

By: Puente

H.R. No. 2

R E S O L U T I O N

BE IT RESOLVED by the House of Representatives of the State of Texas, That the following is adopted as the housekeeping resolution for the House of Representatives of the 80th [~~79th~~] Legislature:

HOUSEKEEPING RESOLUTION FOR
THE HOUSE OF REPRESENTATIVES
OF THE TEXAS LEGISLATURE

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ARTICLE 1. GENERAL PROVISIONS

SECTION 1.01. PURPOSE. This resolution is adopted by the members of the House of Representatives of the 80th [~~79th~~] Legislature to provide for the efficient and orderly operation of the house under the supervision of the speaker and the Committee on House Administration.

SECTION 1.02. PRECEDENCE. The provisions of this resolution take precedence over the provisions of any resolution not passed in full compliance with the rules of the house and, except as otherwise noted herein, shall be in effect during the full term of the 80th [~~79th~~] Legislature whether in session or adjournment.

ARTICLE 2. SPEAKER OF THE HOUSE

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

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

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

1 (c) The speaker and the speaker's [~~his~~] family may occupy
2 the speaker's apartment during the speaker's term of office,
3 utilizing the services of employees of the house and others on a
4 temporary basis, if and as needed.

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

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

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

22 (c) Members of the house attending meetings under this
23 section while the legislature is in session may be reimbursed for
24 actual and necessary expenses. Members of the house attending
25 meetings under this section while the legislature is not in session
26 and staff members and other employees of the house attending
27 meetings at any time under this section may be reimbursed for either

1 actual and necessary expenses or receive a per diem not to exceed
 2 that provided by law for state officials or state employees. In
 3 addition, members, staff, and other employees attending meetings
 4 under this section may be reimbursed for mileage or other
 5 transportation expenses at the same rate as provided by law for
 6 state officials or state employees together with registration fees
 7 and tuition. To receive payment under this subsection, sworn
 8 expense accounts must be filed with and approved by the chair of the
 9 Committee on House Administration or an officer of the house
 10 designated in writing by the Committee on House Administration.
 11 Prior written approval of the chair of the Committee on House
 12 Administration to attend any such meetings, conferences, seminars,
 13 or training courses is a prerequisite for reimbursement for travel
 14 and other related expenses.

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

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

25 ARTICLE 3. GENERAL POWERS AND DUTIES OF THE
 26 COMMITTEE ON HOUSE ADMINISTRATION

27 SECTION 3.01. CONTRACTS. The Committee on House

1 Administration shall approve all contracts necessary for the
2 effective operation of the divisions of the house and its
3 committees.

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

10 SECTION 3.03. OPERATING POLICIES. The Committee on House
11 Administration shall effectuate policies and determine guidelines
12 for the operation of the divisions and committees of the house.

13 SECTION 3.04. HOUSE POLICY MANUAL. The Committee on House
14 Administration shall prepare and distribute to all members, within
15 60 days after the convening of the regular session, policy
16 statements to include, but not be limited to, policies pertaining
17 to members as a class.

18 SECTION 3.05. HOUSE PROPERTY, SUPPLIES, ACCOUNTING. The
19 Committee on House Administration shall:

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

24 (2) keep an itemized account of the quantity and cost
25 of every kind of material received, and the source from which it was
26 received;

27 (3) maintain an annual operating account for each

1 member, division, and committee authorized by the Committee on
2 House Administration to make expenditures and charge each operating
3 account with daily expenditures, withdrawals from inventory, and
4 interdepartmental services;

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

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

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

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

17 (2) make permanent assignments of desks and offices to
18 members of the house;

19 (3) adopt and enforce a plan for the parking of motor
20 vehicles on the portion of the Capitol grounds under house
21 jurisdiction;

22 (4) be in charge of and provide for the protection,
23 maintenance, and use of the furniture, fixtures, equipment, and
24 records of the house;

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

1 (6) determine the hours the hall of the house shall be
2 open to visitors.

3 (b) Any member who is not a member-elect of the 81st [~~80th~~]
4 Legislature shall vacate the member's [~~his or her~~] office space
5 before December 1, 2008 [~~2006~~]. If the office is not vacated on
6 that date, the Committee on House Administration shall immediately
7 remove the member's personal effects and store them in an
8 appropriate place in order that the member-elect to whom the office
9 space is assigned may move in.

10 SECTION 3.07. RECORDS OF THE HOUSE; PRINTING; JOURNALS;
11 COPIES OF LEGISLATIVE DOCUMENTS. (a) The Committee on House
12 Administration shall:

13 (1) have completed and preserved the official records
14 of the house;

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

23 (3) determine the number of copies of the daily House
24 Journal to be printed and have jurisdiction over the mailing and
25 distribution of the daily journal; and

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

1 the member.

