

By: Hamric

H.R. No. 3

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 78th [~~77th~~] Legislature:

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

7 TABLE OF CONTENTS

8	ARTICLE 1. GENERAL PROVISIONS	3
9	SECTION 1.01. PURPOSE	4
10	SECTION 1.02. PRECEDENCE	4
11	ARTICLE 2. SPEAKER OF THE HOUSE	4
12	SECTION 2.01. SPEAKER'S GENERAL POWERS AND DUTIES	4
13	SECTION 2.02. SPEAKER'S APARTMENT AND OFFICES	4
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	6
18	SECTION 3.01. CONTRACTS	6
19	SECTION 3.02. HOUSE AND COMMITTEE OPERATING BUDGETS	7
20	SECTION 3.03. OPERATING POLICIES	7
21	SECTION 3.04. HOUSE POLICY MANUAL	7
22	SECTION 3.05. HOUSE PROPERTY, SUPPLIES, ACCOUNTING	7
23	SECTION 3.06. USE OF HOUSE CHAMBER AND FACILITIES; ASSIGNMENT 24 OF DESKS, OFFICES, AND PARKING SPACES	8

1 SECTION 3.07. RECORDS OF THE HOUSE; PRINTING; JOURNALS;
2 COPIES OF LEGISLATIVE DOCUMENTS 9
3 SECTION 3.08. HONORARY CERTIFICATES 10
4 SECTION 3.09. COMPOSITE PHOTOGRAPH. 10
5 ARTICLE 4. EMPLOYEES AND EMPLOYMENT POLICIES 11
6 SECTION 4.01. DEFINITION 11
7 SECTION 4.02. OFFICERS AND SUPERVISORY ADMINISTRATIVE
8 EMPLOYEES OF THE HOUSE 11
9 SECTION 4.03. OTHER CENTRAL HOUSE PERSONNEL. 12
10 SECTION 4.04. EMPLOYEES OF INDIVIDUAL MEMBER 12
11 SECTION 4.05. COMMITTEE STAFF; AUTHORITY TO REQUEST
12 ASSISTANCE 12
13 SECTION 4.06. WORK SCHEDULE; HOURS OF HOUSE OPERATIONS . . . 12
14 SECTION 4.07. COMPENSATION 13
15 SECTION 4.08. DUTIES 13
16 SECTION 4.09. APPEARANCE BEFORE COMMITTEES 13
17 SECTION 4.10. CHAMBER ACCESS 13
18 SECTION 4.11. VOTING 14
19 SECTION 4.12. VOTING RECORDS 14
20 SECTION 4.13. CAMPAIGN FOR SPEAKER 14
21 SECTION 4.14. POLITICAL INFLUENCE 14
22 SECTION 4.15. OUTSIDE EMPLOYMENT, EXTRA COMPENSATION, OR
23 GIFTS 14
24 SECTION 4.16. DISCHARGE 14
25 SECTION 4.17. DURATION OF EMPLOYMENT. 15
26 SECTION 4.18. EMPLOYMENT BY MORE THAN ONE MEMBER OR
27 COMMITTEE 15

