenses [2 U.S.C. 58(e)] from the official personnel and office expense account specifies that they:

... shall not be reimbursed for any travel expenses (other than actual transportation expenses) for any travel occurring during the sixty days immediately before the date of any primary or general election (whether regular, special, or runoff) in which the Senator is a candidate for public office (within the meaning of section 301(b) of the Federal Election Campaign Act of 1971), unless his candidacy in such election is uncontested.

The only allowable reimbursements to Senators who are candidates for the Senate or other Federal office and/or members of their staff for official travel during the time period specified will be for the expense of transportation, i.e., airfares, train fares, buses, mileage for privately-owned autos, rental vehicles, taxis, etc. Reimbursements for other travel related expenses are specifically prohibited.

Mobile Offices

The statutory authority for Senators to be reimbursed from the contingent fund of the Senate for rental payments and operating costs for one mobile office for use in the state he or she represents [2 U.S.C. 59(f)(4)] specifies:

No payment shall be made . . . for rental payments and operating costs of a mobile office of a Senator which are attributable to or incurred during the 60-day period ending with the date of any primary or general election (whether regular, special, or runoff) in which that Senator is a candidate for public office, unless his candidacy in such election is uncontested.

Recording Studios

The use of the Senate Recording Studio by Members who are candidates for election to any public office is prohibited during the 60-day period by paragraph 6 of Rule XL of the Standing Rules of the Senate. This prohibition does not apply if the recording studios are used at the request of and at the expense of a licensed broadcast organization or an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. Paragraph 6 of Rule XL states:

(a) The radio and television studios provided by the Senate or by the House of Representatives may not be used by a Senator or an individual who is a candidate for nomination for election, or election, to the Senate less than 60 days immediately before the date of any primary or general election (whether regular, special or runoff) in which that Senator is a candidate for public office or that individual is a candidate for Senator, unless the candidacy of the Senator in such election is uncontested.

(b) This paragraph shall not apply if the facilities are to be used at the request of, and at the expense of, a licensed broadcast organization or an organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code of 1954.

Furthermore, the Senate Select Committee on Ethics has ruled that the radio and television facilities operated by the Republican Conference and Democratic Policy Committee are subject to the moratorium in Rule XL paragraph 6, in the same manner as the studios located in the Capitol. Therefore, these facilities may not be used during the 60 day pre-election moratorium period.

Mass Mailing

The franking statute [39 U.S.C. 3210(a)(6)(A)] does not permit Members of Congress to use the frank for sending mass mailings within the 60-day period before any primary election or general (whether regular, special, or runoff) in which the Member is a candidate for any public office.

Similarly, paragraph 1 of Rule XL of the Standing Rules of the Senate states:

A Senator or an individual who is a candidate for nomination for election, or election, to the Senate may not use the frank for any mass mailing (as defined in section 3210(a)(6)(e) of title 39, United States Code) if such mass mailing is mailed at or delivered to any postal facility less than sixty days immediately before the date of any primary or general election (whether regular, special, or runoff) in which the Senator is a candidate for public office or the individual is a candidate for Senator, unless the candidacy of the Senator in such election is uncontested.

Regulations promulgated by the Committee on Rules and Administration provide that no Senator (whether or not a candidate, and whether or not that candidacy is uncontested) may send any mass

mailing (which does not include town meeting notices) during the period beginning 60 days before the date of each biennial Federal general election.

Furthermore, Federal law prohibits the mailing of a town meeting notice by a Senator during the 60 days immediately before the date of any primary or general election (whether regular, special or runoff) for any Federal, State, or local office in which the Senator is a candidate for election (Sec. 6 of Public Law 103-283). There is no exception for uncontested candidacies.

Finally, Committee regulations provide that solicitation forms provided by a Senator through a mass mailing that are designed to be mailed back by constituents may not be responded to during the 60 days immediately before the date of any primary or general election (whether regular, special, or runoff) for any Federal, State, or local office in which that Senator is a candidate for election.

Each Senator is responsible for submitting any material for mass mailings to the Senate Service Department (Printing Graphics and Direct Mail) far enough in advance of any appropriate deadline so that it can be prepared, printed, and delivered to the Postal Service in compliance with the above limitations.

