

R E S O L U T I O N

1 BE IT RESOLVED by the House of Representatives of the State of  
2 Texas, That the following is adopted as the housekeeping resolution  
3 for the House of Representatives of the 87th [~~86th~~] Legislature:

4 HOUSEKEEPING RESOLUTION FOR  
5 THE HOUSE OF REPRESENTATIVES  
6 OF THE TEXAS LEGISLATURE

7 TABLE OF CONTENTS

8 ARTICLE 1. GENERAL PROVISIONS . . . . . 4

9 SECTION 1.01. PURPOSE . . . . . 4

10 SECTION 1.02. PRECEDENCE . . . . . 4

11 ARTICLE 2. SPEAKER OF THE HOUSE . . . . . 5

12 SECTION 2.01. SPEAKER'S GENERAL POWERS AND DUTIES . . . . . 5

13 SECTION 2.02. SPEAKER'S APARTMENT AND OFFICES . . . . . 5

14 SECTION 2.03. INTERSTATE OR FEDERAL-STATE ASSOCIATIONS;  
15 TRAINING SEMINARS . . . . . 5

16 ARTICLE 3. GENERAL POWERS AND DUTIES OF THE COMMITTEE ON  
17 HOUSE ADMINISTRATION . . . . . 7

18 SECTION 3.01. CONTRACTS . . . . . 7

19 SECTION 3.02. HOUSE AND COMMITTEE OPERATING BUDGETS . . . . . 7

20 SECTION 3.03. OPERATING POLICIES . . . . . 8

21 SECTION 3.04. HOUSE POLICY MANUAL . . . . . 8

22 SECTION 3.05. HOUSE PROPERTY, SUPPLIES, ACCOUNTING . . . . . 8

23 SECTION 3.06. USE OF HOUSE CHAMBER AND FACILITIES; ASSIGNMENT  
24 OF DESKS, OFFICES, AND PARKING SPACES . . . . . 9

1 SECTION 3.07. RECORDS OF THE HOUSE; PRINTING; JOURNALS;  
2 COPIES OF LEGISLATIVE DOCUMENTS . . . . . 10  
3 SECTION 3.08. HONORARY CERTIFICATES . . . . . 11  
4 SECTION 3.09. COMPOSITE PHOTOGRAPH. . . . . 11  
5 SECTION 3.10. POLICIES REGARDING TEMPORARY ACTING  
6 MEMBERS . . . . . 12  
7 SECTION 3.11. DISPLAY OF "IN GOD WE TRUST" IN HOUSE. . . . . 12  
8 SECTION 3.12. HOUSE RECYCLING PROGRAM . . . . . 13  
9 SECTION 3.13. JOINT COMMITTEE HEARING NOTICES ON WEBSITE . . 13  
10 SECTION 3.14. ACCESS TO HOUSE OFFICES . . . . . 13  
11 SECTION 3.15. DPS PANIC BUTTONS. . . . . 13  
12 SECTION 3.16. USE OF HOUSE AUDIO OR VIDEO RESOURCES . . . . . 13  
13 ARTICLE 4. EMPLOYEES AND EMPLOYMENT POLICIES . . . . . 14  
14 SECTION 4.01. DEFINITION . . . . . 14  
15 SECTION 4.02. OFFICERS AND SUPERVISORY ADMINISTRATIVE  
16 EMPLOYEES OF THE HOUSE . . . . . 14  
17 SECTION 4.03. OTHER CENTRAL HOUSE PERSONNEL. . . . . 15  
18 SECTION 4.04. EMPLOYEES OF INDIVIDUAL MEMBER . . . . . 16  
19 SECTION 4.05. COMMITTEE STAFF; AUTHORITY TO REQUEST  
20 ASSISTANCE . . . . . 16  
21 SECTION 4.06. WORK SCHEDULE; HOURS OF HOUSE OPERATIONS . . . 16  
22 SECTION 4.07. COMPENSATION . . . . . 16  
23 SECTION 4.08. DUTIES . . . . . 18  
24 SECTION 4.09. APPEARANCE BEFORE COMMITTEES . . . . . 18  
25 SECTION 4.10. CHAMBER ACCESS . . . . . 18  
26 SECTION 4.11. VOTING . . . . . 18  
27 SECTION 4.12. VOTING RECORDS . . . . . 18

1 SECTION 4.13. CAMPAIGN FOR SPEAKER . . . . . 18  
2 SECTION 4.14. POLITICAL INFLUENCE . . . . . 19  
3 SECTION 4.15. OUTSIDE EMPLOYMENT, EXTRA COMPENSATION, OR  
4 GIFTS . . . . . 19  
5 SECTION 4.16. DISCHARGE . . . . . 19  
6 SECTION 4.17. DURATION OF EMPLOYMENT. . . . . 20  
7 SECTION 4.18. EMPLOYMENT BY MORE THAN ONE MEMBER OR  
8 COMMITTEE . . . . . 20  
9 SECTION 4.19. POSITION TITLES AND CLASSIFICATIONS . . . . . 21  
10 ARTICLE 5. ACCOUNTING . . . . . 21  
11 SECTION 5.01. FUNDING OF OFFICE OPERATIONS . . . . . 21  
12 SECTION 5.02. OPERATING ACCOUNTS . . . . . 22  
13 SECTION 5.03. CREDIT FOR NEWLY ELECTED MEMBERS . . . . . 22  
14 SECTION 5.04. MONTHLY CREDIT . . . . . 22  
15 SECTION 5.045. DETERMINATION OF OPERATING ACCOUNT BALANCE . . 23  
16 SECTION 5.05. ACCOUNT CLOSING. . . . . 24  
17 SECTION 5.06. EXPENDITURES CHARGED WHEN ENCUMBERED . . . . . 25  
18 SECTION 5.07. TRAVEL FROM AUSTIN DURING SESSION NOT  
19 CHARGED TO OPERATING ACCOUNT . . . . . 25  
20 SECTION 5.08. TRAVEL OUTSIDE TEXAS . . . . . 25  
21 SECTION 5.09. APPROVAL OF EXPENDITURES . . . . . 25  
22 SECTION 5.10. USE OF FUNDS FOR INFORMAL SETTLEMENTS  
23 PROHIBITED . . . . . 26  
24 ARTICLE 6. CAUCUSES. . . . . 26  
25 SECTION 6.01. DEFINITION . . . . . 26  
26 SECTION 6.02. USE OF HOUSE FUNDS, EMPLOYEES, EQUIPMENT, AND  
27 FACILITIES . . . . . 26

