



LEGISLATIVE COUNCIL  
PRINTING  
Guidelines

2021

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# QUOTAS

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## *Annual printing quotas for Senators and Representatives; forfeiture of unused portion.*

### **Rule 1.**

Senators are authorized an annual printing quota of 3,200,000 sides of printing through the use of Legislative Service Bureau printing facilities. The annual printing quota for Representatives is 800,000 printed sides through the use of Legislative Service Bureau facilities. For record-keeping and accounting purposes, a printed side of 8½" x 11" shall be counted as one side of legislative printing. Unused portions of the annual printing quotas cannot be accumulated. Legislators, on December 31 of each year, shall forfeit any unused portion of their annual printing quotas.

## *Legislator elected to less than full term; prorated printing quota for first year.*

### **Rule 2.**

Legislators elected to less than a full term of office shall, for the first year of the term to which elected, be entitled to a percentage of the respective annual printing quota which shall be determined by dividing the number of months remaining in the year in which elected by the total months in the year.

## *Interaccounting of printing costs.*

### **Rule 3.**

The Bureau shall interaccount the requester's office operation account for the cost of labor and materials required to produce stationery and business cards. The Bureau shall interaccount the requester's office operation account for the cost of all materials used to produce all other discretionary printing for legislators.

*Printing requests; prior authorization.*

**Rule 4.**

Prior to processing a request, the House Business Office or the Senate Business Office, as is appropriate, will notify the Legislative Service Bureau that sufficient funds are available within the legislator's office operation account to cover the cost of the printing requested.

*Postage paid return postcards.*

**Rule 5.**

Postage paid return postcards will be printed only if the Senate or House notifies the Bureau that the requester has sufficient postage to cover the cost of mailing the postage paid return cards.

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# GENERAL RULES

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*Use of printing and mailing equipment for other than official legislative business prohibited; request to print material of questionable political or personal content; prohibited references in legislative printings.*

## **Rule 6.**

The Legislative Service Bureau's printing and mailing equipment shall be used for official legislative business only. Official legislative business is deemed to include all issues of statewide interest or of general interest to an entire legislative district. The use of legislative equipment for the printing of personal or partisan material of any nature for a legislator is strictly prohibited. The text of printing requests for members of the House shall be reviewed under procedures authorized by the Speaker of the House and the text of printing requests from members of the Senate shall be reviewed under procedures authorized by the Senate Majority Leader. Only printing the Bureau's equipment is capable of producing will be printed. Some examples of specific references in legislative printings which are prohibited are requests to vote for or against someone or some concept, solicitations of money for any purpose, or negative comments about the institution of the legislature or a specific legislator.

*Purchase of legislative printing services prohibited.*

## **Rule 7.**

Legislative printing services may not be purchased by legislators.

## *Identification of materials printed by legislators.*

### **Rule 8.**

All materials printed for legislators must include the name of the legislator requesting the printing, and it must be evident that the materials are being printed by the legislator. This rule does not apply to standardized booklets as defined in Rule 16.

## *Printing request; duplicating services request; copysheets; approval of postage and/or trucking fees; removal of printed material from print shop.*

### **Rule 9.**

Printing requests shall be processed upon receipt of a duplicating services request form that contains fully written instructions and the signature and phone number of the individual requesting the printing. All copy submitted for reproduction must be complete with photographs and graphics and be legible, proofread and edited. Copy sheets are to be numbered consecutively and the last sheet marked “end of copy.” Material to be mailed or delivered to other than legislative offices will require advance approval of postage and/or trucking fees from the Senate Business Office for Senate members and the House Business Office for House members. A copy of the approval must be attached to the duplicating services request received by the Bureau. All printed material must be removed from the Bureau upon completion.



## *Proofreading; late proof returns.*

### **Rule 10.**

Proofreading by the Bureau will be limited to a reading for continuity. Individuals responsible for the documents are required to make a final proofreading and approve materials in writing. To maintain print priority, all proofs must be returned to the Bureau within 48 hours. Printings delayed because of late proof returns will be removed from the production schedule and rescheduled at the time and date the proof is returned.

## *Processing of requests.*

### **Rule 11.**

To the extent possible, requests shall be processed in the order received, except under the following circumstances:

- a. Where three or more proofs are required;
- b. Where proofs have not been returned within 48 hours; or
- c. Where, in the case of two color newsletters, several requests for newsletters to be printed using the same colors can be printed at the same time, without significantly delaying the requests.