Internet Services

U.S. Senate Internet Services Usage Rules and Policies adopted by the Committee on Rules and Administration on Sept. 19, 2008, include the following related to the 60-Day Pre-Election Period:

C. RESTRICTIONS ON THE USE OF INTERNET SERVICES

1. During the 60-day period immediately preceding the date of any primary or general election (whether regular, special, or runoff) for any national, state, or local office in which the Senator is a candidate, no Member may solicit constituent input or inquiries (such as online petitions or opinion polls or issue alerts) using a Senate Internet Server ("World Wide Web and Electronic mail, BLOGs, Podcasting, streaming media, etc."), unless the candidacy of the Senator in such election is uncontested.
2. Electronic mail may not be transmitted by a Member during the 60-day period before the date of the Member's primary or general election unless it is in response to a direct inquiry. Exceptions to this moratorium include the following: press release distribution to press organizations and email to perform administrative communication. Direct inquiries do not include a request to be added to a mailing list, subscription list, or other request to receive future mailings. During the 60-day period, electronic newsletters may not be sent out.
3. During the 60-day period immediately before the date of a biennial general Federal election, no Member may solicit constituent input or inquiries (such as online petitions or opinion polls, issue alerts or request to be added to newsletter mailing lists electronic or otherwise, on behalf of another Senator who is a candidate for election, unless the candidacy of the Senator in such election is uncontested).
4. An uncontested candidacy is established when the Rules Committee receives written certification from the appropriate state official that the Senator's candidacy may not be contested under state law. Since the candidacy of a Senator who is running for re-election from a state which permits write-in votes on elections day without prior registration or other advance qualification by the candidate may be contested, such a Member is subject to the above restrictions.

The complete text of the 2008 Internet Services Rules and Policies can be found at:
<http://www.senate.gov/usage/internetpolicy.htm>

Questions concerning any of the above pre-election restrictions on the use of certain Senate allowances and facilities should be referred to the staff of the Committee on Rules and Administration at 4-6352.

Appendix I-L: Service Awards

Regulations adopted by the Committee on Rules and Administration on September 22, 2004, to replace similar regulations approved by the Committee on September 23, 1987, pursuant to S. Res. 21, agreed to September 10, 1965, relative to the awarding of service pins to Members, officers, and employees of the Senate:

1. Service pins of the material and design suggested by the Secretary of the Senate and approved by the leadership of the Senate and the Committee on Rules and Administration, together with appropriate Certificates of service signed by the Secretary of the Senate, shall be procured and awarded by the Secretary of the Senate.
2. Each Member of the Senate and each elected officer of the Senate shall receive his/her pin and certificate upon taking office.
3. Each employee of the Senate shall receive a pin and certificate after the completion of 12, 20, and 30 years on the Senate payroll.
4. Senate service shall be limited to all service—whether continuous or not—performed while on the Senate payroll.
5. Former employees of the Senate are not covered unless they were on the Senate payroll on or after September 22, 2004, and were otherwise qualified.
6. After the initial award of pins and certificates, the Secretary of the Senate shall arrange for presentation of subsequent awards to those who qualify pursuant to the pertinent provisions of this regulation.
7. Each individual who qualifies will receive a pin and certificate and no additional pins will be subsequently awarded to such individuals for more than 30 years of Senate service, except that appropriate date plates and/or seals may be presented by the Secretary of the Senate at termination of service.

Appendix I-M: Admission of Senators' and Senate Committees' Employees to Senate Floor