1 SECTION 6.03. CONTRIBUTIONS . . . . . 28

2 SECTION 6.04. MEMBERSHIP AND OFFICER LISTS . . . . . 28

3 SECTION 6.05. REPORT TO ETHICS COMMISSION . . . . . 28

4 ARTICLE 7. HOUSE RESEARCH ORGANIZATION . . . . . 28

5 SECTION 7.01. ESTABLISHMENT . . . . . 28

6 SECTION 7.02. STEERING COMMITTEE . . . . . 28

7 SECTION 7.03. BUDGET . . . . . 29

8 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM . . . . . 29

9 SECTION 8.01. INTERIM COMMITTEE ACTIVITIES . . . . . 29

10 SECTION 8.02. POWERS AND DUTIES OF COMMITTEE ON HOUSE

11 ADMINISTRATION DURING INTERIM . . . . . 29

12 ARTICLE 9. APPROPRIATE WORKPLACE CONDUCT . . . . . 31

13 SECTION 9.01. PURPOSE . . . . . 31

14 SECTION 9.02. TRAINING . . . . . 31

15 SECTION 9.03. COMPLAINTS; FILING, INVESTIGATION, AND

16 RESOLUTION . . . . . 32

17 ARTICLE 10. COMMITTEE GIFTS . . . . . 36

18 SECTION 10.01. COMMITTEE GIFTS . . . . . 36

ARTICLE 1. GENERAL PROVISIONS

20 SECTION 1.01. PURPOSE. This resolution is adopted by the

21 members of the House of Representatives of the 87th [~~86th~~]

22 Legislature to provide for the efficient and orderly operation of

23 the house under the supervision of the speaker and the Committee on

24 House Administration.

25 SECTION 1.02. PRECEDENCE. The provisions of this

26 resolution take precedence over the provisions of any resolution

27 not passed in full compliance with the rules of the house and,

1 except as otherwise noted herein, shall be in effect during the full  
2 term of the 87th [~~86th~~] Legislature whether in session or  
3 adjournment.

4 ARTICLE 2. SPEAKER OF THE HOUSE

5 SECTION 2.01. SPEAKER'S GENERAL POWERS AND DUTIES. The  
6 speaker may make any expenditures or transfers and perform any  
7 function deemed necessary for the effective and efficient operation  
8 of the house of representatives.

9 SECTION 2.02. SPEAKER'S APARTMENT AND OFFICES. (a) The  
10 speaker's apartment and offices shall be set aside for the use of  
11 the speaker, the speaker's family, and house members, as the  
12 speaker may designate, throughout the speaker's term of office.

13 (b) The Committee on House Administration may make the  
14 necessary expenditures to operate and properly equip and service  
15 the speaker's apartment and offices and may employ such help as may  
16 be necessary to properly maintain and care for the apartment and  
17 offices.

18 (c) The speaker and the speaker's family may occupy the  
19 speaker's apartment during the speaker's term of office, utilizing  
20 the services of employees of the house and others on a temporary  
21 basis, if and as needed.

22 (d) The speaker may obtain through the Committee on House  
23 Administration the necessary supplies and services to operate the  
24 speaker's office and may also have paid through that committee  
25 necessary telephone charges.

26 SECTION 2.03. INTERSTATE OR FEDERAL-STATE ASSOCIATIONS;  
27 TRAINING SEMINARS. (a) The speaker may attend any meetings of or

1 sponsored by the Council of State Governments and any meetings on  
2 problems of federal-state relations and interstate relations and  
3 cooperation, and any other governmental meeting in or outside the  
4 state.

5 (b) The speaker may appoint members of the house, staff  
6 members, and other employees of the house to accompany or represent  
7 the speaker at these meetings or to attend in-service training  
8 courses sponsored by the Council of State Governments or the  
9 National Conference of State Legislatures or similar training  
10 courses, conferences, or seminars as the speaker may determine.

11 (c) Members of the house attending meetings under this  
12 section while the legislature is in session may be reimbursed for  
13 actual and necessary expenses. Members of the house attending  
14 meetings under this section while the legislature is not in session  
15 and staff members and other employees of the house attending  
16 meetings at any time under this section may be reimbursed for either  
17 actual and necessary expenses or receive a per diem not to exceed  
18 that provided by law for state officials or state employees. In  
19 addition, members, staff, and other employees attending meetings  
20 under this section may be reimbursed for mileage or other  
21 transportation expenses at the same rate as provided by law for  
22 state officials or state employees together with registration fees  
23 and tuition. To receive payment under this subsection, sworn  
24 expense accounts must be filed with and approved by the chair of the  
25 Committee on House Administration or an officer of the house  
26 designated in writing by the Committee on House Administration.  
27 Prior written approval of the chair of the Committee on House

1 Administration to attend any such meetings, conferences, seminars,  
2 or training courses is a prerequisite for reimbursement for travel  
3 and other related expenses.

4 (d) Reimbursement for expenses incurred by a member, staff  
5 member, or employee of the house in an appointive capacity  
6 resulting from an appointment made by anyone other than the speaker  
7 shall be made only in the event that the appointment and expenses to  
8 be incurred have been previously approved in writing by the  
9 Committee on House Administration.

10 (e) The speaker may expend money for memberships in  
11 interstate associations of legislators considered necessary to  
12 discharge properly the duties and responsibilities of the office of  
13 speaker.

14 ARTICLE 3. GENERAL POWERS AND DUTIES OF THE  
15 COMMITTEE ON HOUSE ADMINISTRATION

16 SECTION 3.01. CONTRACTS. The Committee on House  
17 Administration shall approve all contracts necessary for the  
18 effective operation of the divisions of the house and its  
19 committees.

20 SECTION 3.02. HOUSE AND COMMITTEE OPERATING BUDGETS. The  
21 Committee on House Administration shall consider and adopt  
22 operating budgets that cover both session and interim periods for  
23 the divisions of the house and all committees appointed pursuant to  
24 the resolution adopting the rules of the house or appointed by the  
25 speaker pursuant to any other resolution. A budget adopted by the  
26 Committee on House Administration must be adopted in a public  
27 hearing. Each requested operating budget and each operating budget

1 proposed for adoption must be posted on the Internet website of the  
2 committee in advance of the hearing.

3 SECTION 3.03. OPERATING POLICIES. The Committee on House  
4 Administration shall effectuate policies and determine guidelines  
5 for the operation of the divisions and committees of the house.

6 SECTION 3.04. HOUSE POLICY MANUAL. The Committee on House  
7 Administration shall prepare and distribute to all members, within  
8 60 days after the convening of the regular session, policy  
9 statements to include, but not be limited to, policies pertaining  
10 to members as a class.

