

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 81st [~~80th~~] Legislature:

HOUSEKEEPING RESOLUTION FOR
THE HOUSE OF REPRESENTATIVES
OF THE TEXAS LEGISLATURE

TABLE OF CONTENTS

ARTICLE 1. GENERAL PROVISIONS 4

SECTION 1.01. PURPOSE 4

SECTION 1.02. PRECEDENCE 4

ARTICLE 2. SPEAKER OF THE HOUSE 4

SECTION 2.01. SPEAKER'S GENERAL POWERS AND DUTIES 4

SECTION 2.02. SPEAKER'S APARTMENT AND OFFICES 4

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

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

SECTION 3.01. CONTRACTS 7

SECTION 3.02. HOUSE AND COMMITTEE OPERATING BUDGETS 7

SECTION 3.03. OPERATING POLICIES 7

SECTION 3.04. HOUSE POLICY MANUAL 7

SECTION 3.05. HOUSE PROPERTY, SUPPLIES, ACCOUNTING 7

SECTION 3.06. USE OF HOUSE CHAMBER AND FACILITIES; ASSIGNMENT
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 SECTION 3.10. POLICIES REGARDING TEMPORARY ACTING
6 MEMBERS 11
7 SECTION 3.11. DISPLAY OF "IN GOD WE TRUST" IN HOUSE 11
8 SECTION 3.12. HOUSE RECYCLING PROGRAM 12
9 ARTICLE 4. EMPLOYEES AND EMPLOYMENT POLICIES 12
10 SECTION 4.01. DEFINITION 12
11 SECTION 4.02. OFFICERS AND SUPERVISORY ADMINISTRATIVE
12 EMPLOYEES OF THE HOUSE 13
13 SECTION 4.03. OTHER CENTRAL HOUSE PERSONNEL. 13
14 SECTION 4.04. EMPLOYEES OF INDIVIDUAL MEMBER 14
15 SECTION 4.05. COMMITTEE STAFF; AUTHORITY TO REQUEST
16 ASSISTANCE 14
17 SECTION 4.06. WORK SCHEDULE; HOURS OF HOUSE OPERATIONS . . . 14
18 SECTION 4.07. COMPENSATION 14
19 SECTION 4.08. DUTIES 16
20 SECTION 4.09. APPEARANCE BEFORE COMMITTEES 16
21 SECTION 4.10. CHAMBER ACCESS 16
22 SECTION 4.11. VOTING 16
23 SECTION 4.12. VOTING RECORDS 16
24 SECTION 4.13. CAMPAIGN FOR SPEAKER 16
25 SECTION 4.14. POLITICAL INFLUENCE 16
26 SECTION 4.15. OUTSIDE EMPLOYMENT, EXTRA COMPENSATION, OR
27 GIFTS 17

1 SECTION 4.16. DISCHARGE 17

2 SECTION 4.17. DURATION OF EMPLOYMENT. 17

3 SECTION 4.18. EMPLOYMENT BY MORE THAN ONE MEMBER OR

4 COMMITTEE 18

5 SECTION 4.19. POSITION TITLES AND CLASSIFICATIONS 18

6 ARTICLE 5. ACCOUNTING 19

7 SECTION 5.01. FUNDING OF OFFICE OPERATIONS 19

8 SECTION 5.02. OPERATING ACCOUNTS 19

9 SECTION 5.03. CREDIT FOR NEWLY ELECTED MEMBERS 20

10 SECTION 5.04. MONTHLY CREDIT 20

11 SECTION 5.045. DETERMINATION OF OPERATING ACCOUNT BALANCE 21

12 SECTION 5.05. ACCOUNT CLOSING [~~AND AUDIT~~] 22

13 SECTION 5.06. EXPENDITURES CHARGED WHEN ENCUMBERED 22

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

15 OPERATING ACCOUNT 23

16 SECTION 5.08. TRAVEL OUTSIDE TEXAS 23

17 SECTION 5.09. APPROVAL OF EXPENDITURES 23

18 ARTICLE 6. CAUCUSES. 24

19 SECTION 6.01. DEFINITION 24

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

21 FACILITIES 24

22 SECTION 6.03. CONTRIBUTIONS. 26

23 SECTION 6.04. MEMBERSHIP AND OFFICER LISTS 26

24 SECTION 6.05. REPORT TO ETHICS COMMISSION 26

25 ARTICLE 7. HOUSE RESEARCH ORGANIZATION. 26

26 SECTION 7.01. ESTABLISHMENT. 26

27 SECTION 7.02. STEERING COMMITTEE 26

1 SECTION 7.03. BUDGET 26
2 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM 27
3 SECTION 8.01. INTERIM COMMITTEE ACTIVITIES 27
4 SECTION 8.02. POWERS AND DUTIES OF COMMITTEE ON HOUSE
5 ADMINISTRATION DURING INTERIM 27