As Amended February 13, 1997

1. Of those persons entitled to the privilege of the Senate Floor, under Rule XXIII of the Standing Rules of the Senate, card admissions henceforth will apply solely to employees of Senators and Committees. All cards for admission to the Senate Floor, currently in possession of Senators or officers and employees of the Senate under previous rules, shall be withdrawn by the Sergeant at Arms.
2. Senators and Committee Chairman are requested to prepare and forward to the Sergeant at Arms a list of those staff and Committee employees who may have reason to apply for a Floor Pass in the actual discharge of their official duties. These provisions will not deprive any employee of the privilege of the Senate Floor if he is entitled thereto under Rule XXIII. They will, however, permit closer supervision over employees admitted to the Senate Floor.
3. Serially numbered cards, referred to as Floor Passes, will be retained at an admission table in the foyer of the Vice President's Entrance to the Senate Floor. This table will be manned by a representative of the Sergeant at Arms of the Senate from one-half hour before each daily session until one-half hour after recess or adjournment. When the actual discharge of their official duties requires their presence on the Senate Floor, employees of Senators and Committees, otherwise entitled to admittance under Rule XXIII, will apply to the attendant at the designated table for a Floor Pass.
4. Admission cards under the system will be available at the admission table in quantities as follows:
 - All Committees of the Senate, Including Joint Committees—4 cards to each Committee having jurisdiction of pending legislation.
 - All Committees of the Senate, including Joint Committees—2 cards to each Committee for official duties, with a 15-minute limitation.
 - Staffs of individual Senators—2 cards for each Senator and the Vice President.

Although two admission cards are provided for the qualified staff personnel of each Senator, only one member of a Senator's staff shall be allowed in the Senate Chamber itself at any given time, with a time limitation of 15 minutes if the individual Senator is not present. The other card (of different color) may be used by an additional member of the Senator's staff only to gain admittance to the Senate Lobby (but not the Senate Chamber) for the sole purpose of conferring with the Senator.

Each Committee may request two 15 minute Floor passes to be used for the transaction of official business.

Should the occasion arise when an individual Senator desires the assistance on the Senate Floor of personnel additional to the number permitted under the above allocations, he should request unanimous consent to augment the maximum number allowed herein.

5. When an eligible employee presents himself (i.e., his Senate identification card) at the admission table, the attendant in charge there, as the representative of the Sergeant at Arms, will satisfy himself of the applicant's identity and eligibility before issuing a Floor Pass. He will then note, on a special roster prepared for the purpose, the name of the employee, his office, the nature of his official business, and the serial number of the card issued to him.

6. When the employee leaves the floor he will return the card to the above attendant. The latter will replace the card in its appropriate place in the rack, after noting its return on the roster. If, after completion of his business on the Floor, a person to whom a Floor Pass was issued fails to return the Pass or loses it, that person shall not be admitted to the Floor until the Floor Pass is returned or its loss is satisfactorily explained to the Sergeant at Arms.
7. In no case shall any Doorkeeper admit to the Senate Floor any office employee of a Senator or a Committee staff member without a proper and correct visual presentation of a Floor Pass. An employee admitted to the Senate Floor under these regulations shall remain there only as long as necessary for the transaction of his official business and shall, at all times, while so present, have in his possession *his Senate ID card and the Floor Pass* issued to him. While on the Senate Floor, an employee shall in no way encroach upon the areas and privileges reserved for Senator's only. When an employee's objective is solely to follow the course of a pertinent discussion or vote but not to render any actual assistance otherwise to his Chairman or Senator, he should, under normal circumstances, observe the proceedings from an appropriate place in the Senate Galleries.
8. At the beginning of all roll-call votes the Sergeant at Arms will clear the Senate Floor and the lobby of all staff members except Senate clerks for whom unanimous consent has previously been granted and except the staff personnel of the Committee or Committees associated with the issue involved in the roll-call vote shall be permitted to enter or remain in the lobby for such purposes.
9. In addition to the Floor Passes discussed above, the Sergeant at Arms of the U.S. Senate shall issue to both the Majority and Minority Leaders, fourteen Full Floor Access Passes for their distribution to and use by their leadership staff. These passes will be valid for the duration of the Congress. The Sergeant at Arms shall also hold at the admission table an additional twenty similar committee staff Full Floor Access Passes, ten reserved for use by majority party committee staff directors and chief counsels and ten reserved for use by minority staff directors and chief counsels. The Majority and Minority Leader and Committee Chairman are requested to prepare and forward to the Sergeant at Arms a list of those eligible staff who are authorized to use a Full Floor Access Pass. A full Floor Access Pass shall entitle eligible staff identified on such lists to access the Senate Floor from any door. Committee staff Full Floor Access Passes are issued on a daily basis beginning one-half hour before each session and must be returned to the admission table no later than one-half hour after recess or adjournment. If a person, to whom a Committee staff Full Floor Access Pass has been issued, fails to return the pass or loses it, that person shall not be admitted to the floor until the pass is returned or its loss is satisfactorily explained to the Sergeant at Arms.
10. The Sergeant at Arms will be responsible for the enforcement of these regulations. He shall report to the Chairman of the Committee on Rules and Administration the name of any employee who, in the opinion of the Sergeant at Arms, is guilty of abusing these regulations.
11. It is not the desire or intention of the Committee on Rules and Administration to limit assistance by staff personnel to Senators on the floor. On the contrary, the Committee believes that these regulations will insure adequate opportunity for such assistance and, at the same time, prevent the distraction to orderly proceedings attendant upon the presence of superfluous employees in the Senate Chamber. All Senators are asked to acquaint their employees with the scope and purposes of these regulations.
12. Rules are effective in direct proportion to the vigor of their enforcement and the cooperation demonstrated in compliance. The Senators generally have expressed themselves in full accord with efforts to diminish disorder and confusion caused by the presence of unnecessary personnel on the Senate Floor. It is hoped that all Senators, especially when serving as the Presiding Officer of the Senate, will cooperate with the Sergeant at Arms and the Committee on Rules and Administration in this endeavor to control the problem.