11 SECTION 3.05. HOUSE PROPERTY, SUPPLIES, ACCOUNTING. The  
12 Committee on House Administration shall:

13 (1) provide and maintain for the use of the speaker,  
14 members, employees, divisions, and committees of the house such  
15 stationery, stamps, office equipment, furniture, fixtures,  
16 supplies, and telephone and other services as may be necessary;

17 (2) keep an itemized account of the quantity and cost  
18 of every kind of material received, and the source from which it was  
19 received;

20 (3) maintain an annual operating account for each  
21 member, division, and committee authorized by the Committee on  
22 House Administration to make expenditures and charge each operating  
23 account with daily expenditures, withdrawals from inventory, and  
24 interdepartmental services;

25 (4) furnish a monthly statement for the expenditures  
26 of each member, division, and committee of the house; and

27 (5) adopt any rules, regulations, and policies



1 necessary to effectively provide and account for the  
2 above-mentioned services.

3 SECTION 3.06. USE OF HOUSE CHAMBER AND FACILITIES;  
4 ASSIGNMENT OF DESKS, OFFICES, AND PARKING SPACES. (a) The  
5 Committee on House Administration shall:

6 (1) be in charge of and provide for the protection,  
7 maintenance, and use of the hall of the house, all committee rooms,  
8 offices of members and house departments, the speaker's office and  
9 apartment, and other space under the jurisdiction of the house;

10 (2) make permanent assignments of desks and offices to  
11 members of the house;

12 (3) adopt and enforce a plan for the parking of motor  
13 vehicles on the portion of the Capitol grounds under house  
14 jurisdiction;

15 (4) be in charge of and provide for the protection,  
16 maintenance, and use of the furniture, fixtures, equipment, and  
17 records of the house;

18 (5) purchase, remodel, repair, restore, or replace any  
19 furniture, fixtures, equipment, and other furnishings to maintain  
20 the dignity and appearance of space occupied by the house;

21 (6) in consultation with the State Preservation Board,  
22 identify and establish a space that provides privacy, security, a  
23 water faucet, and a power outlet, within or near the hall of the  
24 house for use for breastfeeding or breast pumping by house members  
25 and employees of the house or media representatives entitled to the  
26 privileges of the floor when the house is in session; and

27 (7) determine the hours the hall of the house shall be

1 open to visitors.

2 (b) Any member who is not a member-elect of the 88th [~~87th~~]  
3 Legislature shall vacate the member's office space before December  
4 1, 2022 [~~2020~~]. If the office is not vacated on that date, the  
5 Committee on House Administration shall immediately remove the  
6 member's personal effects and store them in an appropriate place in  
7 order that the member-elect to whom the office space is assigned may  
8 move in. The Committee on House Administration shall ensure that  
9 each member-elect of the 88th [~~87th~~] Legislature who was not a  
10 member of the 87th [~~86th~~] Legislature is permitted to move into and  
11 begin using the member-elect's office space at least 72 hours  
12 before the time the 88th [~~87th~~] Legislature is scheduled to  
13 convene.

14 SECTION 3.07. RECORDS OF THE HOUSE; PRINTING; JOURNALS;  
15 COPIES OF LEGISLATIVE DOCUMENTS. (a) The Committee on House  
16 Administration shall:

17 (1) have completed and preserved the official records  
18 of the house;

19 (2) have charge of and approve the operation and  
20 maintenance of the printing and duplicating facilities of the  
21 house, provided, however, that the use of the house printing and  
22 duplicating facilities is restricted to agencies of the legislative  
23 branch and any other operation thereof is strictly prohibited  
24 unless previously authorized in writing by the Committee on House  
25 Administration or an officer of the house designated in writing by  
26 the speaker;

27 (3) determine the number of copies of the daily House

1 Journal to be printed and have jurisdiction over the mailing and  
2 distribution of the daily journal; and

3 (4) determine the number of copies of the House  
4 Journal that will be furnished to each member for distribution by  
5 the member.

6 (b) The employee in charge of the printing facilities must  
7 keep at least one copy of all items printed or duplicated and a copy  
8 of the work order authorizing such printing.

9 (c) Copies of bills, resolutions, and attachments thereto  
10 shall be made available free of charge to members of the house who  
11 call at the bill distribution office and request them, and the cost  
12 of these copies shall be paid from funds appropriated for that  
13 purpose by the legislature. If the Committee on House  
14 Administration finds gross abuse of this privilege, it may  
15 establish a policy regarding such distribution.

16 SECTION 3.08. HONORARY CERTIFICATES. The Committee on  
17 House Administration shall provide for the use of members  
18 appropriate certificates to commend, congratulate, and  
19 memorialize. Such certificates shall be printed with a signature  
20 line for the name of the presenting member and adequate space for  
21 insertion of the name of the individual or organization to be  
22 honored.

23 SECTION 3.09. COMPOSITE PHOTOGRAPH. (a) The Committee on  
24 House Administration shall select a suitable photographer to take  
25 individual photographs of each member. The photographer shall  
26 prepare a composite photograph of the members of the house composed  
27 of the individual photographs of each member arranged on a panel, of

1 the same size as used in previous sessions, in such manner as to  
2 approximate the location of each member's desk on the house floor.  
3 The member's name and the county of residence shall be printed under  
4 the member's photograph, and the composite shall be framed and hung  
5 in the hall of the house during the regular session.

6 (b) The photographs for the composite panel shall be  
7 provided without cost to the members, and the expense of the  
8 composite panel shall be paid from the expense fund of the house.

9 (c) The Committee on House Administration shall establish,  
10 with concurrence of the photographer, a price to charge members for  
11 any prints of photographs they wish to purchase.

12 SECTION 3.10. POLICIES REGARDING TEMPORARY ACTING MEMBERS.  
13 If a person is serving as a temporary acting member of the house  
14 under Section 72, Article XVI, Texas Constitution, in the place of a  
15 house member on active military duty, the Committee on House  
16 Administration, with the approval of the speaker and in  
17 consultation with the temporary acting member and, if available,  
18 the member on military duty, may adopt policies regarding a  
19 temporary acting member that the committee considers necessary for  
20 the efficient administration and performance of the duties of the  
21 house consistent with this resolution, the rules of the house, and  
22 the Texas Constitution.

23 SECTION 3.11. DISPLAY OF "IN GOD WE TRUST" IN HOUSE. The  
24 Committee on House Administration shall direct the State  
25 Preservation Board to maintain the permanent display of the motto  
26 "In God We Trust" on the face of the portico located over the  
27 speaker's podium.

1 SECTION 3.12. HOUSE RECYCLING PROGRAM. The Committee on  
2 House Administration, in coordination with the State Preservation  
3 Board, shall implement a program for recycling paper, plastic, and  
4 other recyclable materials from house offices.