If a legislator requires the request to be rescheduled and produced within three days, the Bureau shall also interaccount the requester's office operation account for the cost of any labor required to complete the request. The requester's office shall be notified of these costs prior to rescheduling the request.

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# SPECIFICATIONS FOR PRINTING AND SUPPLIES

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## *Approved paper colors.*

### **Rule 12.**

Competitively priced white or ivory colored recycled paper shall be used for legislative printings.

## *Approved paper weights.*

### **Rule 13.**

Legislative printings shall be printed on paper of 60# or less, except when heavier paper must be used to meet Post Office regulations.

## *Ink colors.*

### **Rule 14.**

The available ink colors for materials printed by the Legislative Service Bureau are:

- Full Color (Cyan, Magenta, Yellow, Black)
- Blue, Pantone 286
- Brown, Pantone 464
- Green, Pantone 341
- Light Green, Pantone 368
- Maroon, Pantone 207
- Navy, Pantone 295
- Olive, Pantone 581
- Orange, Pantone 021
- Purple, Pantone 520
- Red, Pantone 185
- Teal, Pantone 320
- Yellow, Pantone 109

The House Business Office and the Senate Business Office may jointly limit the use of certain ink colors during certain specified time periods. Additional charges may apply for certain ink colors.

*Newsletters; color; size limitations.*

**Rule 15.**

Newsletters may be printed in full color (cyan, magenta, yellow, black) subject to the procedures and approval established in Rules 6 and 14.

Finished size of newsletters may be 8½" x 11", 8½" x 14", 11" x 17", or tabloid size.

*Standardized booklets.*

**Rule 16.**

A maximum number of 26 standardized booklets shall be available to legislators through the Legislative Service Bureau. The booklets available shall be those designated by the Legislative Council Policy Subcommittee.

Standardized booklets shall not be personalized for requesting legislators. Booklets include a standard cover and text pages printed with black ink. A minimum order for a booklet is 25 copies.

*Ink colors; business cards and stationery.*

**Rule 17.**

Business cards and stationery, such as letterheads, envelopes, and office supplies, shall be printed with black or blue ink.

*Labels; size, ink color, and minimum order restrictions.*

**Rule 18.**

Labels may be printed using Black, Blue, or Full Color. A minimum order for labels is 100 sheets. Additional charges may apply for full color labels.

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# PICTURES AND GRAPHICS

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## *Pictures allowed in printing.*

### **Rule 19.**

Pictures in printing may include the individual legislator for whom the printing is being completed and group pictures. One month prior to the last date established for the filing of nominating petitions for an election through the dates of any primary and general election, only pictures of the legislator for whom the printing is being completed can be included in printings completed by the Bureau.

## *Reproduction of official stationery to which photograph added.*

### **Rule 20.**

The Bureau shall not reproduce official stationery for legislators to which a photograph has been added.

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# MATERIAL AUTHORIZED TO BE PRINTED

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## *Authorized material.*

### **Rule 21.**

The following material is authorized to be printed:

- a. Memo pads for legislators.
- b. Newsletters with or without letterhead.
- c. Legislative summations with or without letterhead.
- d. Questionnaires with or without letterhead.
- e. Reprinting of newspaper clippings that are not political or personal in nature and that relate to the work of the legislature.
- f. Reports of committees of the legislature.
- g. Publications and stickers with only the legislator's name, district number, and State Coat of Arms.
- h. Coffee Break News, Update, Dateline, or similar printings.
- i. Statewide ballot issue explanations, which includes petitions being circulated and initiatives and referendums actually on the ballot. The content of ballot issue explanations must be informative and neutral in nature. Explanations cannot urge readers to sign or not sign or circulate petitions, or support or vote for or against a ballot issue. Explanations cannot include a legislator's opinion on a ballot issue. Ballot issue explanations must be approved by the appropriate approving authority.
- j. Form letters responding to correspondence. This type of mailing is not considered a mass constituent mailing but is in response to letters of interest received by a legislator on a specific subject. The legislator has the option of providing stationery for the printing of form letters.
- k. News letterheads and news release letterheads without text.
- l. Envelopes for form letters may be addressed by the Bureau labeling equipment and the letters, upon request, shall be inserted in envelopes by the Bureau.