1 SECTION 4.19. POSITION TITLES AND CLASSIFICATIONS 16

2 ARTICLE 5. ACCOUNTING 17

3 SECTION 5.01. FUNDING OF OFFICE OPERATIONS 17

4 SECTION 5.02. OPERATING ACCOUNTS 17

5 SECTION 5.03. CREDIT FOR NEWLY ELECTED MEMBERS 18

6 SECTION 5.04. MONTHLY CREDIT 18

7 SECTION 5.05. ACCOUNT CLOSING AND AUDIT 18

8 SECTION 5.06. EXPENDITURES CHARGED WHEN ENCUMBERED 19

9 SECTION 5.07. TRAVEL TO AUSTIN DURING SESSION NOT CHARGED TO

10 OPERATING ACCOUNT 19

11 SECTION 5.08. TRAVEL OUTSIDE TEXAS 19

12 SECTION 5.09. APPROVAL OF EXPENDITURES 19

13 ARTICLE 6. CAUCUSES 20

14 SECTION 6.01. DEFINITION 20

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

16 FACILITIES 20

17 SECTION 6.03. CONTRIBUTIONS 22

18 SECTION 6.04. MEMBERSHIP AND OFFICER LISTS 22

19 ARTICLE 7. HOUSE RESEARCH ORGANIZATION 22

20 SECTION 7.01. ESTABLISHMENT 22

21 SECTION 7.02. STEERING COMMITTEE 22

22 SECTION 7.03. BUDGET 22

23 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM 23

24 SECTION 8.01. INTERIM COMMITTEE ACTIVITIES 23

25 SECTION 8.02. POWERS AND DUTIES OF COMMITTEE ON HOUSE

26 ADMINISTRATION DURING INTERIM 23

27 ARTICLE 1. GENERAL PROVISIONS

1 SECTION 1.01. PURPOSE. This resolution is adopted by the
2 members of the House of Representatives of the 78th [~~77th~~]
3 Legislature to provide for the efficient and orderly operation of
4 the house under the supervision of the speaker and the Committee on
5 House Administration.

6 SECTION 1.02. PRECEDENCE. The provisions of this
7 resolution take precedence over the provisions of any resolution
8 not passed in full compliance with the rules of the house and,
9 except as otherwise noted herein, shall be in effect during the full
10 term of the 78th [~~77th~~] Legislature whether in session or
11 adjournment.

12 ARTICLE 2. SPEAKER OF THE HOUSE

13 SECTION 2.01. SPEAKER'S GENERAL POWERS AND DUTIES. The
14 speaker may make any expenditures or transfers and perform any
15 function deemed necessary for the effective and efficient operation
16 of the house of representatives.

17 SECTION 2.02. SPEAKER'S APARTMENT AND OFFICES. (a) The
18 speaker's apartment and offices shall be set aside for the use of
19 the speaker, his family, and members, as the speaker may designate,
20 throughout the speaker's term of office.

21 (b) The Committee on House Administration may make the
22 necessary expenditures to operate and properly equip and service
23 the speaker's apartment and offices and may employ such help as may
24 be necessary to properly maintain and care for the apartment and
25 offices.

26 (c) The speaker and his family may occupy the speaker's
27 apartment during the speaker's term of office, utilizing the

1 services of employees of the house and others on a temporary basis,
2 if and as needed.

3 (d) The speaker may obtain through the Committee on House
4 Administration the necessary supplies and services to operate the
5 speaker's office and may also have paid through that committee
6 necessary local and long distance telephone charges.

7 SECTION 2.03. INTERSTATE OR FEDERAL-STATE ASSOCIATIONS;
8 TRAINING SEMINARS. (a) The speaker may attend any meetings of or
9 sponsored by the Council of State Governments and any meetings on
10 problems of federal-state relations and interstate relations and
11 cooperation, and any other governmental meeting in or outside the
12 state.

13 (b) The speaker may appoint members of the house, staff
14 members, and other employees of the house to accompany him or to
15 represent him at these meetings or to attend in-service training
16 courses sponsored by the Council of State Governments or the
17 National Conference of State Legislatures or similar training
18 courses, conferences, or seminars as the speaker may determine.

19 (c) Members of the house attending meetings under this
20 section while the legislature is in session may be reimbursed for
21 actual and necessary expenses. Members of the house attending
22 meetings under this section while the legislature is not in session
23 and staff members and other employees of the house attending
24 meetings at any time under this section may be reimbursed for either
25 actual and necessary expenses or receive a per diem not to exceed
26 that provided by law for state officials or state employees. In
27 addition, members, staff, and other employees attending meetings

1 under this section may be reimbursed for mileage or other
2 transportation expenses at the same rate as provided by law for
3 state officials or state employees together with registration fees
4 and tuition. To receive payment under this subsection, sworn
5 expense accounts must be filed with and approved by the chair of the
6 Committee on House Administration or an officer of the house
7 designated in writing by the Committee on House Administration.
8 Prior written approval of the chair of the Committee on House
9 Administration to attend any such meetings, conferences, seminars,
10 or training courses is a prerequisite for reimbursement for travel
11 and other related expenses.

