

Committee Resolution 115-20

Resolved, the Committee on House Administration adopts the following regulations amending and superseding prior regulations known collectively as the Members' Congressional Handbook:

In the "Communications" section, beginning with the first paragraph, strike paragraphs "Town Hall Meetings" through "Virtual Town Hall Meetings" and insert:

"Physical Town Hall Meetings

A town hall meeting is an official meeting a Member holds within the Member's district with their constituents to facilitate the exchange of information regarding the Member's official and representational duties.

Ordinary and necessary expenses related to town hall meetings are reimbursable.

Ordinary and necessary expenses include, but are not limited to, the following:

Advertisements

Rental of rooms, chairs, audio systems

Audio/Video Expenses

Interpreting Services

ADA Accommodations

Reporting and transcription services

Electronic Transmission (not television)

Custodial Services

Signs/banners/leaflets/flyers that comply with the Franking Regulations

Security, including personal security contractors (Members are strongly urged to coordinate any security needs with the House Sergeant at Arms.) For additional information, please see the Security and Contractors sections.

Plants or other relevant decorative items of nominal value

Members may invite any Member of Congress to participate in their official town hall meeting. Travel expenses for a guest Member or Senator are reimbursable from the MRA of the host Member. No other travelers are reimbursable.

Town hall meeting notices should include a contact person to arrange for accommodations for persons with disabilities.

Members and employees may not accept, from any private source, in-kind support having monetary value for a town hall meeting. Contact the Committee on Ethics at x57103.

Joint **Physical Town Hall Meetings**

Members may be reimbursed for ordinary and necessary expenses associated with holding joint town hall meetings with Members of the House of Representatives representing adjacent districts or United States Senators representing the same state, as specified below.

1. Joint town hall meetings must be held in one of the hosting House Members' districts, or if held jointly with the home state Senator, then the meeting must take place within the House Member's district.
2. Expenses (excluding mail) may be divided to reflect an accurate representation of each Member's expenses, and may be directly vouchered through the Office of Finance with supporting documentation (invitation, agenda, etc.) for the meeting.
3. 39 U.S.C. § 3210 prohibits Members from sending any mass mailings outside of the district from which elected. Therefore, Franked mail expenses that relate to advertising joint town hall meetings must be separately accounted for and charged to the MRA of the Member into whose district the Franked mail was delivered.

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Virtual Town Hall Meetings

Ordinary and necessary expenses related to conducting a virtual town hall meeting, including but not limited to, radio broadcast time, internet resources (Skype, Oovoo, streaming, etc.), or telephone town hall meetings, for constituents in the district from which the Member is elected are reimbursable. Costs related to television broadcast time are not reimbursable.

Joint Virtual Town Hall Meetings

Members may be reimbursed for ordinary and necessary expenses related to conducting joint virtual town hall meetings (via telephone or internet) with Members of the House of Representatives (from any state) or United States Senators (from the same state as the House Member), as specified below.

1. Expenses which are identical or flat-rate must be divided evenly between the two hosts. Expenses which are billed based on the number of constituents contacted must be divided to reflect an accurate representation of each Member's expenses. Joint virtual town hall meeting expenses

may be directly vouchered through the Office of Finance with supporting documentation (invitation, agenda, etc.).

- 2. 39 U.S.C. § 3210 prohibits Members from sending any mass mailings outside of the district from which elected. Therefore, Franked mail expenses that relate to advertising joint virtual town hall meetings must be separately accounted for and charged to the MRA of the Member into whose district the Franked mail was delivered.*

Unsolicited mass mailings and communications related to joint virtual town hall meetings may only be sent by Members to their own constituents and may only contain the sending Member's contact information.

Joint virtual town hall meetings may only target the hosts' Congressional Districts (telephone and internet) or the hosts' social media followers (internet)."