6 ARTICLE 1. GENERAL PROVISIONS

7 SECTION 1.01. PURPOSE. This resolution is adopted by the
8 members of the House of Representatives of the 81st [~~80th~~]
9 Legislature to provide for the efficient and orderly operation of
10 the house under the supervision of the speaker and the Committee on
11 House Administration.

12 SECTION 1.02. PRECEDENCE. The provisions of this
13 resolution take precedence over the provisions of any resolution
14 not passed in full compliance with the rules of the house and,
15 except as otherwise noted herein, shall be in effect during the full
16 term of the 81st [~~80th~~] Legislature whether in session or
17 adjournment.

18 ARTICLE 2. SPEAKER OF THE HOUSE

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

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

27 (b) The Committee on House Administration may make the

1 necessary expenditures to operate and properly equip and service
2 the speaker's apartment and offices and may employ such help as may
3 be necessary to properly maintain and care for the apartment and
4 offices.

5 (c) The speaker and the speaker's family may occupy the
6 speaker's apartment during the speaker's term of office, utilizing
7 the services of employees of the house and others on a temporary
8 basis, if and as needed.

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

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

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

25 (c) Members of the house attending meetings under this
26 section while the legislature is in session may be reimbursed for
27 actual and necessary expenses. Members of the house attending

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

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

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

1 ARTICLE 3. GENERAL POWERS AND DUTIES OF THE
2 COMMITTEE ON HOUSE ADMINISTRATION

3 SECTION 3.01. CONTRACTS. The Committee on House
4 Administration shall approve all contracts necessary for the
5 effective operation of the divisions of the house and its
6 committees.

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

13 SECTION 3.03. OPERATING POLICIES. The Committee on House
14 Administration shall effectuate policies and determine guidelines
15 for the operation of the divisions and committees of the house.

16 SECTION 3.04. HOUSE POLICY MANUAL. The Committee on House
17 Administration shall prepare and distribute to all members, within
18 60 days after the convening of the regular session, policy
19 statements to include, but not be limited to, policies pertaining
20 to members as a class.

21 SECTION 3.05. HOUSE PROPERTY, SUPPLIES, ACCOUNTING. The
22 Committee on House Administration shall:

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

27 (2) keep an itemized account of the quantity and cost

1 of every kind of material received, and the source from which it was
2 received;

3 (3) maintain an annual operating account for each
4 member, division, and committee authorized by the Committee on
5 House Administration to make expenditures and charge each operating
6 account with daily expenditures, withdrawals from inventory, and
7 interdepartmental services;

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

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

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

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

20 (2) make permanent assignments of desks and offices to
21 members of the house;

22 (3) adopt and enforce a plan for the parking of motor
23 vehicles on the portion of the Capitol grounds under house
24 jurisdiction;

25 (4) be in charge of and provide for the protection,
26 maintenance, and use of the furniture, fixtures, equipment, and
27 records of the house;

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

4 (6) determine the hours the hall of the house shall be
5 open to visitors.

6 (b) Any member who is not a member-elect of the 82nd [~~81st~~]
7 Legislature shall vacate the member's office space before December
8 1, 2010 [~~2008~~]. If the office is not vacated on that date, the
9 Committee on House Administration shall immediately remove the
10 member's personal effects and store them in an appropriate place in
11 order that the member-elect to whom the office space is assigned may
12 move in. The Committee on House Administration shall ensure that
13 each member-elect of the 82nd [~~81st~~] Legislature who was not a
14 member of the 81st [~~80th~~] Legislature is permitted to move into and
15 begin using the member-elect's office space at least 72 [48] hours
16 before the time the 82nd [~~81st~~] Legislature is scheduled to
17 convene.