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

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

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

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

1 in the hall of the house during the regular session.

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

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

8 SECTION 3.10. POLICIES REGARDING TEMPORARY ACTING MEMBERS.

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

19 ARTICLE 4. EMPLOYEES AND EMPLOYMENT POLICIES

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

25 SECTION 4.02. OFFICERS AND SUPERVISORY ADMINISTRATIVE
26 EMPLOYEES OF THE HOUSE. (a) The officers of the house and the
27 employees of the house responsible for supervising the departments

1 and divisions that support the operation of the house shall be
2 appointed by and serve at the pleasure of the speaker.

3 (b) The speaker shall have the right to discharge any
4 officer or supervisory administrative employee when the best
5 interest of the house of representatives would be served by so
6 doing.

7 (c) The authority to appoint and discharge officers and
8 supervisory administrative employees may be delegated to the
9 Committee on House Administration to the extent and for the length
10 of time the speaker determines.

11 (d) In the event of the absence, resignation, or death of
12 any officer or supervisory administrative employee the speaker may
13 designate a person to take charge of and attend to all the duties of
14 the office affected until the officer returns or until a successor
15 is chosen.

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

19 (1) those appointed under Section 4.02; or

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

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

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

1 SECTION 4.05. COMMITTEE STAFF; AUTHORITY TO REQUEST
2 ASSISTANCE. (a) The Committee on House Administration shall
3 provide funds for the adequate staffing of all committees appointed
4 by the speaker.

5 (b) Select committees, interim study committees, standing
6 committees, or subcommittees appointed pursuant to the resolution
7 adopting the rules of the house or appointed by the speaker pursuant
8 to any other resolution may employ any person, firm, or
9 corporation, subject to budget limitations. Those committees or
10 subcommittees may ask the assistance of any of the employees,
11 agencies, departments, or branches of the state government.

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

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

19 SECTION 4.07. COMPENSATION. (a) Officers and supervisory
20 administrative employees of the house shall receive the
21 compensation that the speaker or Committee on House Administration
22 determines.

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

27 (c) The salaries of employees of individual members,

1 committees, and the house shall begin when they are instructed to
2 start work by their respective employing authority.

3 (d) Except as provided by Subsection (e) of this section, an
4 employee of an individual member, a committee employee, or any
5 person, firm, or corporation employed by a committee or
6 subcommittee may not be paid a salary in excess of \$4,017 [~~\$3,750~~]
7 for any one month.

8 (e) A member who is the chair of a standing or select
9 committee may additionally exempt one employee of the committee who
10 is paid from the committee's operating account from the salary cap
11 imposed by Subsection (d) of this section. Each calendar year the
12 chair shall file with the Committee on House Administration a
13 statement designating the exempt committee employee. During a
14 calendar year after an exempt employee has been designated, the
15 chair may exempt a different employee from the salary cap only if
16 the employee previously designated as exempt for the calendar year
17 is no longer employed by the committee. The exempt employee may not
18 receive compensation from the operating account of any other
19 committee or any member.

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

Committee on House Administration.

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

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

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

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

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

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

SECTION 4.16. DISCHARGE. (a) An employee is subject to 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 may join in the employment of a research
23 assistant or assistants to be paid jointly from their operating
24 budgets. Unless expressly authorized by the provisions of this
25 resolution, the members who join together to sponsor such research
26 shall not constitute a committee, task force, or group to operate in
27 any official or quasi-official manner not specifically authorized

1 under the Rules of the House of Representatives.

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

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

10 (a) Member Employees

- 11 1. Administrative Assistant
12 2. Legislative Aide
13 3. Administrative Secretary
14 4. Secretary
15 5. Clerk

16 (b) Committee Employees

- 17 1. Committee Counsel
18 2. Chief Committee Clerk
19 3. Committee Clerk
20 4. Committee Secretary

21 (c) Research Employees

- 22 1. Research Director
23 2. Research Assistant
24 3. Research Secretary

25 ARTICLE 5. ACCOUNTING

26 SECTION 5.01. FUNDING OF OFFICE OPERATIONS. (a) Each
27 member of the house shall be allocated funds for staff, office

1 supplies, office equipment, postage, printing, telephone, travel,
2 and such other reasonable and necessary office expenses as may be
3 determined by the Committee on House Administration.