Appendix I-N: Rules of the Media Galleries

Radio-TV Gallery

Summary

Congress requires that all members of the electronic media covering news events on Capitol Hill be accredited by the Radio-Television Correspondents' Galleries. Permanent credentials are issued by the Senate Radio-TV Gallery. Both the Senate and House Galleries issue temporary credentials. Gallery credentials are recognized throughout the Congressional complex and must be displayed while working inside the Capitol complex or on the Capitol grounds.

Rules of Congress prohibit Gallery members from engaging in lobbying, advertising, publicity, or promotion work for any individual, corporation, organization or government.

Only current Members of Congress and the Vice President may be interviewed in the House and Senate Gallery studios or booths.

Videotaping and stake-outs inside the Capitol and the Congressional office Buildings require permission and are prohibited in some areas. Check with the appropriate Gallery for clearance. Crews may not videotape while walking in front of or behind a subject anywhere inside the Capitol Complex.

There are predestinated locations outside and inside which may be used at any time by members of the Gallery for stand-ups or interviews. (See map inside back cover.) Shooting video on the Capitol Grounds with a tripod requires permission, except in the predestinated locations. Check with the appropriate Gallery for details. Shooting video outside with portable equipment is generally unrestricted unless it impedes the flow of vehicular or pedestrian traffic. Shooting video in some areas on or near the steps on the East Front of the Capitol are restricted.

Coverage of Senate and House hearings must be arranged through the appropriate Gallery. Pool coverage of hearings may be mandated in cases of heavily attended hearings.

Section One

You may not videotape, film, or record audio:

- A. in the House and Senate Chambers.
- B. in the lobbies of the House and Senate Chambers (except the recording of audio at the designated radio table in the Speaker's Lobby).
- C. while walking in front of or behind an interview subject inside the Congressional complex. This safety rule will be strictly enforced by the Capitol Police.
- D. in any area that will halt the flow of vehicular or pedestrian traffic including sidewalks and driveways.
- E. in areas where Congressional regulations prohibit broadcast coverage such as House and Senate restaurants and cafeterias, the second and third floor corridors outside the Senate and House Chambers, areas closed to the public, etc.

