

COMMITTEE ON HOUSE ADMINISTRATION
118th CONGRESS
A RESOLUTION

COMMITTEE RESOLUTION 118-34

Resolution to Amend the *Members' Congressional Handbook*

Be it resolved, pursuant to clauses 1(k)(1), (6), and (9) of rule X of the Rules of the House of Representatives that the Committee on House Administration adopt the following regulations amending and superseding the relevant portions of the prior regulations known collectively as the *Members' Congressional Handbook*.

Section I. INTRODUCTION

A. In subsection General, strike bullet point #4 and insert the following:

“4. A Member may not accept from any private source in-kind support having monetary value for an official activity, except for support provided by an entity qualified under § 170(c) of the Internal Revenue Code in co-sponsoring a constituent service event consistent with the applicable regulations.”

Section II. STAFF

A. In subsection Paid Interns, strike the third paragraph and insert the following:

“The rate of pay is at the discretion of the Member but may not be less than \$1,200 annually or exceed the maximum rate of pay for interns set by the Committee, which is currently set at \$38,500 annually.”

B. In subsection Pay, strike the first paragraph and insert the following:

“The Speaker sets the minimum and maximum rate of pay by issuance of a Speaker’s Pay Order consistent with Federal law. The minimum rate of pay set by the Speaker’s Pay Order does not apply to interns, part-time or temporary employees. However, for part-time and temporary employees, Members must adhere to the applicable minimum wage provisions of the Fair Labor Standards Act (\$7.25 per hour as of July 24, 2009). Interns are not employees for purposes of compliance with the minimum wage and overtime provisions of the Fair Labor Standards Act.”

Section II. GENERAL OFFICE EXPENSES

A. In subsection Congressional Art Competition & App, strike all and insert the following:

“***Officially-sanctioned competition*** means an academic or civic competition designed for participation by each Congressional office, in which entry is limited to the district constituents of each respective participating Congressional office.

Offices must receive prior approval from the Committee on Ethics before soliciting on behalf of the Congressional Art Competition or App Challenge. Please see the see the

Officially-Sanctioned Competition section in the User's Guide for important information and details.

The MRA may be used in a limited fashion to support The Congressional Art Competition and App Challenge. Permissible uses include:

1. The Frank provided the content of such communication is frankable.
2. Advertisements, Member official website and social media communications that are otherwise compliant with Handbook regulations and the Communications Standards Manual.
3. Use of letterhead and official seal of the House by the Member office provided such letterhead and seal are not used for solicitations.
4. Food and beverage expenses that are otherwise compliant with Handbook regulations.
5. Rental of rooms, chairs, and audio systems that are otherwise compliant with Handbook regulations.
6. Items for recognition of public service and acts of public distinction that are otherwise compliant with Handbook regulations.
7. Mileage.

The MRA cannot be used to:

1. Hold an event that is primarily social in nature.
2. Purchase prizes.

In addition, the following expenses for the Congressional Art Competition are reimbursable.

1. Expenses related to framing the winning artwork ONLY when a Member determines in his or her discretion that a hardship case is demonstrated.
2. Cost of shipping the winning artwork by means other than the Frank. A Member may not mail an entry under the Frank but can use the MRA to pay for postage.
3. Insurance expenses for the artwork are not reimbursable except for shipping insurance.

A Member may only solicit donations (including in-kind) on behalf of the officially-sanctioned competition if the Member first receives written approval from the Committee on Ethics.”

- B. In subsection Official Presentation to Items to Foreign Dignitaries strike the first paragraph and insert the following:

“Items of nominal value purchased for official presentation by Members to foreign heads of State and other foreign officials are reimbursable.”

- C. In subsection Recognition of Public Service and Acts of Public Distinction insert at the end the following:

“No other gifts are reimbursable (e.g. magnets, keychains, stickers, notepads, buttons, pens, pencils, etc). The MRA cannot be used to purchase items to be donated to a charity or for a fundraiser.”

SECTION III: DISTRICT EXPENSES

- A. In subsection Official Meetings & Events, strike the fourth paragraph and insert the following:

“Members and employees may not accept, from any private source, in-kind support having monetary value with the limited exception of authorized co-sponsor(s) of constituent service events and/or benefits that a private organization routinely offers without charge. Contact the Committee on Ethics at x57103 for guidance.”

In addition, after the sixth paragraph, insert the following:

“Co-Sponsored Constituent Service Events

In limited circumstances, Members may co-sponsor constituent service events with one or more entities qualified under § 170(c) of the Internal Revenue Code (IRC), pursuant to the Co-Sponsored Constituent Service Memorandum the Committee issued in conjunction with the Committee on Ethics. Offices are strongly encouraged to thoroughly read and review the Co-Sponsored Constituent Service Event Memorandum prior to planning or reaching out to an outside entity regarding co-sponsoring an event.

Members may co-sponsor constituent service events with federal, state, or local government entities. Members are also free to cooperate in any event organized, financed, and conducted solely by another federal, state, or local government entity, even if it is not an official House event.”

- B. In subsection Joint Official Meetings & Events, insert at the end the following:

“Co-Sponsored Constituent Service Events

Members may jointly host co-sponsored constituent service events with one or more entities qualified under § 170(c) of the Internal Revenue Code (IRC), pursuant to the Co-Sponsored Constituent Service Memorandum the Committee issued in conjunction with the Committee on Ethics. Offices are strongly encouraged to thoroughly read and review the Co-Sponsored Constituent Service Event Memorandum prior to planning or reaching out to an outside entity regarding co-sponsoring an event.

Members may jointly co-sponsor constituent service events with federal, state or local government entities.”

SECTION IV: TRAVEL

- A. In Rental Vehicles under subsection Modes of Transportation, insert at the end of the second bullet point in paragraph one the following:

“and/or electrical charging”

SECTION V: DISBURSEMENTS

A. In subsection Advance Payments, strike bullet #4 and insert the following:

“4. Telecommunications devices and services (tele-townhalls are not eligible for advance payment)

In addition, strike bullet #7.

SECTION VI: CONGRESSIONAL MEMBER ORGANIZATIONS

A. In subsection General, replace first sentence with the following:

“Congressional Member Organization (“CMO”) are informal member organizations established to pursue common legislative objectives.”

B. In subsection Funding and Resources, strike the last two paragraphs.

C. In subsection Communications, insert at the end of the subsection the following:

“CMOs may have independent web pages when no official resources are used, outside of staff time, to create and support the site.

Members may request a URL for a CMO, provided that the request complies with the CMO domain name regulations issued by the Committee. Web pages using such a URL need not have the same design or layout as the Web site of the sponsoring Member.”