

Policy 38. Correspondence and mailing. (a)(1) Only correspondence pertaining to constituent services shall be prepared or mailed at state expense. (2) Except as otherwise provided by this subsection, on and after July 1, 2024: Each representative will be allowed a maximum of \$6,000 postage and newsletter printing allotment per calendar year; each senator will be allowed a maximum of \$18,000 postage and newsletter printing allotment per calendar year, which may allow members of the legislature to send newsletters to every household in their district. The postage and newsletter printing allotment allowed by this subsection shall not be used by any legislator after ~~the day the regular session of the legislature adjourns sine die~~ May 31 in a calendar year during which a general election is to be held to elect the members of such legislator's house of the legislature. The maximum allotment amount established under this paragraph will change in relation to postage rate changes made by the U.S. Postal Service for letter-size, first-class mail, and printing costs established by the state printer. (3) Allotments not used are not cumulative from calendar year to calendar year and shall not be used in any other calendar year. (4) Mailings by legislators which exceed this allotment will be charged to the respective legislator at the same amount charged to the legislature by central mail or printing/ mailing service businesses. Failure to pay for any overage in a timely manner will result in loss of legislative mailing privileges.

(b) The use of state postage in the mailing of personal correspondence is a misdemeanor. K.S.A. 21-6006 states in part: It shall be unlawful for any person to use for such person's personal use, or to allow any unauthorized person to use, any form of postage knowing such postage to have been paid for with state funds.

(c) Except as otherwise provided by law, questionnaires may be prepared, answered or mailed at state expense if: (1) The questionnaire is limited to soliciting opinions or facts relating to legislative issues or studies; (2) the questionnaire is specifically authorized by a legislator and the identity of the legislator sponsoring the questionnaire is disclosed on the questionnaire; (3) the questionnaire does not expressly advocate the nomination, election or defeat of a clearly identifiable candidate to state or local office; (4) the questionnaire has a return address other than an address at the state capitol; and (5) the questionnaire, including preparation and mailing or other distribution, is in compliance with all other applicable statutes, rules and policies, including postage and printing allotments and other limitations prescribed by the LCC.

(d) Petitions should not be answered at state expense, other than to the individual who submitted it.

(e) Exceptions to the above should be referred to the chairperson or vice-chairperson of the LCC for determination.

(f) Subject to the provisions of this subsection, a legislator may be reimbursed for the postage and newsletter printing expense of correspondence and other mailings authorized

under this section which are mailed other than through central mail services. The claim for reimbursement shall be submitted to the director of legislative administrative services and shall be accompanied by the receipt or receipts for the postage and newsletter printing expense incurred and paid and by a sample of each item included in each mailing for which the claim is being submitted, which shall be kept on file by the director. A claim for reimbursement under this subsection may be submitted for more than one mailing. No claim for reimbursement shall be paid unless the aggregate claim is for reimbursement of the postage expense of mailing 500 pieces or more. The amount reimbursed for any such claim for postage and newsletter printing expense reimbursement shall not exceed the outstanding balance in the postage and newsletter printing allotment of the legislator for the calendar year in which the postage and newsletter printing expense was incurred and shall be credited against such balance. Alternatively, legislators may exercise the option to have vendors paid directly by LAS for postage and newsletter expenses, within the remaining allotment of funds. Invoices received for more than the remaining funds shall be the responsibility of the legislator. Vendors must agree to supply Legislative Administrative Services with required paperwork and accept automated clearing house (ACH) direct deposit payments. Postage and newsletter printing expenses shall be incurred on or before December 14, during each calendar year. A postage and newsletter printing expense reimbursement for postage and newsletter printing expense incurred during a calendar year, on or before the last day the postage allotment may be used during such calendar year under this section, may be submitted within 30 days after the last day the postage and newsletter printing allotment may be used in such calendar year, but shall be credited against the outstanding balance in the postage and newsletter printing allotment of the legislator for such calendar year. The provisions of this subsection are intended to facilitate the use of metered postage by legislators at local postal facilities or through mailing service businesses in lieu of using central mail services to mail correspondence pertaining to constituent services or to mail questionnaires or correspondence pertaining to questionnaires in compliance with all applicable provisions of this or other policies or rules of the Council and applicable statutes and rules and regulations. Reimbursement for the purchase of postage stamps under this section is prohibited. (Adopted June 11, 1976; amended Oct. 3, 1980; amended January 10, 1986; amended Nov. 4, 1991; amended July 24, 2001; amended November 16, 2001; amended November 20, 2003; amended June 1, 2012; amended December 19, 2019; amended December 18, 2023; amended October 13, 2025, [amended January 8, 2026](#))