5 SECTION 3.13. JOINT COMMITTEE HEARING NOTICES ON WEBSITE.  
6 The Committee on House Administration shall provide for the posting  
7 of all notices for hearings of joint committees of the house and  
8 senate on the house website regardless of whether the notice is  
9 posted on the senate website.

10 SECTION 3.14. ACCESS TO HOUSE OFFICES. A house member and  
11 the member's staff may control access by the public to the member's  
12 office and may exclude visitors from the office at their  
13 discretion. If a person refuses to leave the member's office when  
14 requested, the member may request assistance from the Department of  
15 Public Safety.

16 SECTION 3.15. DPS PANIC BUTTONS. The Committee on House  
17 Administration shall work with the Department of Public Safety to  
18 ensure that each house office may request a panic button that the  
19 house member and the member's staff may use to alert the department  
20 to an emergency in the office. The member may reimburse the  
21 Committee on House Administration for the cost of the panic button  
22 equipment in monthly installments over the fiscal year.

23 SECTION 3.16. USE OF HOUSE AUDIO OR VIDEO RESOURCES. The  
24 Committee on House Administration shall adopt a policy that allows  
25 members the use of house audio or visual resources. Use of house  
26 audio or visual resources may only be prohibited for the following  
27 reasons:

- 1           (1) the use is otherwise prohibited by law;  
2           (2) the use maligns the reputation of an individual;  
3 or  
4           (3) the use is for political advertising, as defined  
5 by Section 251.001, Election Code.

6           ARTICLE 4. EMPLOYEES AND EMPLOYMENT POLICIES

7           SECTION 4.01. DEFINITION. Unless expressly provided  
8 otherwise, in this article "employee" means any person compensated  
9 from funds appropriated to the house. The term includes persons for  
10 whom the employing authority is the speaker, the Committee on House  
11 Administration, an individual member, or a committee.

12          SECTION 4.02. OFFICERS AND SUPERVISORY ADMINISTRATIVE  
13 EMPLOYEES OF THE HOUSE. (a) Officers of the house authorized to be  
14 appointed under this section shall be appointed by and serve at the  
15 pleasure of the speaker. Employees of the house responsible for  
16 supervising the departments and divisions that support the  
17 operation of the house shall also be appointed by and serve at the  
18 pleasure of the speaker.

19          (a-1) The following are the officers of the house that shall  
20 be appointed by the speaker under this section:

- 21           (1) Chief Clerk;  
22           (2) Journal Clerk;  
23           (3) Reading Clerks;  
24           (4) Sergeant-at-Arms;  
25           (5) Doorkeeper;  
26           (6) Chaplain;  
27           (7) Voting Clerk;

1 (8) Committee Coordinator;

2 (9) Parliamentarians (not more than two individuals);

3 and

4 (10) Executive Director, House Business Office.

5 (a-2) In addition to the officers listed in Subsection (a-1)  
6 of this section, the speaker may also appoint a chief assistant to  
7 any officer listed in Subsection (a-1) of this section. An  
8 assistant appointed under this subsection is also an officer of the  
9 house who serves at the pleasure of the speaker.

10 (b) The speaker shall have the right to discharge any  
11 officer or supervisory administrative employee when the best  
12 interest of the house of representatives would be served by so  
13 doing.

14 (c) The authority to appoint and discharge officers and  
15 supervisory administrative employees may be delegated to the  
16 Committee on House Administration to the extent and for the length  
17 of time the speaker determines.

18 (d) In the event of the absence, resignation, or death of  
19 any officer or supervisory administrative employee the speaker may  
20 designate a person to take charge of and attend to all the duties of  
21 the office affected until the officer or employee returns or until a  
22 successor is chosen.

23 SECTION 4.03. OTHER CENTRAL HOUSE PERSONNEL. (a) The  
24 Committee on House Administration shall employ all personnel  
25 necessary for the operation of the house other than:

26 (1) those appointed under Section 4.02; or

27 (2) employees of an individual member or committee.

1 (b) For purposes of this article, the Committee on House  
2 Administration is the employing authority for all house employees  
3 other than those for whom the employing authority is the speaker, an  
4 individual member, or a committee.

5 SECTION 4.04. EMPLOYEES OF INDIVIDUAL MEMBER. A member may  
6 employ, with funds from the member's operating budget, such staff  
7 as the member deems necessary.

8 SECTION 4.05. COMMITTEE STAFF; AUTHORITY TO REQUEST  
9 ASSISTANCE. (a) The Committee on House Administration shall  
10 provide funds for the adequate staffing of all standing committees  
11 of the house and all other committees appointed by the speaker.

12 (b) Select committees, interim study committees, standing  
13 committees, or subcommittees appointed pursuant to the resolution  
14 adopting the rules of the house or appointed by the speaker pursuant  
15 to any other resolution may employ any person, firm, or  
16 corporation, subject to budget limitations. Those committees or  
17 subcommittees may ask for the assistance of any of the employees,  
18 agencies, departments, or branches of the state government.

19 SECTION 4.06. WORK SCHEDULE; HOURS OF HOUSE OPERATIONS.  
20 (a) An employee shall be on duty on the days and hours determined by  
21 the employing authority.

22 (b) All offices of the departments and divisions that  
23 support the operations of the house shall be open on days and hours  
24 determined by the Committee on House Administration or the speaker  
25 and other hours that the house or its committees are in session.

26 SECTION 4.07. COMPENSATION. (a) Officers and supervisory  
27 administrative employees of the house shall receive the



1 compensation that the speaker or Committee on House Administration  
2 determines.

3 (b) The Committee on House Administration shall fix the  
4 compensation of house personnel employed under Section 4.03. A  
5 person employed under that section who is absent without leave  
6 shall not receive compensation for the time missed.

7 (c) The salaries of employees of individual members,  
8 committees, and the house shall begin when they are instructed to  
9 start work by their respective employing authority.

10 (d) Except as provided by Subsections (e) and (f) of this  
11 section, an employee of an individual member, a committee employee,  
12 or any person, firm, or corporation employed by a committee or  
13 subcommittee may not be paid a salary in excess of \$5,280 for any  
14 one month.

15 (e) A member may exempt one employee of the individual  
16 member and, if the member is a chair of a standing or select  
17 committee, one employee of the standing or select committee the  
18 member chairs from the salary cap imposed by Subsection (d) of this  
19 section. Each calendar year the member shall file with the  
20 Committee on House Administration a statement designating the  
21 exempt employee or employees, as appropriate. During a calendar  
22 year after an exempt employee has been designated, the member may  
23 exempt a different employee from the salary cap only if the employee  
24 previously designated as exempt for the calendar year is no longer  
25 employed by the member or committee, as appropriate. The exempt  
26 employee may not receive compensation from the operating account of  
27 any other committee or member.