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# MATERIAL NOT AUTHORIZED TO BE PRINTED

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## *Unauthorized material.*

### **Rule 22.**

The following material is not authorized to be printed:

- a. “You’re in the News!” folders.
- b. Nominating and ballot proposal petitions and absentee ballot applications.
- c. Letters containing only a holiday greeting from a legislator.
- d. Publications and stickers containing “Compliments of” or other similar designations, pursuant to Section 24.17 of the Michigan Compiled Laws.
- e. Newspaper clippings that are political or personal in nature or do not relate to the work of the legislature.
- f. Listings or indications of endorsements of a legislator.
- g. Printings which reproduce the Great Seal of Michigan, or print the flag, standard, color, ensign, Coat of Arms, or shield of the United States or Michigan, upon which any word, figure, mark, picture, design, or drawing is to be printed, pursuant to section 750.245 of the Michigan Compiled Laws.
- h. Copyrighted material or portions of copyrighted material, including newspaper headings and stories, cartoons, pictures, graphics, magazine articles, and other written material are forbidden, unless written authorization is received from the copyright holder and attached to the printing request.
- i. Material copyrighted by a member or committee of the legislature.
- j. The Bureau shall not pay copyright fees charged by copyright holders to reprint the material.

- k. Newsletters, legislative summations, questionnaires, and similar material which are designed to be mailed outside the requesting legislator's current legislative district. Letters, questionnaires, and similar material requesting information on a legislative issue or issues from or to inform specific groups of citizens throughout the state shall be permitted in accordance with guidelines of the House and Senate. Printing of material which is questionable in relation to the mailing destination shall be submitted to the appropriate approving authority for approval prior to the printing being performed by the Bureau.
- l. Bumper stickers.
- m. Information on or notices of events in which the legislator will participate that will occur on a future date beyond the legislator's current term of office.
- n. The text of local ballot issue initiatives and referendums actually on the ballot.
- o. Political cartoons depicting recognizable political personalities and/or parties.
- p. Personal reports on the family or family life of a legislator or legislative staff member.
- q. Articles by a legislator's spouse or legislative staff.
- r. References to past or future campaigns or elections or any thank you message regarding election to office.
- s. Solicitations for or on behalf of a political program or organization.
- t. Campaign logos.

- u. A legislative telephone number or a legislative address implying that the number or address is a means of transacting the business of any private or governmental organization (other than for the legitimate business of the legislature) or association, whether a profit-making or non-profit-making organization or association whether an advocacy or non-advocacy organization or association. Further, no legislative telephone numbers or addresses may be used or represented as being the phone number of any public or any level of government other than the State Representative or Senator.
- v. Printing in foreign languages, except where the member supplies photo-ready copy of the material to be printed.
- w. Printing/ mailing in combination with another legislator unless the joint mailing is approved by the Speaker of the House and the Senate Majority Leader.
- x. Reproduction of minutes, reports, or newspapers of outside organizations or clubs.
- y. Any reference to the names of or how to contact individuals if the purpose of the reference is to urge those individuals to take action on an issue or if the reference could be construed as derogatory in nature.



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# ADDRESS LISTS

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## *Mailing labels.*

### **Rule 23.**

The Bureau will accept only those mailing labels that can be mechanically applied by their equipment.

## *Computer labels; specifications for printing.*

### **Rule 24.**

Only computer labels that can be applied by Bureau machinery will be accepted. Labels must be properly positioned, evenly spaced, 4 across, and 11 rows deep on a sheet that is 11" x 15". There must be a cover sheet listing the total number of labels and the number of labels per zip or carrier route. Between zip codes there should be one label with stars or other designation to indicate a change in code. Precise specifications are available from the printing coordinator.

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# ENVELOPES AND MAILINGS

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## *Envelopes; stuffing by Bureau.*

### **Rule 25.**

The Bureau may mechanically stuff envelopes to the extent that the stuffing can be accomplished with the automatic folding and inserting equipment in use by the Bureau. Only material the Bureau would be authorized to print may be stuffed for legislators.

## *Envelopes to be labeled by Bureau equipment; restrictions.*

### **Rule 26.**

Envelopes sent to the Bureau for labeling must be official envelopes and must be of such size that can be processed by the Bureau's equipment. Under no circumstances are plain envelopes or campaign envelopes to be labeled by the Bureau.

## *Envelopes stuffed by Bureau.*

### **Rule 27.**

All envelopes stuffed by the Bureau must be sealed by the Bureau.

