

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

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5 ARTICLE 1. GENERAL PROVISIONS

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

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

17 ARTICLE 2. SPEAKER OF THE HOUSE

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

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

26 (b) The Committee on House Administration may make the
27 necessary expenditures to operate and properly equip and service

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

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

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

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

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

24 (c) Members of the house attending meetings under this
25 section while the legislature is in session may be reimbursed for
26 actual and necessary expenses. Members of the house attending
27 meetings under this section while the legislature is not in session

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

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

23 (e) The speaker may expend money for memberships in
24 interstate associations of legislators considered necessary to
25 discharge properly the duties and responsibilities of the office of
26 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 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 ARTICLE 4. EMPLOYEES AND EMPLOYMENT POLICIES

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

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

1 appointed by and serve at the pleasure of the speaker.

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

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

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

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

- 18 (1) those appointed under Section 4.02; or
19 (2) employees of an individual member or committee.

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

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

27 SECTION 4.05. COMMITTEE STAFF; AUTHORITY TO REQUEST

1 ASSISTANCE. (a) The Committee on House Administration shall
2 provide funds for the adequate staffing of all committees appointed
3 by the speaker.

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

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

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

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

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

26 (c) The salaries of employees of individual members,
27 committees, and the house shall begin when they are instructed to

1 start work by their respective employing authority.

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

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

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

25 SECTION 4.08. DUTIES. An employee shall perform all duties
26 directed by the employing authority.

27 SECTION 4.09. APPEARANCE BEFORE COMMITTEES. An employee

1 may appear before a standing or select committee on a measure when
2 granted permission by majority vote of the committee.

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

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

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

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

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

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

27 SECTION 4.15. OUTSIDE EMPLOYMENT, EXTRA COMPENSATION, OR

1 GIFTS. An employee may not receive, directly or indirectly, any
2 compensation, by gift or otherwise, from any other source, unless
3 specifically authorized by the employing authority.

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

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

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

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

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

26 SECTION 4.18. EMPLOYMENT BY MORE THAN ONE MEMBER OR
27 COMMITTEE. (a) Members may join in the employment of a research

1 assistant or assistants to be paid jointly from their operating
2 budgets. Unless expressly authorized by the provisions of this
3 resolution, the members who join together to sponsor such research
4 shall not constitute a committee, task force, or group to operate in
5 any official or quasi-official manner not specifically authorized
6 under the Rules of the House of Representatives.

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

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

15 (a) Member Employees

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

24 (b) Committee Employees

- 25 1. Committee General Counsel
26 2. Chief Committee Clerk
27 3. Committee Clerk

1 [~~4. Committee Secretary~~]

2 (c) Research Employees

3 1. Research Director

4 2. Research Assistant

5 3. Policy Analyst [~~Research Secretary~~]

6 ARTICLE 5. ACCOUNTING

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

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

14 SECTION 5.02. OPERATING ACCOUNTS. (a) Each member who
15 served in the 80th [~~79th~~] Legislature shall have the following
16 operating accounts for the 81st [~~80th~~] Legislature:

17 (1) a Fiscal Year Nine [~~Seven~~] Operating Account
18 (September 1, 2008 [~~2006~~], through August 31, 2009 [~~2007~~]);

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

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

23 (b) Each member who did not serve in the 80th [~~79th~~]
24 Legislature shall have the following operating accounts for the
25 81st [~~80th~~] Legislature:

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

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

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

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

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

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

21 (b) The Committee on House Administration may provide to the
22 dean and the speaker pro tempore of the house additional funds as
23 may be determined to be necessary for the duties of those offices to
24 be fulfilled.

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

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

2 (2) longevity pay as authorized by legislation.

3 SECTION 5.045. DETERMINATION OF OPERATING ACCOUNT BALANCE.

4 (a) On the third business day of each calendar month, the House
5 Business Office shall determine the available, unobligated balance
6 at the end of the preceding calendar month for each member's
7 operating account and each committee operating account. If the
8 House Business Office determines that a member's operating account
9 has a negative balance at the end of the preceding calendar month,
10 the office shall provide notice to the member and the member shall
11 deposit funds in the account equal to the negative balance not later
12 than the 10th business day after the date the member receives notice
13 of the deficit from the House Business Office.