1           (f) The Committee on House Administration may increase the  
2 amount of the salary cap imposed by Subsection (d) of this section  
3 to account for any increase in salary provided to all state  
4 employees during the biennium that begins during the term of the  
5 legislature to which this resolution applies.

6           SECTION 4.08. DUTIES. An employee shall perform all duties  
7 directed by the employing authority.

8           SECTION 4.09. APPEARANCE BEFORE COMMITTEES. An employee  
9 may appear before a standing or select committee on a measure when  
10 granted permission by majority vote of the committee.

11           SECTION 4.10. CHAMBER ACCESS. (a) An employee may not  
12 enter the house chamber when the house is in session except when  
13 performing official duties and specifically authorized by the  
14 Committee on House Administration.

15           (b) An employee may not enter the area on the floor of the  
16 house enclosed by the railing when the house is in session except  
17 when specifically authorized by the Committee on House  
18 Administration.

19           SECTION 4.11. VOTING. An employee may not cast a vote for a  
20 member on the voting machine or otherwise.

21           SECTION 4.12. VOTING RECORDS. An employee may not compile  
22 or release any information concerning the voting record of any  
23 member of the house for any session of the legislature except when a  
24 member requests information about that member's personal voting  
25 record or when the information is for the journal or other official  
26 records.

27           SECTION 4.13. CAMPAIGN FOR SPEAKER. An employee may not

1 campaign or assist in the campaign of any candidate for speaker.

2 SECTION 4.14. POLITICAL INFLUENCE. An employee may not  
3 attempt to, or aid anyone in an attempt to, influence any member of  
4 the house in favor of or against any measure pending before the  
5 legislature, either directly or indirectly, except when answering  
6 questions or giving information at the request of a member of the  
7 house.

8 SECTION 4.15. OUTSIDE EMPLOYMENT, EXTRA COMPENSATION, OR  
9 GIFTS. An employee may not receive, directly or indirectly, any  
10 compensation, by gift or otherwise, from any other source, unless  
11 specifically authorized by the employing authority.

12 SECTION 4.16. DISCHARGE. (a) The employing authority of an  
13 employee shall have primary responsibility for overseeing and  
14 discharging the employee. An employee is subject to immediate  
15 discharge by the employing authority for violation of any section  
16 of this article or any other applicable rule.

17 (b) An individual member or chair of a committee employing  
18 an employee who violates any applicable section of this article or  
19 any rule shall be advised of the violation by the chair of the  
20 Committee on House Administration, and the employing authority  
21 shall take appropriate action with regard to the employee in  
22 question.

23 (c) In addition to being subject to immediate discharge by  
24 the employing authority under Subsection (a) of this section, an  
25 employee is subject to discharge by the chair of the Committee on  
26 House Administration, with the approval of the committee, if:

27 (1) the employee is not needed and, if the employee is

1 employed in an individual member's office or by a committee, the  
2 member or committee chair has resigned, is deceased, or is  
3 incapacitated; or

4 (2) the employee is guilty of gross misconduct.

5 (d) The Committee on House Administration may authorize the  
6 chair of the Committee on House Administration to conduct an  
7 investigation into allegations of gross misconduct. The chair may,  
8 with the approval of the committee, discharge or otherwise  
9 discipline an employee of an individual member or committee if the  
10 Committee on House Administration finds that the employee has  
11 engaged in gross misconduct.

12 SECTION 4.17. DURATION OF EMPLOYMENT. The period of  
13 employment of all employees shall be determined by the employing  
14 authority, except that employees of all committees and of  
15 individual members who are not members-elect of the next  
16 legislature shall be terminated not later than noon on the day of  
17 the convening of the next regular session.

18 SECTION 4.18. EMPLOYMENT BY MORE THAN ONE MEMBER OR  
19 COMMITTEE. (a) Members may join in the employment of a research  
20 assistant or assistants to be paid jointly from their operating  
21 budgets. Unless expressly authorized by the provisions of this  
22 resolution, the members who join together to sponsor such research  
23 shall not constitute a committee, task force, or group to operate in  
24 any official or quasi-official manner not specifically authorized  
25 under the Rules of the House of Representatives.

26 (b) No person, firm, or corporation may be employed by more  
27 than two committees or subcommittees.

1           SECTION 4.19. POSITION TITLES AND CLASSIFICATIONS. The job  
2 title for each position shall be determined by the employing  
3 authority. The employing authority and the house business office  
4 shall classify each job title for accounting purposes according to  
5 the following position classifications, unless otherwise  
6 determined by the Committee on House Administration:

7           (a) Member Employees

- 8                   1. Chief of Staff
- 9                   2. General Counsel
- 10                  3. Legislative Director
- 11                  4. Legislative Assistant
- 12                  5. Administrative Assistant
- 13                  6. Special Project Coordinator
- 14                  7. Intern

15           (b) Committee Employees

- 16                   1. Committee General Counsel
- 17                   2. Chief Committee Clerk
- 18                   3. Committee Clerk

19           (c) Research Employees

- 20                   1. Research Director
- 21                   2. Research Assistant
- 22                   3. Policy Analyst

23                           ARTICLE 5. ACCOUNTING

24           SECTION 5.01. FUNDING OF OFFICE OPERATIONS. (a) Each  
25 member of the house shall be allocated funds for staff, office  
26 supplies, office equipment, postage, printing, telephone, travel,  
27 and such other reasonable and necessary office expenses as may be

1 determined by the Committee on House Administration.

2 (b) The manner in which funds are allocated, and the amounts  
3 thereof, are as provided by this article.

4 SECTION 5.02. OPERATING ACCOUNTS. (a) Each member who  
5 served in the 86th [~~85th~~] Legislature shall have the following  
6 operating accounts for the 87th [~~86th~~] Legislature:

7 (1) a Fiscal Year 21 [~~19~~] Operating Account (September  
8 1, 2020 [~~2018~~], through August 31, 2021 [~~2019~~]);

9 (2) a Fiscal Year 22 [~~20~~] Operating Account (September  
10 1, 2021 [~~2019~~], through August 31, 2022 [~~2020~~]); and

11 (3) a Fiscal Year 23 [~~21~~] Operating Account (September  
12 1, 2022 [~~2020~~], through January 10, 2023 [~~12, 2021~~]).

13 (b) Each member who did not serve in the 86th [~~85th~~]  
14 Legislature shall have the same operating accounts for the 87th  
15 [~~86th~~] Legislature as a returning member under Subsection (a) of  
16 this section except that the duration of the Fiscal Year 21 [~~19~~]  
17 Operating Account is from January 12, 2021 [~~8, 2019~~], through  
18 August 31, 2021 [~~2019~~].