Section Two

1. Television coverage with portable cameras is allowed in the following areas:
 - A. the Capitol grounds - use of portable equipment is unrestricted except when it impedes the flow of vehicular or pedestrian traffic, creates a hazardous situation, or in heightened security situations when press may be restricted to certain areas.
 - B. East Front House steps (portable only for interviews with Members) - approval of Member and House Sergeant at Arms through the House Gallery staff is required.
 - C. East Front Senate steps and portico (portable only for interviews with Senators) - approval of Senator and Senate Sergeant at Arms through Senate Gallery staff required.
 - D. predesignated locations near the House and Senate steps for arrival shots, with approval from the appropriate Sergeant at Arms through the appropriate Gallery.
2. Television coverage on tripod or with portable cameras is allowed in the following areas:
 - A. the House and Senate Gallery studios - reserved for exclusive use through Gallery staffs.
 - B. designated Free Press Areas on Capitol grounds (see map inside back cover). Gallery members may set up tripods in these locations for standups or interviews without prior approval.
 - C. areas of the Capitol grounds other than Free Press Areas. For use of tripods a Capitol Police tripod permit is required (contact appropriate Gallery for assistance).
 - D. the inner Russell Building third floor Rotunda balcony. Positions on the exterior balconies may be reserved through Senate Gallery staff.
 - E. the inner Cannon Building third floor Rotunda balcony. Positions on the exterior balconies may be reserved through the House Gallery staff.
 - F. a permanent stake-out area outside the House Chamber opposite the Will Rogers statue, (subject to House Gallery guidelines). Reserve through House Gallery staff.
 - G. a stake-out area at the Hall of Columns House side South Door - approval of the House Sergeant at Arms through the House Gallery is required.
 - H. the Capitol Rotunda (tripods permitted when the Rotunda is not open to the public, portable at other times) - approval of Congressional officials through both the House and Senate Galleries required.
 - I. Statuary Hall - approval of the Speaker's Office through the House Gallery required.
 - J. the Old Supreme Court and the Old Senate Chambers (coverage is restricted to historical heritage of the rooms) - approval of the Senate Curator through the Senate Gallery required.
 - K. the Rayburn Room (when the House is not in session) - approval of the Speaker's Office through the House Gallery required.
 - L. open Congressional committee hearings - approval of the committee through the appropriate Gallery is required.
 - M. offices of Members of Congress - approval of the Member required.
 - N. House Office Building corridors for interviews with Members - approval of the House Sergeant at Arms through the House Gallery is required.

- O. Senate Office Building corridors for interviews with Members - approval of the Member and the Senate Rules Committee through the Senate Gallery required.
- P. Capitol Building corridors - approval of Congressional officials through appropriate Gallery required.
- Q. the Senate Reception Room (for interviews with Senators) - approval of the Senate Sergeant at Arms through the Senate Gallery required.
- R. stake-out locations pre-approved by the appropriate Gallery.
- S. Capitol subways (restrictions vary according to location) - approval of Congressional officials through the appropriate Gallery required.

Section Three

Stake-out and Photo Op rules

- A. All stake-outs must be pre-approved by the appropriate Gallery. The only exceptions are stake-outs in the designated Free Press Areas. Members are advised that stake-outs in the Capitol often require escorts. Contact the appropriate Gallery for details.
- B. Camera positions at stake-outs and photo ops will generally be assigned on a first-come, first-served basis. However, the Gallery staff may give preferred positions to organizations providing live or pool coverage. Members are advised that photo ops in the Capitol often require an escort. Contact the appropriate Gallery for details.
- C. All microphones should be attached to a microphone stand and all cameras must remain stationary.
- D. Doorways, hallways and corridors must remain open at all times.
- E. Stake-out participants will at all times follow the directions of Capitol Police officers and representatives of the House or Senate Sergeant at Arms offices. Members of the Gallery staffs should be contacted to mediate any disputes.
- F. Stake-out participants will at all times follow the direction of the Gallery staff members.
- G. Unattended tripods may not be used to reserve camera positions at stake-outs.
- H. Gallery members must clean up after themselves in stake-out and pool set-up areas.
- I. Food and drinks are not permitted at stake-outs in the Ohio Clock Corridor.

Section Four

Radio coverage is allowed in the following areas:

- A. the House and Senate Radio-Television Gallery studios.
- B. the President's Room off the Senate Chamber (interviews with Senators).
- C. the second floor hallways on the Republican side of the House Chamber.
- D. the radio reporters' table in the Speaker's Lobby, subject to House Gallery guidelines.
- E. the Ohio Clock Corridor on the Senate side of the Capitol (interviews with Senators).
- F. the Capitol grounds, except sidewalks and driveways.