18 SECTION 3.07. RECORDS OF THE HOUSE; PRINTING; JOURNALS;
19 COPIES OF LEGISLATIVE DOCUMENTS. (a) The Committee on House
20 Administration shall:

21 (1) have completed and preserved the official records
22 of the house;

23 (2) have charge of and approve the operation and
24 maintenance of the printing and duplicating facilities of the
25 house, provided, however, that the use of the house printing and
26 duplicating facilities is restricted to agencies of the legislative
27 branch and any other operation thereof is strictly prohibited

1 unless previously authorized in writing by the Committee on House
2 Administration or an officer of the house designated in writing by
3 the speaker;

4 (3) determine the number of copies of the daily House
5 Journal to be printed and have jurisdiction over the mailing and
6 distribution of the daily journal; and

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

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

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

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

27 SECTION 3.09. COMPOSITE PHOTOGRAPH. (a) The Committee on

1 House Administration shall select a suitable photographer to take
2 individual photographs of each member. The photographer shall
3 prepare a composite photograph of the members of the house composed
4 of the individual photographs of each member arranged on a panel, of
5 the same size as used in previous sessions, in such manner as to
6 approximate the location of each member's desk on the house floor.
7 The member's name and the county of residence shall be printed under
8 the member's photograph, and the composite shall be framed and hung
9 in the hall of the house during the regular session.

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

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

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

27 SECTION 3.11. DISPLAY OF "IN GOD WE TRUST" IN HOUSE. (a)

1 The Committee on House Administration shall display the motto "In
2 God We Trust" on the electronic message screen at the front of the
3 hall of the house.

4 (b) The motto shall be large enough to be read throughout
5 the hall.

6 (c) The motto shall be displayed at all times that the
7 electronic message screen is not being used to conduct legislative
8 business during a session of the house and shall be at least as
9 prominent as any other information displayed on the electronic
10 message screen.

11 (d) The Committee on House Administration shall convey to
12 the State Preservation Board the request of the house of
13 representatives to permanently display the motto on the face of the
14 white portion of the portico located over the speaker's podium and
15 beneath the electronic message screen at the front of the hall of
16 the house and provide any assistance to the State Preservation
17 Board in this matter.

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

22 ARTICLE 4. EMPLOYEES AND EMPLOYMENT POLICIES

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

1 SECTION 4.02. OFFICERS AND SUPERVISORY ADMINISTRATIVE
2 EMPLOYEES OF THE HOUSE. (a) The officers of the house and the
3 employees of the house responsible for supervising the departments
4 and divisions that support the operation of the house shall be
5 appointed by and serve at the pleasure of the speaker.

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

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

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

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

22 (1) those appointed under Section 4.02; or

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

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

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

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

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

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

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

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

26 (b) The Committee on House Administration shall fix the
27 compensation of house personnel employed under Section 4.03. A

1 person employed under that section who is absent without leave
2 shall not receive compensation for the time missed.

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

6 (d) Except as provided by Subsections [~~Subsection~~] (e) and
7 (f) of this section, an employee of an individual member, a
8 committee employee, or any person, firm, or corporation employed by
9 a committee or subcommittee may not be paid a salary in excess of
10 \$4,200 [~~\$4,017~~] for any one month.

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

24 (f) The Committee on House Administration may increase the
25 amount of the salary cap imposed by Subsection (d) of this section
26 to account for any increase in salary provided to all state
27 employees during the biennium that begins during the term of the

1 legislature to which this resolution applies.

2 SECTION 4.08. DUTIES. An employee shall perform all duties
3 directed by the employing authority.

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

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

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

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

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

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

25 SECTION 4.14. POLITICAL INFLUENCE. An employee may not
26 attempt to, or aid anyone in an attempt to, influence any member of
27 the house in favor of or against any measure pending before the

1 legislature, either directly or indirectly, except when answering
2 questions or giving information at the request of a member of the
3 house.

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

8 SECTION 4.16. DISCHARGE. (a) An employee is subject to
9 immediate discharge by the employing authority for violation of any
10 section of this article or any other applicable rule.

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

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

19 (d) The Committee on House Administration may conduct an
20 investigation into allegations of gross misconduct and may
21 discharge or otherwise discipline an employee of an individual
22 member or committee if the committee finds that the employee has
23 engaged in gross misconduct.