19 (c) For each member who served in the 86th [~~85th~~]  
20 Legislature, it shall not be necessary to close the member's Fiscal  
21 Year 21 [~~19~~] Operating Account when the 87th [~~86th~~] Legislature  
22 convenes.

23 SECTION 5.03. CREDIT FOR NEWLY ELECTED MEMBERS. Each  
24 member who did not serve in the 86th [~~85th~~] Legislature may have  
25 credited to the member's Fiscal Year 21 [~~19~~] Operating Account the  
26 amount of \$2,000.

27 SECTION 5.04. MONTHLY CREDIT. (a) Each member's operating

1 account shall be credited with \$15,250 for each month that falls  
2 wholly or partly during the regular legislative session or a  
3 special legislative session. In any other month, each member's  
4 operating account shall be credited with \$13,500.

5 (b) The Committee on House Administration may provide to the  
6 dean and the speaker pro tempore of the house additional funds as  
7 may be determined to be necessary for the duties of those offices to  
8 be fulfilled.

9 (c) The Committee on House Administration may increase the  
10 amount credited each month to each member's operating account in an  
11 amount to allow for an increase in:

- 12 (1) the salary cap as provided by Section 4.07(f); or
- 13 (2) longevity pay as authorized by legislation.

14 SECTION 5.045. DETERMINATION OF OPERATING ACCOUNT BALANCE.

15 (a) On the third business day of each calendar month, the House  
16 Business Office shall determine the available, unobligated balance  
17 at the end of the preceding calendar month for each member's  
18 operating account and each committee operating account. If the  
19 House Business Office determines that a member's operating account  
20 has a negative balance at the end of the preceding calendar month,  
21 the office shall provide notice to the member and the member shall  
22 deposit funds in the account equal to the negative balance not later  
23 than the 10th business day after the date the member receives notice  
24 of the deficit from the House Business Office; provided, however,  
25 that if a member deposits funds in the member's operating account to  
26 cover a negative balance under this subsection and the member later  
27 has a positive balance in the member's operating account at the end

1 of a calendar month in the same fiscal year in which the member  
2 deposited the funds to cover the negative balance, the member may  
3 use the excess money in the member's operating account at that time  
4 to reimburse the member in an amount not to exceed the amount the  
5 member earlier deposited to cover the negative balance.

6 (b) A committee operating account may not operate at a  
7 deficit.

8 (c) If a member is not a member-elect of the 88th [~~87th~~]  
9 Legislature, the member's operating account may not operate at a  
10 deficit after November 30, 2022 [~~2020~~].

11 SECTION 5.05. ACCOUNT CLOSING. (a) Each member's Fiscal  
12 Year 21 [~~19~~] Operating Account shall be closed as of August 31, 2021  
13 [~~2019~~].

14 (b) Each member may carry forward and have credited to the  
15 member's Fiscal Year 22 [~~20~~] Operating Account the unexpended  
16 balance of the member's Fiscal Year 21 [~~19~~] Operating Account, not  
17 to exceed \$20,000. If the member is the chair of a committee, the  
18 member may transfer and have credited to that committee's operating  
19 account all or part of that unexpended balance, not to exceed  
20 \$20,000, and may have the remainder of that amount credited to the  
21 member's Fiscal Year 22 [~~20~~] Operating Account.

22 (c) Each member's Fiscal Year 22 [~~20~~] Operating Account  
23 shall be closed as of August 31, 2022 [~~2020~~].

24 (d) Each member may carry forward and have credited to the  
25 member's Fiscal Year 23 [~~21~~] Operating Account the unexpended  
26 balance of the member's Fiscal Year 22 [~~20~~] Operating Account, not  
27 to exceed \$20,000. If the member is the chair of a committee, the



1 member may transfer and have credited to that committee's operating  
2 account all or part of that unexpended balance, not to exceed  
3 \$20,000, and may have the remainder of that amount credited to the  
4 member's Fiscal Year 23 [~~21~~] Operating Account.

5 (e) A member who is the chair of a committee may not transfer  
6 and have credited to that member's operating account any portion of  
7 the unexpended balance of the committee's operating account.

8 SECTION 5.06. EXPENDITURES CHARGED WHEN ENCUMBERED. All  
9 expenditures shall be charged to the period in which they are  
10 encumbered.

11 SECTION 5.07. TRAVEL FROM AUSTIN DURING SESSION NOT CHARGED  
12 TO OPERATING ACCOUNT. While the legislature is in session, the  
13 travel expenses of members for one trip each week between Austin and  
14 their districts and return shall not be charged against the  
15 members' operating accounts but shall be paid from funds  
16 appropriated for that purpose by the legislature.

17 SECTION 5.08. TRAVEL OUTSIDE TEXAS. A member is entitled to  
18 be reimbursed for actual and necessary expenses incurred while  
19 traveling outside Texas in the performance of legislative duties  
20 and responsibilities. If the reimbursement is for travel inside  
21 the conterminous United States, reimbursement is limited to twice  
22 the amount that would be reimbursed to state employees for the same  
23 travel under the comptroller's guidelines and rates governing  
24 travel by state employees.

25 SECTION 5.09. APPROVAL OF EXPENDITURES. (a) No allowance  
26 included in this resolution shall be expended except for actual  
27 salaries or actual expenses of the house, its members, departments,

1 committees, and employees and for such other expenses as are  
2 authorized by the Committee on House Administration.

3 (b) The Committee on House Administration may not authorize  
4 any expenditures of funds for personal or political campaign  
5 reasons.

6 (c) All expenditures authorized by this resolution shall be  
7 paid from funds appropriated for the use of the house of  
8 representatives by vouchers or other forms approved by the speaker  
9 of the house and the Committee on House Administration.

10 SECTION 5.10. USE OF FUNDS FOR INFORMAL SETTLEMENTS  
11 PROHIBITED. No public funds appropriated to the house or expended  
12 by any house member, committee, or office may be spent or promised  
13 to settle in whole or part a legal claim brought or threatened to be  
14 brought against the house or a member, committee, office, or  
15 employee of the house unless the settlement is made with the  
16 participation and approval of the attorney general and notice of  
17 any settlement is promptly given to the public.

18 ARTICLE 6. CAUCUSES

19 SECTION 6.01. DEFINITION. In this article, "caucus" means  
20 an organization that is composed exclusively of members of the  
21 legislature, that elects or appoints officers and recognizes  
22 identified legislators as members of the organization, and that  
23 exists for research and other support of policy development and  
24 interests that the membership holds in common. An organization  
25 whose only nonlegislator members are the lieutenant governor or the  
26 governor remains a "caucus" for purposes of this section.