- G. East Front House and Senate steps under guidelines of the appropriate Gallery.
- H. the Old Supreme Court and the Old Senate Chambers (coverage is restricted to historical heritage of the rooms) - approval of the Senate Curator through the Senate Gallery required.
- I. the Rayburn Room (when the House is not in session) - approval of the Speaker's Office through the House Gallery required.
- J. Congressional committee hearings - approval of the committee through the appropriate Gallery required.
- K. offices of Members of Congress - approval of the Member required.
- L. the Senate Reception Room (for interviews with Senators) - approval of the Senate Sergeant at Arms through the Senate Gallery required.
- M. stake-out locations pre-approved through the appropriate Gallery.
- N. East Front House steps for interviews with Members - approval of Member required.
- O. East Front Senate steps for interviews with Senators - approval of Senator and Senate Sergeant at Arms through Senate Gallery required.
- P. House Office Buildings and Senate Office Buildings (interviews with Members are generally unrestricted unless the flow of traffic is impeded).

Section Five

Rules for Broadcast Coverage of House and Senate Committee Hearings

- A. You must notify the appropriate Gallery of your intentions to cover a hearing so that the Gallery staff may make the necessary arrangements.
- B. All electronic equipment must be installed at least 15 minutes before the hearing is scheduled to begin. If you are late, you may not be allowed into the hearing room with gear.
- C. Camera positions will generally be assigned on a first-come, first-served basis. However, the Gallery staff may give preferred tripod positions to organizations providing live, pool, or gavel-to-gavel coverage.
- D. Each committee has its own coverage rules. In general, tripods and microphones may not be broken down or removed during a hearing except during a break or recess in the hearing. Cameras may be removed from tripods for cut-aways in some hearing rooms.
- E. Broadcast technicians will strive at all times to maintain decorum and will conduct themselves in a way that does not interfere with the hearing.
- F. Unattended tripods may not be used to reserve camera positions inside a committee hearing room.
- G. Many Congressional committees prohibit food and drink in their hearing rooms.
- H. Rules for operation of cut-away crews during hearings vary, depending on the committee. In crowded hearings, crews may be required to rotate into the room to shoot cut-aways.

Section Six

General Rules

- A. Only current Members of Congress and the Vice President may be interviewed or make statements in the House and Senate Gallery studios or in other parts of the Galleries. (House committee witnesses may be interviewed in the House Gallery and Rayburn Studio on the day they are scheduled to testify.) This restriction does not apply to interviews given by credentialed members of the Congressional News Galleries.
- B. Members of Congress (except the Speaker of the House, the House Majority and Minority Leaders, the Vice President, and Senate Majority and Minority Leaders) must be invited to appear in the House and Senate Gallery studios. Appearances on the House side must be at the invitation of a member of the Radio-Television Galleries. Appearances on the Senate side may be at the invitation of any member of any Congressional News Gallery. Members of the Galleries who issue invitations should be present in the Galleries during interviews.
- C. News conferences with Senators and Representatives in their respective Galleries take precedence over other uses of the studio during major breaking news stories. Unilateral use of the studio may be restricted. At other times, House and Senate studios may be reserved in advance for reasonable lengths of time at the discretion of the appropriate Gallery Director. Gallery staff should be advised as soon as possible when studio interviews are scheduled.
- D. The House and Senate Gallery studios are closed to everyone except accredited reporters and technicians, Members of Congress, Congressional press secretaries and Gallery staff. Additional Congressional staff members may also be permitted to attend interviews if space allows.
- E. Gallery members will follow the directions of the Gallery staffs at all times.
- F. Gallery resources and equipment (copiers, phones, FAX machines, etc.) will be used only for official business.
- G. Gallery members may not list Gallery addresses or phone numbers on their business cards or stationery.
- H. Appropriate attire (such as jacket and tie for men) is required at all times in the Speaker's Lobby and during the pre-session press briefings on the Senate Floor.
- I. Congressional Radio-TV Gallery credentials may be used only when covering news stories. They may not be used to gain access to Capitol grounds or buildings when working for non-news clients or for other purposes unrelated to news coverage.
- J. Rules of Congress prohibit Gallery members from engaging in lobbying, advertising, publicity, or promotion work for any individual, corporation, organization or government.
- K. Except at an authorized stake-out, interviews with those who are not members of Congress or Senate officials are not permitted in corridors on the Senate side of the Capitol unless a Senator appears on camera with such an individual for the duration of the interview.