12 (d) Reimbursement for expenses incurred by a member, staff
13 member, or employee of the house in an appointive capacity
14 resulting from an appointment made by anyone other than the speaker
15 shall be made only in the event that the appointment and expenses to
16 be incurred have been previously approved in writing by the
17 Committee on House Administration.

18 (e) The speaker may expend money for memberships in
19 interstate associations of legislators considered necessary to
20 discharge properly the duties and responsibilities of the office of
21 speaker.

22 ARTICLE 3. GENERAL POWERS AND DUTIES OF THE

23 COMMITTEE ON HOUSE ADMINISTRATION

24 SECTION 3.01. CONTRACTS. The Committee on House
25 Administration shall approve all contracts necessary for the
26 effective operation of the divisions of the house and its
27 committees.

1 SECTION 3.02. HOUSE AND COMMITTEE OPERATING BUDGETS. The
2 Committee on House Administration shall consider and adopt
3 operating budgets that cover both session and interim periods for
4 the divisions of the house and all committees appointed pursuant to
5 the resolution adopting the rules of the house or appointed by the
6 speaker pursuant to any other resolution.

7 SECTION 3.03. OPERATING POLICIES. The Committee on House
8 Administration shall effectuate policies and determine guidelines
9 for the operation of the divisions and committees of the house.

10 SECTION 3.04. HOUSE POLICY MANUAL. The Committee on House
11 Administration shall prepare and distribute to all members, within
12 60 days after the convening of the regular session, policy
13 statements to include, but not be limited to, policies pertaining
14 to members as a class.

15 SECTION 3.05. HOUSE PROPERTY, SUPPLIES, ACCOUNTING. The
16 Committee on House Administration shall:

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

21 (2) keep an itemized account of the quantity and cost
22 of every kind of material received, and the source from which it was
23 received;

24 (3) maintain an annual operating account for each
25 member, division, and committee authorized by the Committee on
26 House Administration to make expenditures and charge each operating
27 account with daily expenditures, withdrawals from inventory, and

1 interdepartmental services;

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

4 (5) adopt any rules, regulations, and policies
5 necessary to effectively provide and account for the
6 above-mentioned services.

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

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

14 (2) make permanent assignments of desks and offices to
15 members of the house;

16 (3) adopt and enforce a plan for the parking of motor
17 vehicles on the portion of the Capitol grounds under house
18 jurisdiction;

19 (4) be in charge of and provide for the protection,
20 maintenance, and use of the furniture, fixtures, equipment, and
21 records of the house;

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

25 (6) determine the hours the hall of the house shall be
26 open to visitors.

27 (b) Any member who is not a member-elect of the 79th [~~78th~~]

1 Legislature shall vacate his or her office space before January 1,
2 2005 [~~2003~~]. If the office is not vacated on that date, the
3 Committee on House Administration shall immediately remove the
4 member's personal effects and store them in an appropriate place in
5 order that the member-elect to whom the office space is assigned may
6 move in.

7 SECTION 3.07. RECORDS OF THE HOUSE; PRINTING; JOURNALS;
8 COPIES OF LEGISLATIVE DOCUMENTS. (a) The Committee on House
9 Administration shall:

10 (1) have completed and preserved the official records
11 of the house;

12 (2) have charge of and approve the operation and
13 maintenance of the printing and duplicating facilities of the
14 house, provided, however, that the use of the house printing and
15 duplicating facilities is restricted to agencies of the legislative
16 branch and any other operation thereof is strictly prohibited
17 unless previously authorized in writing by the Committee on House
18 Administration or an officer of the house designated in writing by
19 the speaker;

20 (3) determine the number of copies of the daily House
21 Journal to be printed and have jurisdiction over the mailing and
22 distribution of the daily journal; and

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

26 (b) The employee in charge of the printing facilities must
27 keep at least one copy of all items printed or duplicated and a copy

1 of the work order authorizing such printing.

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

9 SECTION 3.08. HONORARY CERTIFICATES. The Committee on
10 House Administration shall provide for the use of members
11 appropriate certificates to commend, congratulate, and
12 memorialize. Such certificates shall be printed with a signature
13 line for the name of the presenting member and adequate space for
14 insertion of the name of the individual or organization to be
15 honored.