14 (b) A committee operating account may not operate at a
15 deficit.

16 (c) If a member is not a member-elect of the 82nd
17 Legislature, the member's operating account may not operate at a
18 deficit after November 30, 2010.

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

23 (b) Each member may carry forward and have credited to the
24 member's Fiscal Year Ten [~~Eight~~] Operating Account the unexpended
25 balance of the member's Fiscal Year Nine [~~Seven~~] Operating Account,
26 not to exceed \$15,000.

27 (c) Each member's Fiscal Year Ten [~~Eight~~] Operating Account

1 shall be closed as of August 31, 2010 [~~2008, and a final audit shall~~
2 ~~be conducted as soon thereafter as possible~~].

3 (d) Each member may carry forward and have credited to the
4 member's Fiscal Year Eleven [~~Nine~~] Operating Account the unexpended
5 balance of the member's Fiscal Year Ten [~~Eight~~] Operating Account,
6 not to exceed \$15,000.

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

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

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

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

1 authorized by the Committee on House Administration.

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

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

9 ARTICLE 6. CAUCUSES

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

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

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

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

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

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

9 (3) ~~[the caucus complies with the open meetings law~~
10 ~~(Chapter 551, Government Code) and public information law (Chapter~~
11 ~~552, Government Code) as a governmental body; and~~

12 ~~[(4)]~~ the caucus does not accept contributions from
13 nonmembers that are required by law to be reported to the Texas
14 Ethics Commission.

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

18 (d) ~~[(e)]~~ An individual member may ~~[not]~~ house, in the state
19 office space assigned to the member, caucus employees or equipment
20 owned by a caucus. A member may retain in the member's office a
21 telephone, facsimile machine, or computer owned by the caucus for
22 purposes of the member's communication with the caucus or caucus
23 employees.

24 ~~[(f) This section does not prohibit a member of the house~~
25 ~~from employing a person who at the same time is receiving a stipend~~
26 ~~from a caucus, or a nonprofit corporation affiliated with a caucus,~~
27 ~~if:~~

1 ~~[(1) the employment is in connection with an~~
2 ~~internship program associated with an institution of higher~~
3 ~~education for which the person receiving the stipend is receiving~~
4 ~~course credit;~~

5 ~~[(2) the person is employed by the house member for not~~
6 ~~more than six months; and~~

7 ~~[(3) the person has not previously participated in an~~
8 ~~internship program for which a caucus or nonprofit corporation~~
9 ~~affiliated with a caucus has provided a stipend.]~~

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

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

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

19 SECTION 6.05. REPORT TO ETHICS COMMISSION. Each caucus
20 shall file a report of contributions and expenditures with the
21 Texas Ethics Commission as required by Section 254.0311, Election
22 Code.

23 ARTICLE 7. HOUSE RESEARCH ORGANIZATION

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

1 the administrative operation of that organization.

2 SECTION 7.02. STEERING COMMITTEE. The functions and duties
3 performed by the house research organization shall be governed by a
4 15-member steering committee composed of house members serving
5 staggered four-year terms, who are subject to approval of the house
6 membership.

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

11 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM

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

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

24 (c) The committee members and employees may either be
25 reimbursed for actual and necessary expenses or receive a per diem
26 not to exceed that provided by law for state officials or state
27 employees, along with mileage or other transportation expenses at

1 the same rate as provided by law for state officials or state
2 employees when conducting such business and attending those
3 meetings when approved by the Committee on House Administration.

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

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

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

27 (d) The committee may pay for all other reasonable and

1 necessary expenses, including operation of each member's district
2 office, incurred by the members of the house of representatives.
3 The expenses shall be paid from funds appropriated for that
4 purpose, or any other funds appropriated for the use of the house of
5 representatives, on vouchers or other forms approved by the chair
6 of the Committee on House Administration, in accordance with
7 regulations governing such expenditures.

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