Periodical Press Gallery

1. Persons eligible for admission to the Periodical Press Galleries must be bona fide resident correspondents of reputable standing, giving their chief attention to the gathering and reporting

of news. They shall state in writing the names of their employers and their additional sources of earned income; and they shall declare that, while a member of the Galleries, they will not act as an agent in the prosecution of claims, and will not become engaged or assist, directly or indirectly, in any lobbying, promotion, advertising, or publicity activity intended to influence legislation or any other action of the Congress, nor any matter before any independent agency, or any department or other instrumentality of the Executive branch; and that they will not act as an agent for, or be employed by the Federal, or any State, local or foreign government or representatives thereof; and that they will not, directly or indirectly, furnish special or "insider" information intended to influence prices or for the purpose of trading on any commodity or stock exchange; and that they will not become employed, directly or indirectly, by any stock exchange, board of trade or other organization or member thereof, or brokerage house or broker engaged in the buying and selling of any security or commodity. Applications shall be submitted to the Executive Committee of the Periodical Correspondents' Association and shall be authenticated in a manner satisfactory to the Executive Committee.

2. Applicants must be employed by periodicals that regularly publish a substantial volume of news material of either general, economic, industrial, technical, cultural, or trade character. The periodical must require such Washington coverage on a continuing basis and must be owned and operated independently of any government industry, institution, association, or lobbying organization. Applicants must also be employed by a periodical that is published for profit and is supported chiefly by advertising or by subscription, or by a periodical meeting the conditions in this paragraph but published by a nonprofit organization that, first, operates independently of any government, industry, or institution and, second, does not engage, directly or indirectly, in any lobbying or other activity intended to influence any matter before Congress or before any independent agency or any department or other instrumentality of the Executive branch. House organs are not eligible.
3. Members of the families of correspondents are not entitled to the privileges of the galleries.
4. The Executive Committee may issue temporary credentials permitting the privileges of the galleries to individuals who meet the rules of eligibility but who may be on short-term assignment or temporarily residing in Washington.
5. Under the authority of rule 6 of the House of Representatives and of rule 33 of the Senate, the Periodical Galleries shall be under the control of the Executive Committee, subject to the approval and supervision of the Speaker of the House of Representatives and the Senate Committee on Rules and Administration. It shall be the duty of the Executive Committee, at its discretion, to report violations of the privileges of the galleries to the Speaker or the Senate Committee on Rules and Administration, and pending action thereon, the offending correspondent may be suspended. The committee shall be elected at the start of each Congress by members of the Periodical Correspondents' Association and shall consist of seven members with no more than one member from any one publishing organization. The committee shall elect its own officers and a majority of the committee may fill vacancies on the committee. The list in the Congressional Directory shall be a list only of members of the Periodical Correspondents' Association.
6. Applications for admission to the Periodical Press Galleries shall be made on forms provided by the Executive Committee of the Correspondents of the Periodical Correspondents' Association. This application shall be sent to the Periodical Press Gallery, U.S. Senate, Room S-320, U.S. Capitol, Washington, D.C. 20510, and be accompanied by two different issues of the publication and a letter from the applicant's editor, publisher, bureau chief or supervisor on the publication's letterhead, certifying that the applicant conforms to the Periodical Press Gallery Rules.

7. Members of the Periodical Press Gallery who no longer conform to the rules or change their employment shall immediately surrender their credentials to the superintendent of either gallery.
8. While in the Chambers, the reading of newspapers and audible conversation are not permitted; and correspondents must conform to the dress standards as applicable to the Members of each House of Congress.
9. Correspondents are provided guest privileges in the Speaker's lobby, except the balcony, for the purpose of interviews. Eavesdropping is prohibited and no reporting of such overheard conversations is allowed.
10. Any candidate for gallery admission whose application has not been approved, or a gallery member whose credentials have been reclaimed or suspended, shall have the right to a public hearing before the committee.
11. Members of the Periodical Press Gallery shall obey all security regulations when entering the Capitol and its office buildings.