16 SECTION 3.09. COMPOSITE PHOTOGRAPH. (a) The Committee on
17 House Administration shall select a suitable photographer to take
18 individual photographs of each member. The photographer shall
19 prepare a composite photograph of the members of the house composed
20 of the individual photographs of each member arranged on a panel, of
21 the same size as used in previous sessions, in such manner as to
22 approximate the location of each member's desk on the house floor.
23 The member's name and the county of residence shall be printed under
24 the member's photograph, and the composite shall be framed and hung
25 in the hall of the house during the regular session.

26 (b) The photographs for the composite panel shall be
27 provided without cost to the members, and the expense of the

1 composite panel shall be paid from the expense fund of the house.

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

5 ARTICLE 4. EMPLOYEES AND EMPLOYMENT POLICIES

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

11 SECTION 4.02. OFFICERS AND SUPERVISORY ADMINISTRATIVE
12 EMPLOYEES OF THE HOUSE. (a) The officers of the house and the
13 employees of the house responsible for supervising the departments
14 and divisions that support the operation of the house shall be
15 appointed by and serve at the pleasure of the speaker.

16 (b) The speaker shall have the right to discharge any
17 officer or supervisory administrative employee when the best
18 interest of the house of representatives would be served by so
19 doing.

20 (c) The authority to appoint and discharge officers and
21 supervisory administrative employees may be delegated to the
22 Committee on House Administration to the extent and for the length
23 of time the speaker determines.

24 (d) In the event of the absence, resignation, or death of
25 any officer or supervisory administrative employee the speaker may
26 designate a person to take charge of and attend to all the duties of
27 the office affected until the officer returns or until a successor

1 is chosen.

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

5 (1) those appointed under Section 4.02; or

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

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

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

14 SECTION 4.05. COMMITTEE STAFF; AUTHORITY TO REQUEST
15 ASSISTANCE. (a) The Committee on House Administration shall
16 provide funds for the adequate staffing of all committees appointed
17 by the speaker.

18 (b) Select committees, interim study committees, standing
19 committees, or subcommittees appointed pursuant to the resolution
20 adopting the rules of the house or appointed by the speaker pursuant
21 to any other resolution may employ any person, firm, or
22 corporation, subject to budget limitations. Those committees or
23 subcommittees may ask the assistance of any of the employees,
24 agencies, departments, or branches of the state government.

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

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

5 SECTION 4.07. COMPENSATION. (a) Officers and supervisory
6 administrative employees of the house shall receive the
7 compensation that the speaker or Committee on House Administration
8 determines.

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

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

16 (d) An employee of an individual member, a committee
17 employee, or any person, firm, or corporation employed by a
18 committee or subcommittee may not be paid a salary in excess of
19 \$3,640 [~~\$3,500~~] for any one month.

20 SECTION 4.08. DUTIES. An employee shall perform all duties
21 directed by the employing authority.

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

25 SECTION 4.10. CHAMBER ACCESS. (a) An employee may not
26 enter the house chamber when the house is in session except when
27 performing official duties and specifically authorized by the

1 Committee on House Administration.

2 (b) An employee may not enter the area on the floor of the
3 house enclosed by the railing when the house is in session except
4 when specifically authorized by the Committee on House
5 Administration.

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

8 SECTION 4.12. VOTING RECORDS. An employee may not compile
9 or release any information concerning the voting record of any
10 member of the house for any session of the legislature except when a
11 member requests information about that member's personal voting
12 record or when the information is for the journal or other official
13 records.

14 SECTION 4.13. CAMPAIGN FOR SPEAKER. An employee may not
15 campaign or assist in the campaign of any candidate for speaker.

16 SECTION 4.14. POLITICAL INFLUENCE. An employee may not
17 attempt to, or aid anyone in an attempt to, influence any member of
18 the house in favor of or against any measure pending before the
19 legislature, either directly or indirectly, except when answering
20 questions or giving information at the request of a member of the
21 house.