24 SECTION 4.17. DURATION OF EMPLOYMENT. The period of
25 employment of all employees shall be determined by the employing
26 authority, except that employees of all committees and of
27 individual members who are not members-elect of the next

1 legislature shall be terminated not later than noon on the day of
2 the convening of the next regular session.

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

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

13 SECTION 4.19. POSITION TITLES AND CLASSIFICATIONS. The job
14 title for each position shall be determined by the employing
15 authority. The employing authority and the house business office
16 shall classify each job title for accounting purposes according to
17 the following position classifications, unless otherwise
18 determined by the Committee on House Administration:

19 (a) Member Employees

- 20 1. Chief of Staff [~~Administrative Assistant~~]
21 2. General Counsel [~~Legislative Aide~~]
22 3. Legislative Director [~~Administrative~~
23 ~~Secretary~~]
24 4. Legislative Assistant [~~Secretary~~]
25 5. Administrative Assistant [~~Clerk~~]
26 6. Special Project Coordinator
27 7. Intern

(b) Committee Employees

- 1. Committee General Counsel
- 2. Chief Committee Clerk
- 3. Committee Clerk
- ~~4. Committee Secretary~~

(c) Research Employees

- 1. Research Director
- 2. Research Assistant
- 3. Policy Analyst ~~[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 80th ~~[79th]~~ Legislature shall have the following operating accounts for the 81st ~~[80th]~~ Legislature:

- (1) a Fiscal Year Nine ~~[Seven]~~ Operating Account (September 1, 2008 ~~[2006]~~, through August 31, 2009 ~~[2007]~~);
- (2) a Fiscal Year Ten ~~[Eight]~~ Operating Account (September 1, 2009 ~~[2007]~~, through August 31, 2010 ~~[2008]~~); and
- (3) a Fiscal Year Eleven ~~[Nine]~~ Operating Account (September 1, 2010 ~~[2008]~~, through January 11, 2011 ~~[13, 2009]~~).

(b) Each member who did not serve in the 80th ~~[79th]~~

1 Legislature shall have the following operating accounts for the
2 81st [~~80th~~] Legislature:

3 (1) a Fiscal Year Nine [~~Seven~~] Operating Account
4 (January 13, 2009 [~~9, 2007~~], through August 31, 2009 [~~2007~~]);

5 (2) a Fiscal Year Ten [~~Eight~~] Operating Account
6 (September 1, 2009 [~~2007~~], through August 31, 2010 [~~2008~~]); and

7 (3) a Fiscal Year Eleven [~~Nine~~] Operating Account
8 (September 1, 2010 [~~2008~~], through January 11, 2011 [~~13, 2009~~]).

9 (c) For each member who served in the 80th [~~79th~~]
10 Legislature, it shall not be necessary to close the member's Fiscal
11 Year Nine [~~Seven~~] Operating Account when the 81st [~~80th~~]
12 Legislature convenes.

13 SECTION 5.03. CREDIT FOR NEWLY ELECTED MEMBERS. Each
14 member who did not serve in the 80th [~~79th~~] Legislature may have
15 credited to the member's Fiscal Year Nine [~~Seven~~] Operating Account
16 the amount of \$2,000.

17 SECTION 5.04. MONTHLY CREDIT. (a) Each member's operating
18 account shall be credited with \$13,250 [~~\$11,750~~] for each month
19 that falls wholly or partly during the regular legislative session.
20 In any other month, each member's operating account shall be
21 credited with \$12,250, except that [~~Beginning September 1, 2007,~~]
22 the Committee on House Administration may increase the amount
23 credited to each member's operating account [~~for each month~~] to an
24 amount not to exceed \$13,250 [~~\$12,250~~].

25 (b) The Committee on House Administration may provide to the
26 dean and the speaker pro tempore of the house additional funds as
27 may be determined to be necessary for the duties of those offices to

1 be fulfilled.

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

5 (1) the salary cap as provided by Section 4.07(f); or

6 (2) longevity pay as authorized by legislation.