Press Gallery

1. Administration of the press galleries shall be vested in a Standing Committee of Correspondents elected by accredited members of the galleries. The Committee shall consist of five persons elected to serve for terms of two years. Provided, however, that at the election in January 1951, the three candidates receiving the highest number of votes shall serve for two years and the remaining two for one year. Thereafter, three members shall be elected in odd-numbered years and two in even-numbered years. Elections shall be held in January. The Committee shall elect its own chairman and secretary. Vacancies on the Committee shall be filled by special election to be called by the Standing Committee
2. Persons desiring admission to the press galleries of Congress shall make application in accordance with Rule 6 of the House of Representatives, subject to the direction and control of the Speaker and Rule 33 of the Senate, which rules shall be interpreted and administered by the Standing Committee of Correspondents, subject to the review and an approval by the Senate Committee on Rules and Administration.
3. The Standing Committee of Correspondents shall limit membership in the press galleries to bone fide correspondents of repute in their profession, under such rules as the Standing Committee of Correspondents shall prescribe.
4. An applicant for press credentials through the Daily Press Galleries must establish to the satisfaction of the Standing Committee of Correspondents that he or she is a full-time, paid correspondent who requires on-site access to congressional members and staff. Correspondents must be employed by a news organization:
 - A. with General Publication periodicals mailing privileges under U.S. Postal Service rules, and which publishes daily; or
 - B. whose principal business is the daily dissemination of original news and opinion of interest to a broad segment of the public, and which has published continuously for 18 months.

The applicant must reside in the Washington, D.C. area, and must not be engaged in any lobbying or paid advocacy, advertising, publicity or promotion work for any individual, political party, corporation, organization, or agency of the U.S. government, or in

prosecuting any claim before Congress or any federal government department, and will not do so while a member of the Daily Press Galleries.

Applicants' publications must be editorially independent of any institution, foundation or interest group that lobbies the federal government or that is not principally a general news organization.

Failure to provide information to the Standing Committee for this determination, or misrepresenting information, can result in the denial or revocation of credentials.

5. Members of the families of correspondents are not entitled to the privileges of the galleries.

The Standing Committee of Correspondents shall propose no changes in the rules except upon petition in writing signed by not less than 100 accredited members of the galleries.

Press Photographers' Gallery

1.
 - (a) Administration of the Press Photographers' Gallery is vested in a Standing Committee of Press Photographers consisting of six persons elected by accredited members of the Gallery. The Committee shall be composed of one member each from Associated Press Photos; Reuters News Pictures or AFP Photos; magazine media; local newspapers; agency or freelance member; and one at-large member. The at-large member may be, but need not be, selected from media otherwise represented on the Committee; however no organization may have more than one representative on the Committee.
 - (b) The term of office of a member of the Committee elected as the Associated Press Photos member, the local newspaper member, and the Reuters News Pictures or AFP Photos member shall expire on the day of the election held in the first odd-numbered year following the year in which the member was elected, and the term of office of a member of the Committee elected as the magazine media member, the agency or freelance member and the at-large members shall expire on the day of the election held in the first even-numbered year following the year in which the member was elected. A member elected to fill a vacancy occurring prior to the expiration of a term shall serve for only the unexpired portion of such term.
 - (c) Elections shall be held as early as practicable in each year, and in no case later than March 31. A vacancy in the membership of the Committee occurring prior to the expiration of a term shall be filled by a special election called for that purpose by the Committee.
 - (d) The Standing Committee of the Press Photographers' Gallery shall propose no change or changes in these rules except upon petition in writing signed by not less than 25 accredited members of the gallery.
2. Persons desiring admission to the Press Photographers' Gallery of the Senate shall make application in accordance with Rule 33 of the Senate, which rule shall be interpreted and administered by the Standing Committee of Press Photographers subject to the review and approval of the Senate Committee on Rules and Administration.
3. The Standing Committee of Press Photographers shall limit membership in the photographers' gallery to bona fide news photographers of repute in their profession and Heads of Photographic Bureaus under such rules as the Standing Committee of Press Photographers shall prescribe.

4. Provided, however, that the Standing Committee of Press Photographers shall admit to the gallery no person who does not establish to the satisfaction of the Committee all of the following:
 - (a) That any member is not engaged in paid publicity or promotion work or in prosecuting any claim before Congress or before any department of the Government, and will not become so engaged while a member of the gallery.
 - (a) That he or she is not engaged in any lobbying activity and will not become so engaged while a member of the gallery.