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

26 SECTION 4.16. DISCHARGE. (a) An employee is subject to
27 immediate discharge by the employing authority for violation of any

1 section of this article or any other applicable rule.

2 (b) The Committee on House Administration shall dispense
3 with the services of any person employed under Section 4.03 who is
4 not needed or who is guilty of misconduct.

5 (c) An individual member or chair of a committee employing
6 an employee who violates any applicable section of this article or
7 any rule shall be advised of the violation by the Committee on House
8 Administration, and the employing authority shall take appropriate
9 action with regard to the employee in question.

10 (d) The Committee on House Administration may conduct an
11 investigation into allegations of gross misconduct and may
12 discharge or otherwise discipline an employee of an individual
13 member or committee if the committee finds that the employee has
14 engaged in gross misconduct.

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

21 SECTION 4.18. EMPLOYMENT BY MORE THAN ONE MEMBER OR
22 COMMITTEE. (a) Members [~~Subject to approval of the Committee on~~
23 ~~House Administration, members~~] may join in the employment of a
24 research assistant or assistants to be paid jointly from their
25 operating budgets. Unless expressly authorized by the provisions
26 of this resolution, the members who join together to sponsor such
27 research shall not constitute a committee, task force, or group to

1 operate in any official or quasi-official manner not specifically
2 authorized under the Rules of the House of Representatives.

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

5 SECTION 4.19. POSITION TITLES AND CLASSIFICATIONS. The
6 job title for each position shall be determined by the employing
7 authority. The employing authority and the house business office
8 shall classify each job title for accounting purposes according to
9 the following position [Position] classifications [for all member
10 employees, committee employees, and research employees shall be as
11 follows], unless otherwise determined by the Committee on House
12 Administration:

- 13 (a) Member Employees
- 14 1. Administrative Assistant
 - 15 2. Legislative Aide
 - 16 3. Administrative Secretary
 - 17 4. Secretary
 - 18 5. Clerk
- 19 (b) Committee Employees
- 20 1. Committee Counsel
 - 21 2. Chief Committee Clerk
 - 22 3. Committee Clerk
 - 23 4. Committee Secretary
- 24 (c) Research Employees
- 25 1. Research Director
 - 26 2. Research Assistant
 - 27 3. Research Secretary

ARTICLE 5. ACCOUNTING

SECTION 5.01. FUNDING OF OFFICE OPERATIONS. (a) Each member of the house shall be allocated funds for staff, office supplies, office equipment, postage, printing, telephone, travel, and such other reasonable and necessary office expenses as may be determined by the Committee on House Administration.

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

SECTION 5.02. OPERATING ACCOUNTS. (a) Each member who served in the 77th [~~76th~~] Legislature shall have the following operating accounts for the 78th [~~77th~~] Legislature:

(1) a Fiscal Year Three [~~One~~] Operating Account (September 1, 2002 [~~2000~~], through August 31, 2003 [~~2001~~]);

(2) a Fiscal Year Four [~~Two~~] Operating Account (September 1, 2003 [~~2001~~], through August 31, 2004 [~~2002~~]); and

(3) a Fiscal Year Five [~~Three~~] Operating Account (September 1, 2004 [~~2002~~], through January 11, 2005 [~~14, 2003~~]).

(b) Each member who did not serve in the 77th [~~76th~~] Legislature shall have the following operating accounts for the 78th [~~77th~~] Legislature:

(1) a Fiscal Year Three [~~One~~] Operating Account (January 14, 2003 [~~9, 2001~~], through August 31, 2003 [~~2001~~]);

(2) a Fiscal Year Four [~~Two~~] Operating Account (September 1, 2003 [~~2001~~], through August 31, 2004 [~~2002~~]); and

(3) a Fiscal Year Five [~~Three~~] Operating Account (September 1, 2004 [~~2002~~], through January 11, 2005 [~~14, 2003~~]).

(c) For each member who served in the 77th [~~76th~~]

1 Legislature, it shall not be necessary to close the member's Fiscal
2 Year Three [~~One~~] Operating Account when the 78th [~~77th~~] Legislature
3 convenes.