7 SECTION 5.045. DETERMINATION OF OPERATING ACCOUNT BALANCE.

8 (a) On the third business day of each calendar month, the House
9 Business Office shall determine the available, unobligated balance
10 at the end of the preceding calendar month for each member's
11 operating account and each committee operating account. If the
12 House Business Office determines that a member's operating account
13 has a negative balance at the end of the preceding calendar month,
14 the office shall provide notice to the member and the member shall
15 deposit funds in the account equal to the negative balance not later
16 than the 10th business day after the date the member receives notice
17 of the deficit from the House Business Office; provided, however,
18 that if a member deposits funds in the member's operating account to
19 cover a negative balance under this subsection and the member later
20 has a positive balance in the member's operating account at the end
21 of a calendar month, the member may use the excess money in the
22 member's operating account at that time to reimburse the member in
23 an amount not to exceed the amount the member earlier deposited to
24 cover the negative balance.

25 (b) A committee operating account may not operate at a
26 deficit.

27 (c) If a member is not a member-elect of the 82nd

1 Legislature, the member's operating account may not operate at a
2 deficit after November 30, 2010.

3 SECTION 5.05. ACCOUNT CLOSING [~~AND AUDIT~~]. (a) Each
4 member's Fiscal Year Nine [~~Seven~~] Operating Account shall be closed
5 as of August 31, 2009 [~~2007, and a final audit shall be conducted as~~
6 ~~soon thereafter as possible~~].

7 (b) Each member may carry forward and have credited to the
8 member's Fiscal Year Ten [~~Eight~~] Operating Account the unexpended
9 balance of the member's Fiscal Year Nine [~~Seven~~] Operating Account,
10 not to exceed \$25,000 [~~\$15,000~~]. If the member is the chair of a
11 committee, the member may transfer and have credited to that
12 committee's operating account all or part of that \$25,000 and may
13 have the remainder of that \$25,000 credited to the member's Fiscal
14 Year Ten Operating Account.

15 (c) Each member's Fiscal Year Ten [~~Eight~~] Operating Account
16 shall be closed as of August 31, 2010 [~~2008, and a final audit shall~~
17 ~~be conducted as soon thereafter as possible~~].

18 (d) Each member may carry forward and have credited to the
19 member's Fiscal Year Eleven [~~Nine~~] Operating Account the unexpended
20 balance of the member's Fiscal Year Ten [~~Eight~~] Operating Account,
21 not to exceed \$25,000 [~~\$15,000~~]. If the member is the chair of a
22 committee, the member may transfer and have credited to that
23 committee's operating account all or part of that \$25,000 and may
24 have the remainder of that \$25,000 credited to the member's Fiscal
25 Year Eleven Operating Account.

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 guidelines and rates governing
15 travel by state employees [~~State of Texas Travel Allowance 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; and

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

10 (d) ~~[(e)]~~ An individual member may ~~[not]~~ house, in the state
11 office space assigned to the member, caucus employees or equipment
12 owned 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~~
21 ~~internship program associated with an institution of higher~~
22 ~~education for which the person receiving the stipend is receiving~~
23 ~~course credit,~~

24 ~~[(2) the person is employed by the house member for not~~
25 ~~more than six months, and~~

26 ~~[(3) the person has not previously participated in an~~
27 ~~internship program for which a caucus or nonprofit corporation~~

1 ~~affiliated with a caucus has provided a stipend.]~~

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

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

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

11 SECTION 6.05. REPORT TO ETHICS COMMISSION. Each caucus
12 shall file a report of contributions and expenditures with the
13 Texas Ethics Commission as required by Section 254.0311, Election
14 Code.

15 ARTICLE 7. HOUSE RESEARCH ORGANIZATION

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

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

26 SECTION 7.03. BUDGET. The house research organization
27 shall have an operating account and in compliance with the terms of

1 its establishment shall operate under a budget approved by the
2 steering committee and the Committee on House Administration.

3 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM

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

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

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

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

27 (b) The committee may call meetings for the transaction of

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

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

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

27 (e) The committee may assign or reassign parking places in

H.R. No. 3

1 the best interest of the house under such terms and conditions as
2 the committee deems necessary.

Geren
Dunnam

H.R. No. 3

Speaker of the House

I certify that H.R. No. 3 was adopted by the House on January 15, 2009, by the following vote: Yeas 128, Nays 11, 1 present, not voting.

Chief Clerk of the House