## *Nonsession printing; reimbursement policy.*

### **Rule 28.**

The costs for paper and other supplies used in the printing of nonsession materials for members of the House and Senate are reimbursed to the Bureau by interaccount billings. It is understood that portions of these guidelines may refer to types of nonsession printing which the Speaker of the House and Senate Majority Leader may decide shall not be performed for legislators and for which the House and Senate will not reimburse the Legislative Service Bureau. When leadership has so ruled, the Bureau will not produce those types of printing for legislators and rules governing that type of printing will be suspended until such time as authorization is again received that the Bureau will be reimbursed.

## *Election deadlines.*

### **Rule 29.**

The deadline for submission of fully prepared copy for any mass mailings, including bulk permit mailings, newspaper inserts, mailing house orders and newsletters, is nine (9) weeks prior to a primary or general election in which the legislator is a candidate for public office. The entire contents of the printing must be attached to the request. Any substantial changes should be to the first proof only; the second proof should be the final proof.

The deadline for mailings sent from a legislator's office and the last date the Legislative Service Bureau is authorized to forward newsletters, booklets, or other publications to the post office, mailing companies, or newspaper companies before a primary or general election is 4 weeks before the election. This rule does not apply if the mailing is a summary of ballot proposals and is approved by the Speaker of the House or Senate Majority Leader, as appropriate.

## *Year end budget deadlines.*

### **Rule 30.**

The deadline for submission of original requests for mass mailing or newspaper insert jobs to the Legislative Service Bureau is six (6) weeks prior to the end of the budget year.

The deadline for mailings sent from a legislator's office and the last date the Legislative Service Bureau is authorized to forward newsletters, booklets, or other publications to the post office, mailing companies, or newspaper companies before the end of the budget year is five (5) days before the end of the budget year.

For purposes of this rule, budget year means October 1 through September 30 for Members of the Senate and January 1 through December 31 for Members of the House of Representatives.

## *Printing deadlines; clarifications.*

### **Rule 31.**

The Senate Business Office or the House Business Office, as is appropriate, may issue additional guidelines and specific deadlines to clarify Rules 29 and 30.

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# RELEASE OF PRINTING INFORMATION

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## *FOIA requests for legislative printing records.*

### **Rule 32.**

Pursuant to the Freedom of Information Act and other statutes, questions come from legislators or the public concerning legislators' printing requests, including the content and cost for those requests.

- a. Whenever requests are made by the public or requests are made by legislators or legislative staff for printing cost information, the Legislative Service Bureau shall notify the office of the legislator whose printing information or printing costs have been reviewed, as soon as possible, giving in detail the name of the individuals who made the request, the information reviewed by the individual, and the date of the review.
- b. Requests by legislators or legislative staff to review printing being done by legislators will be referred either to the legislators' offices who requested the printing, or their central caucus staffs.

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# TRANSFER OF QUOTAS

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*House members; transfer quota.*

**Rule 33.**

A house member may transfer a portion of their Council printing quota to the House Reproduction Shop or may transfer a portion of their House Reproduction Shop quota to be used in addition to the House members' quota in Rule One at the Legislative Service Bureau Legislative Printing Division.

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# CANCELLATION OF DUPLICATING SERVICES REQUESTS

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## *Cancellation of requests.*

### **Rule 34.**

The Legislative Service Bureau shall cancel a Duplicating Services Request in the following cases:

- a. When material necessary to complete a request is not received from the requester's office within a period of 30 calendar days.
- b. When a proof is delivered to the requester and not returned to the Print Shop within a period of 30 calendar days.

If, subsequently, the material or proof is received from the requester, a new Duplicating Services Request shall be instituted.

*Printing for other state departments; restrictions.*

**Rule 35.**

The Legislative Service Bureau is authorized to provide printing services to state departments and agencies during periods when outside work would not negatively impact upon the processing of legislative requests.

*Standardized Booklet Notices.*

**Rule 36.**

One of the following notices shall be included in all standardized booklets or brochures:

- a. The information in this publication is available, upon request, in an alternative, accessible format.
- b. Prepared by the Michigan Legislature. This information is provided free to Michigan citizens and is not for reproduction, resale, or profit.
- c. Prepared by the Michigan Legislature. Not for reproduction, resale, or profit.

Legislators may request that these notices be included in other materials printed for the legislator.

*Newsletter Notice.*

**Rule 37.**

The following notice shall be included on all newsletters:

Prepared by the Michigan Legislature.

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# NOTES

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## Legislative Council Printing Rules

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