4 SECTION 5.03. CREDIT FOR NEWLY ELECTED MEMBERS. Each
5 member who did not serve in the 77th [~~76th~~] Legislature may have
6 credited to the member's Fiscal Year Three [~~One~~] Operating Account
7 the amount of \$2,000.

8 SECTION 5.04. MONTHLY CREDIT. (a) Each member's operating
9 account shall be credited with \$10,750 for each month.

10 (b) The Committee on House Administration may provide to the
11 dean and the speaker pro tempore of the house additional funds as
12 may be determined to be necessary for the duties of those offices to
13 be fulfilled.

14 SECTION 5.05. ACCOUNT CLOSING AND AUDIT. (a) Each
15 member's Fiscal Year Three [~~One~~] Operating Account shall be closed
16 as of August 31, 2003 [~~2001~~], and a final audit shall be conducted
17 as soon thereafter as possible.

18 (b) Each member may carry forward and have credited to the
19 member's Fiscal Year Four [~~Two~~] Operating Account the unexpended
20 balance of the member's Fiscal Year Three [~~One~~] Operating Account,
21 not to exceed \$10,000.

22 (c) Each member's Fiscal Year Four [~~Two~~] Operating Account
23 shall be closed as of August 31, 2004 [~~2002~~], and a final audit
24 shall be conducted as soon thereafter as possible.

25 (d) Each member may carry forward and have credited to the
26 member's Fiscal Year Five [~~Three~~] Operating Account the unexpended
27 balance of the member's Fiscal Year Four [~~Two~~] Operating Account,

1 not to exceed \$10,000.

2 SECTION 5.06. EXPENDITURES CHARGED WHEN ENCUMBERED. All
3 expenditures shall be charged to the period in which they are
4 encumbered.

5 SECTION 5.07. TRAVEL TO AUSTIN DURING SESSION NOT CHARGED
6 TO OPERATING ACCOUNT. While the legislature is in session, the
7 travel expenses of members for one trip each week between Austin and
8 their districts and return shall not be charged against the
9 members' operating accounts but shall be paid from funds
10 appropriated for that purpose by the legislature.

11 SECTION 5.08. TRAVEL OUTSIDE TEXAS. A member is entitled
12 to be reimbursed for actual and necessary expenses incurred while
13 traveling outside Texas in the performance of legislative duties
14 and responsibilities. If the reimbursement is for travel inside
15 the conterminous United States, reimbursement is limited to twice
16 the amount that would be reimbursed state employees for the same
17 travel under the comptroller's *State of Texas Travel Allowance*
18 *Guide*.

19 SECTION 5.09. APPROVAL OF EXPENDITURES. (a) No allowance
20 included in this resolution shall be expended except for actual
21 salaries or actual expenses of the house, its members, departments,
22 committees, and employees and for such other expenses as are
23 authorized by the Committee on House Administration.

24 (b) The Committee on House Administration may not authorize
25 any expenditures of funds for personal or political campaign
26 reasons.

27 (c) All expenditures authorized by this resolution shall be

1 paid from funds appropriated for the use of the house of
2 representatives by vouchers or other forms approved by the speaker
3 of the house and the Committee on House Administration.

4 ARTICLE 6. CAUCUSES

5 SECTION 6.01. DEFINITION. In this article, "caucus" means
6 an organization that is composed exclusively of members of the
7 legislature, that elects or appoints officers and recognizes
8 identified legislators as members of the organization, and that
9 exists for research and other support of policy development and
10 interests that the membership holds in common. An organization
11 whose only nonlegislator members are the lieutenant governor or
12 the governor remains a "caucus" for purposes of this section.

13 SECTION 6.02. USE OF HOUSE FUNDS, EMPLOYEES, EQUIPMENT, AND
14 FACILITIES. (a) Except as expressly authorized by this section,
15 funds appropriated to the house may not be expended in support of a
16 caucus, employees compensated from funds appropriated to the house
17 may not perform caucus activities, and state-owned equipment and
18 facilities may not be used in the performance of caucus activities.