27 SECTION 6.02. USE OF HOUSE FUNDS, EMPLOYEES, EQUIPMENT, AND

1 FACILITIES. (a) Except as expressly authorized by this section,  
2 funds appropriated to the house may not be expended in support of a  
3 caucus, employees compensated from funds appropriated to the house  
4 may not perform caucus activities, and state-owned equipment may  
5 not be used in the performance of caucus activities.

6 (b) An individual member of the house may authorize the use  
7 of state equipment assigned to the member's office and the  
8 performance of caucus activities by an employee of the member only  
9 if:

10 (1) the member determines that the activities support  
11 the member's official duties;

12 (2) the caucus does not endorse or support a candidate  
13 for public office; and

14 (3) the caucus does not accept contributions from  
15 nonmembers that are in violation of Section [253.0341](#), Election  
16 Code.

17 (c) A caucus may use the meeting rooms of the Capitol and  
18 Capitol extension to conduct meetings of the caucus membership, to  
19 host public forums on matters of interest to the caucus, or to  
20 facilitate the work of the caucus or a caucus employee.

21 (d) An individual member may house, in the state office  
22 space assigned to the member, caucus employees or equipment owned  
23 by a caucus. A member may retain in the member's office a  
24 telephone, facsimile machine, or computer owned by the caucus for  
25 purposes of the member's communication with the caucus or caucus  
26 employees.

27 (e) From space under the jurisdiction of the house, the

1 Committee on House Administration may assign:

2 (1) one office space and one parking space for use by  
3 the Texas Republican Legislative Caucus; and

4 (2) one office space and one parking space for use by  
5 the House Democratic Caucus.

6 SECTION 6.03. CONTRIBUTIONS. (a) A person acting on behalf  
7 of a caucus may not knowingly accept a contribution in violation of  
8 Section [253.0341](#), Election Code.

9 (b) A person acting on behalf of a caucus may not knowingly  
10 accept a contribution, and shall refuse a contribution that is  
11 received, in the Capitol.

12 SECTION 6.04. MEMBERSHIP AND OFFICER LISTS. Each caucus  
13 shall provide to the chief clerk, on a regular basis, a list of its  
14 current membership and officers.

15 SECTION 6.05. REPORT TO ETHICS COMMISSION. Each caucus  
16 shall file a report of contributions and expenditures with the  
17 Texas Ethics Commission as required by Section [254.0311](#), Election  
18 Code.

19 ARTICLE 7. HOUSE RESEARCH ORGANIZATION

20 SECTION 7.01. ESTABLISHMENT. The Committee on House  
21 Administration shall provide operating funds for a house research  
22 organization that will be an administrative department of the house  
23 and may for that purpose adopt policies and procedures relating to  
24 the administrative operation of that organization.

25 SECTION 7.02. STEERING COMMITTEE. The functions and duties  
26 performed by the house research organization shall be governed by a  
27 15-member steering committee composed of house members serving

1 staggered four-year terms, who are subject to approval of the house  
2 membership.

3 SECTION 7.03. BUDGET. The house research organization  
4 shall have an operating account and in compliance with the terms of  
5 its establishment shall operate under a budget approved by the  
6 steering committee and the Committee on House Administration.

7 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM

8 SECTION 8.01. INTERIM COMMITTEE ACTIVITIES. (a) Pursuant  
9 to the Legislative Reorganization Act of 1961 (Subchapter B,  
10 Chapter 301, Government Code), standing committees of the house  
11 established by the rules of the house may hold meetings while the  
12 legislature is not in session.

13 (b) The speaker may grant authority to select committees,  
14 interim study committees, subcommittees, or standing committees of  
15 the house to hold meetings while the legislature is not in session  
16 as the speaker considers necessary and desirable to conduct the  
17 business of the house and to assist the speaker in conducting the  
18 business of the house, under a pattern of operation and  
19 restrictions determined by the rules of the house.

20 (c) The committee members and employees may either be  
21 reimbursed for actual and necessary expenses or receive a per diem  
22 not to exceed that provided by law for state officials or state  
23 employees, along with mileage or other transportation expenses at  
24 the same rate as provided by law for state officials or state  
25 employees when conducting such business and attending those  
26 meetings when approved by the Committee on House Administration.

27 SECTION 8.02. POWERS AND DUTIES OF COMMITTEE ON HOUSE

1 ADMINISTRATION DURING INTERIM. (a) When the legislature is not in  
2 session, the Committee on House Administration may act as provided  
3 by this section.

4 (b) The committee may call meetings for the transaction of  
5 necessary business, and the committee members shall be reimbursed  
6 for expenses incurred by them when attending such meetings or when  
7 in performance of their duties as members of the Committee on House  
8 Administration, the reimbursement to be either actual and necessary  
9 expenses or a per diem not to exceed that provided by law for state  
10 officials or state employees, along with mileage or other  
11 transportation expenses at the same rate as provided by law for  
12 state officials or state employees.

13 (c) The committee may reimburse authorized members and  
14 employees for expenses incurred by them when traveling in the  
15 performance of their legislative duties and responsibilities  
16 within their respective districts or within any county in which any  
17 part of their districts lie or from their districts to the State  
18 Capitol, the reimbursement to be either actual and necessary  
19 expenses or a per diem not to exceed that provided by law for state  
20 officials or state employees, along with mileage or other  
21 transportation expenses at the same rate as provided by law for  
22 state officials or state employees.

23 (d) The committee may pay for all other reasonable and  
24 necessary expenses, including operation of each member's district  
25 office, incurred by the members of the house of representatives.  
26 The expenses shall be paid from funds appropriated for that  
27 purpose, or any other funds appropriated for the use of the house of

1 representatives, on vouchers or other forms approved by the chair  
2 of the Committee on House Administration, in accordance with  
3 regulations governing such expenditures.

4 (e) The committee may assign or reassign parking places in  
5 the best interest of the house under such terms and conditions as  
6 the committee deems necessary.

7 ARTICLE 9. APPROPRIATE WORKPLACE CONDUCT

8 SECTION 9.01. PURPOSE. (a) The house finds that early  
9 intervention is often the most effective way to resolve incidents  
10 of inappropriate behavior and ensure appropriate workplace  
11 conduct.

12 (b) The house encourages the prompt reporting of concerns  
13 and complaints, as appropriate, so that constructive action can be  
14 taken before the offensive conduct continues, escalates, or affects  
15 others, and to ensure that a timely and thorough investigation can  
16 occur if necessary.

17 (c) This article is adopted to further early intervention  
18 and remediation of complaints and implements the house rules.