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

6 SECTION 5.02. OPERATING ACCOUNTS. (a) Each member who
7 served in the 79th [~~78th~~] Legislature shall have the following
8 operating accounts for the 80th [~~79th~~] Legislature:

9 (1) a Fiscal Year Seven [~~Five~~] Operating Account
10 (September 1, 2006 [~~2004~~], through August 31, 2007 [~~2005~~]);

11 (2) a Fiscal Year Eight [~~Six~~] Operating Account
12 (September 1, 2007 [~~2005~~], through August 31, 2008 [~~2006~~]); and

13 (3) a Fiscal Year Nine [~~Seven~~] Operating Account
14 (September 1, 2008 [~~2006~~], through January 13, 2009 [~~9~~, ~~2007~~]).

15 (b) Each member who did not serve in the 79th [~~78th~~]
16 Legislature shall have the following operating accounts for the
17 80th [~~79th~~] Legislature:

18 (1) a Fiscal Year Seven [~~Five~~] Operating Account
19 (January 9 [~~11~~], 2007 [~~2005~~], through August 31, 2007 [~~2005~~]);

20 (2) a Fiscal Year Eight [~~Six~~] Operating Account
21 (September 1, 2007 [~~2005~~], through August 31, 2008 [~~2006~~]); and

22 (3) a Fiscal Year Nine [~~Seven~~] Operating Account
23 (September 1, 2008 [~~2006~~], through January 13, 2009 [~~9~~, ~~2007~~]).

24 (c) For each member who served in the 79th [~~78th~~]
25 Legislature, it shall not be necessary to close the member's Fiscal
26 Year Seven [~~Five~~] Operating Account when the 80th [~~79th~~]
27 Legislature convenes.

1 SECTION 5.03. CREDIT FOR NEWLY ELECTED MEMBERS. Each
2 member who did not serve in the 79th [~~78th~~] Legislature may have
3 credited to the member's Fiscal Year Seven [~~Five~~] Operating Account
4 the amount of \$2,000.

5 SECTION 5.04. MONTHLY CREDIT. (a) Each member's operating
6 account shall be credited with \$11,750 [~~\$11,250~~] for each month.

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

11 SECTION 5.05. ACCOUNT CLOSING AND AUDIT. (a) Each member's
12 Fiscal Year Seven [~~Five~~] Operating Account shall be closed as of
13 August 31, 2007 [~~2005~~], and a final audit shall be conducted as soon
14 thereafter as possible.

15 (b) Each member may carry forward and have credited to the
16 member's Fiscal Year Eight [~~Six~~] Operating Account the unexpended
17 balance of the member's Fiscal Year Seven [~~Five~~] Operating Account,
18 not to exceed \$12,000.

19 (c) Each member's Fiscal Year Eight [~~Six~~] Operating Account
20 shall be closed as of August 31, 2008 [~~2006~~], and a final audit
21 shall be conducted as soon thereafter as possible.

22 (d) Each member may carry forward and have credited to the
23 member's Fiscal Year Nine [~~Seven~~] Operating Account the unexpended
24 balance of the member's Fiscal Year Eight [~~Six~~] Operating Account,
25 not to exceed \$12,000.

26 SECTION 5.06. EXPENDITURES CHARGED WHEN ENCUMBERED. All
27 expenditures shall be charged to the period in which they are

1 encumbered.

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

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

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

21 (b) The Committee on House Administration may not authorize
22 any expenditures of funds for personal or political campaign
23 reasons.

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

ARTICLE 6. CAUCUSES

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

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

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

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

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

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

1 (3) the caucus complies with the open meetings law
2 (Chapter 551, Government Code) and public information law (Chapter
3 552, Government Code) as a governmental body; and

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

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

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

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

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

23 (2) the person is employed by the house member for not
24 more than six months; and

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

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

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

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

10 ARTICLE 7. HOUSE RESEARCH ORGANIZATION

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

16 SECTION 7.02. STEERING COMMITTEE. The functions and duties
17 performed by the house research organization shall be governed by a
18 15-member steering committee composed of house members serving
19 staggered four-year terms, who are subject to approval of the house
20 membership.

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

25 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM

26 SECTION 8.01. INTERIM COMMITTEE ACTIVITIES. (a) Pursuant
27 to the Legislative Reorganization Act of 1961 (Subchapter B,

1 Chapter 301, Government Code), standing committees of the house
2 established by the rules of the house may hold meetings while the
3 legislature is not in session.

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

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

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

22 (b) The committee may call meetings for the transaction of
23 necessary business, and the committee members shall be reimbursed
24 for expenses incurred by them when attending such meetings or when
25 in performance of their duties as members of the Committee on House
26 Administration, the reimbursement to be either actual and necessary
27 expenses or a per diem not to exceed that provided by law for state

1 officials or state employees, along with mileage or other
2 transportation expenses at the same rate as provided by law for
3 state officials or state employees.

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

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

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