19 (b) A person who is a caucus employee may not also be an
20 employee of an individual member or a committee and may not be
21 compensated for any purpose from funds appropriated to the house of
22 representatives.

23 (c) An individual member of the house may authorize the use
24 of state equipment assigned to the member's office and the
25 performance of caucus activities by an employee of the member only
26 if:

27 (1) the member determines that the activities support

1 the member's official duties;

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

4 (3) the caucus complies with the open meetings law
5 (Chapter 551, Government Code) and public information [~~open~~
6 ~~records~~] law (Chapter 552, Government Code) as a governmental body;
7 and

8 (4) the caucus does not accept contributions from
9 nonmembers that are required by law to be reported to the Texas
10 Ethics Commission.

11 (d) A caucus may use the meeting rooms of the Capitol and
12 Capitol extension to conduct meetings of the caucus membership or
13 to host public forums on matters of interest to the caucus.

14 (e) An individual member may not house, in the state office
15 space assigned to the member, caucus employees or equipment owned
16 by a caucus. A member may retain in the member's office a
17 telephone, facsimile machine, or computer owned by the caucus for
18 purposes of the member's communication with the caucus or caucus
19 employees.

20 (f) This section does not prohibit a member of the house
21 from employing a person who at the same time is receiving a stipend
22 from a caucus, or a nonprofit corporation affiliated with a caucus,
23 if:

24 (1) the employment is in connection with an internship
25 program associated with an institution of higher education for
26 which the person receiving the stipend is receiving course credit;

27 (2) the person is employed by the house member for not

1 more than six months; and

2 (3) the person has not previously participated in an
3 internship program for which a caucus or nonprofit corporation
4 affiliated with a caucus has provided a stipend.

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

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

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

14 ARTICLE 7. HOUSE RESEARCH ORGANIZATION

15 SECTION 7.01. ESTABLISHMENT. The Committee on House
16 Administration shall provide operating funds for a house research
17 organization that will be an administrative department of the house
18 and may for that purpose adopt policies and procedures relating to
19 the administrative operation of that organization.

20 SECTION 7.02. STEERING COMMITTEE. The functions and
21 duties performed by the house research organization shall be
22 governed by a 15-member steering committee composed of house
23 members serving staggered four-year terms, who are subject to
24 approval of the house membership.

25 SECTION 7.03. BUDGET. The house research organization
26 shall have an operating account and in compliance with the terms of
27 its establishment shall operate under a budget approved by the

1 steering committee and the Committee on House Administration.

2 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM

3 SECTION 8.01. INTERIM COMMITTEE ACTIVITIES. (a) Pursuant
4 to the Legislative Reorganization Act of 1961 (Subchapter B,
5 Chapter 301, Government Code), standing committees of the house
6 established by the rules of the house may hold meetings while the
7 legislature is not in session.

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

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

22 SECTION 8.02. POWERS AND DUTIES OF COMMITTEE ON HOUSE
23 ADMINISTRATION DURING INTERIM. (a) When the legislature is not in
24 session, the Committee on House Administration may act as provided
25 by this section.

26 (b) The committee may call meetings for the transaction of
27 necessary business, and the committee members shall be reimbursed

1 for expenses incurred by them when attending such meetings or when
2 in performance of their duties as members of the Committee on House
3 Administration, the reimbursement to be either actual and necessary
4 expenses or a per diem not to exceed that provided by law for state
5 officials or state employees, along with mileage or other
6 transportation expenses at the same rate as provided by law for
7 state officials or state employees.

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

18 (d) The committee may pay for all other reasonable and
19 necessary expenses, including operation of each member's district
20 office, incurred by the members of the house of representatives.
21 The expenses shall be paid from funds appropriated for that purpose
22 by the 78th [~~77th~~] Legislature, or any other funds appropriated for
23 the use of the house of representatives, on vouchers or other forms
24 approved by the chair of the Committee on House Administration, in
25 accordance with regulations governing such expenditures.

26 (e) The committee may assign or reassign parking places in
27 the best interest of the house under such terms and conditions as

1 the committee deems necessary.

H.R. No. 3

1 Adopting the housekeeping resolution for the House of
2 Representatives.