19 SECTION 9.02. TRAINING. (a) Each member, officer, and  
20 employee is required to complete an interactive training program  
21 related to preventing and resolving violations of the house rules,  
22 this resolution, and house policy related to appropriate workplace  
23 conduct that is approved every two years by the Committee on House  
24 Administration. This training may be combined with training on  
25 other employment-related topics such as employment discrimination  
26 and workplace violence.

27 (b) The training must include specific information related

1 to the process for reporting violations of a house rule, this  
2 resolution, and house policy related to appropriate workplace  
3 conduct, for utilizing informal methods of resolving those  
4 violations, and for filing formal complaints with the house or  
5 another agency designated by law to receive those complaints.

6 (c) The training required by this section must be completed  
7 not later than the 30th day after:

- 8 (1) the member qualifies;
- 9 (2) the officer is appointed; or
- 10 (3) the employee starts employment.

11 (d) A member, officer, or employee is required to complete a  
12 subsequent approved interactive training program not later than  
13 each biennial [~~the second~~] anniversary of the date the individual  
14 was initially required to complete the training under Subsection  
15 (c) of this section.

16 (e) The Committee on House Administration shall designate  
17 an officer or supervisory administrative employee to keep accurate  
18 records of each individual required to complete an approved  
19 training program. The officer or employee shall make those records  
20 available to the public.

21 SECTION 9.03. COMPLAINTS; FILING, INVESTIGATION, AND  
22 RESOLUTION. (a) An individual claiming to be aggrieved by a  
23 violation of the house rules, this resolution, or house policy  
24 related to appropriate workplace conduct may file a complaint with:

- 25 (1) the chair of the house general investigating  
26 committee established under Section 301.017, Government Code, if  
27 the individual whose complained-of conduct is an individual other



1 than the chair, the chair's employee, or an individual related to  
2 the chair or the chair's employee within the third degree by  
3 consanguinity or within the second degree by affinity as determined  
4 under Chapter 573, Government Code; or

5 (2) the vice chair of the committee, if the individual  
6 whose complained-of conduct is the chair of the committee, the  
7 chair's employee, or an individual related to the chair or the  
8 chair's employee within the third degree by consanguinity or within  
9 the second degree by affinity as determined under Chapter 573,  
10 Government Code.

11 (b) Any complaint must be substantially similar in form to  
12 the requirements of Sections 21.201(b) and (c), Labor Code.

13 (c) Upon receipt of a complaint that meets the requirements  
14 of Subsection (b) of this section, the receiving official may, with  
15 the agreement of the parties, endeavor to address the alleged  
16 violation by informal, voluntary, and confidential methods of  
17 conference and conciliation.

18 (d) During the pendency of a complaint, the committee may  
19 take any appropriate action to reduce the likelihood of a  
20 complainant and respondent being in regular contact with each  
21 other.

22 (e) The committee shall conduct an investigation of a  
23 complaint, determine whether reasonable cause exists to believe  
24 that the respondent violated a house rule, this resolution, or  
25 house policy, and attempt to resolve the complaint through informal  
26 or formal methods, as provided by committee rule. The committee's  
27 rules must provide for a process substantially similar to the

1 process provided for the administrative review of complaints under  
2 Subchapter E, Chapter 21, Labor Code, where applicable, and must  
3 include a due process hearing by the committee before a report is  
4 prepared under Subsection (h) of this section.

5 (f) If the respondent is a member of the house, the  
6 committee's investigation must be conducted by a competent  
7 individual who is not an officer, employee, or annuitant of state  
8 government. The prohibition under this subsection does not apply to  
9 a retired or former judge subject to assignment under Subchapter C,  
10 Chapter 74, Government Code.

11 (g) The individual employed or compensated by the committee  
12 under Subsection (f) of this section shall only perform the  
13 investigative functions of determining facts and reporting those  
14 facts to the committee and shall not perform any other functions  
15 for, or provide other services to, the committee in connection with  
16 a complaint.

17 (h) If the committee cannot resolve the complaint, the  
18 committee shall determine whether the respondent violated a house  
19 rule, this resolution, or house policy as alleged in a complaint and  
20 shall prepare a report containing:

21 (1) the committee's findings of fact and conclusions  
22 of law to support its final determination; and

23 (2) if the committee finds that the respondent  
24 violated a house rule, this resolution, or house policy, a  
25 recommendation for any discipline or remedial action, in proportion  
26 to the seriousness of the conduct, necessary to prevent the  
27 violation from occurring again.

1 (i) No committee report shall be made unless ordered by  
2 two-thirds of the membership of the committee. If a committee  
3 report is ordered, any member of the committee dissenting from the  
4 views of the majority may file a minority report, which is not  
5 subject to House Rule 4, Section 28. The minority report shall be  
6 included with the majority report at each distribution. If the  
7 committee is unable to agree on a recommendation for action or has  
8 an insufficient number of votes to adopt the report prepared by the  
9 committee, it shall submit a statement of this fact as its report.  
10 The committee shall deliver a copy of its report to the complainant  
11 and respondent and, if the respondent is:

12 (1) a member of the house, to the speaker and the chief  
13 clerk;

14 (2) an officer of the house, to the speaker; and

15 (3) an employee of the house, to the employee's  
16 employing authority as set out in this resolution.

17 (j) All proceedings on a complaint are completely  
18 confidential, and information related to those proceedings may not  
19 be released by any person unless authorized by committee rule or by  
20 the house. Notices of committee hearings, minutes, and witness  
21 lists required under the house rules shall be prepared as directed  
22 by the Committee on House Administration to ensure that no  
23 information is provided that would reasonably lead to the  
24 identification of a complainant, respondent, or witness. If an  
25 individual releases information made confidential by this section  
26 without authorization, that individual is subject to sanction by  
27 the house as authorized by Section 15, Article III, Texas

1 Constitution, or other law. Any report of the house general  
2 investigating committee under this section is confidential until it  
3 is ordered printed by the house or ordered released by the committee  
4 if the house is not in session.

5 (k) To the extent of any conflict between this section and  
6 Rule 4 of the House Rules, this section prevails.

7 ARTICLE 10. COMMITTEE GIFTS

8 SECTION 10.01. COMMITTEE GIFTS. (a) Subject to the  
9 limitation in Subsection (b) of this section, a member of the house  
10 may not offer, confer, or agree to confer to a committee member one  
11 or more gifts per year with a total value of more than the amount of  
12 the per diem set by the Texas Ethics Commission pursuant to Section  
13 [24a\(e\)](#), Article III, Texas Constitution.

14 (b) If two or more members of the house join together to  
15 offer, confer, or agree to confer to a committee chair or vice chair  
16 one or more gifts per year, the total value of the gifts may not  
17 exceed three times the amount of the per diem described in  
18 Subsection (a) of this section.