

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 82nd [~~81st~~] 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. . . . . 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 . . . . . 22

16 SECTION 5.08. TRAVEL OUTSIDE TEXAS . . . . . 23

17 SECTION 5.09. APPROVAL OF EXPENDITURES . . . . . 23

18 ARTICLE 6. CAUCUSES. . . . . 23

19 SECTION 6.01. DEFINITION . . . . . 23

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

21 FACILITIES . . . . . 24

22 SECTION 6.03. CONTRIBUTIONS. . . . . 25

23 SECTION 6.04. MEMBERSHIP AND OFFICER LISTS . . . . . 25

24 SECTION 6.05. REPORT TO ETHICS COMMISSION . . . . . 25

25 ARTICLE 7. HOUSE RESEARCH ORGANIZATION. . . . . 25

26 SECTION 7.01. ESTABLISHMENT. . . . . 25

27 SECTION 7.02. STEERING COMMITTEE . . . . . 26

1 SECTION 7.03. BUDGET . . . . . 26

2 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM . . . . . 26

3 SECTION 8.01. INTERIM COMMITTEE ACTIVITIES . . . . . 26

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 82nd [~~81st~~]

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 82nd [~~81st~~] 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 house members, as the

26 speaker may 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 represent  
21 the speaker at these meetings or to attend in-service training  
22 courses sponsored by the Council of State Governments or the  
23 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 83rd [~~82nd~~  
7 Legislature shall vacate the member's office space before December  
8 1, 2012 [~~2010~~]. 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 83rd [~~82nd~~] Legislature who was not a  
14 member of the 82nd [~~81st~~] Legislature is permitted to move into and  
15 begin using the member-elect's office space at least 72 hours  
16 before the time the 83rd [~~82nd~~] 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 desire [~~request~~] of the house of  
13 representatives to maintain the permanent [~~permanently~~] display of  
14 the motto on the face of [~~the white portion of~~] the portico located  
15 over the speaker's podium [~~and beneath the electronic message~~  
16 ~~screen at the front of the hall of the house and provide any~~  
17 ~~assistance to the State Preservation 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 or employee returns or until a  
18 successor 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 for 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 OPERATIONS.  
16 (a) An employee shall be on duty on the days and hours determined by  
17 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 (e) and (f) of this  
7 section, an employee of an individual member, a committee  
8 employee, or any person, firm, or corporation employed by a  
9 committee or subcommittee may not be paid a salary in excess of  
10 \$4,200 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 or employees, as appropriate. During a calendar  
18 year after an exempt employee has been designated, the member may  
19 exempt a different employee from the salary cap only if the employee  
20 previously designated as exempt for the calendar year is no longer  
21 employed by the member or committee, as appropriate. The exempt  
22 employee may not receive compensation from the operating account of  
23 any other committee or 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
  - 21 2. General Counsel
  - 22 3. Legislative Director
  - 23 4. Legislative Assistant
  - 24 5. Administrative Assistant
  - 25 6. Special Project Coordinator
  - 26 7. Intern

27 (b) Committee Employees

- 1                   1. Committee General Counsel
- 2                   2. Chief Committee Clerk
- 3                   3. Committee Clerk
- 4           (c) Research Employees
- 5                   1. Research Director
- 6                   2. Research Assistant
- 7                   3. Policy Analyst

8                                   ARTICLE 5. ACCOUNTING

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

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

16           SECTION 5.02. OPERATING ACCOUNTS. (a) Each member who  
17 served in the 81st [~~80th~~] Legislature shall have the following  
18 operating accounts for the 82nd [~~81st~~] Legislature:

19                   (1) a Fiscal Year 11 [~~Nine~~] Operating Account  
20 (September 1, 2010 [~~2008~~], through August 31, 2011 [~~2009~~]);

21                   (2) a Fiscal Year 12 [~~Ten~~] Operating Account  
22 (September 1, 2011 [~~2009~~], through August 31, 2012 [~~2010~~]); and

23                   (3) a Fiscal Year 13 [~~Eleven~~] Operating Account  
24 (September 1, 2012 [~~2010~~], through January 8, 2013 [~~11, 2011~~]).

25           (b) Each member who did not serve in the 81st [~~80th~~]  
26 Legislature shall have the following operating accounts for the  
27 82nd [~~81st~~] Legislature:

1 (1) a Fiscal Year 11 [~~Nine~~] Operating Account (January  
2 11, 2011 [~~13, 2009~~], through August 31, 2011 [~~2009~~]);

3 (2) a Fiscal Year 12 [~~Ten~~] Operating Account  
4 (September 1, 2011 [~~2009~~], through August 31, 2012 [~~2010~~]); and

5 (3) a Fiscal Year 13 [~~Eleven~~] Operating Account  
6 (September 1, 2012 [~~2010~~], through January 8, 2013 [~~11, 2011~~]).

7 (c) For each member who served in the 81st [~~80th~~]  
8 Legislature, it shall not be necessary to close the member's Fiscal  
9 Year 11 [~~Nine~~] Operating Account when the 82nd [~~81st~~] Legislature  
10 convenes.

11 SECTION 5.03. CREDIT FOR NEWLY ELECTED MEMBERS. Each  
12 member who did not serve in the 81st [~~80th~~] Legislature may have  
13 credited to the member's Fiscal Year 11 [~~Nine~~] Operating Account  
14 the amount of \$2,000.

15 SECTION 5.04. MONTHLY CREDIT. (a) Each member's operating  
16 account shall be credited with \$11,925 [~~\$13,250~~] for each month  
17 that falls wholly or partly during the regular legislative session  
18 or a special legislative session. In any other month, each member's  
19 operating account shall be credited with \$11,500 [~~\$12,250~~], except  
20 that the Committee on House Administration may increase the amount  
21 credited to each member's operating account to an amount not to  
22 exceed \$11,925 [~~\$13,250~~].

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

27 (c) The Committee on House Administration may increase the

1 amount credited each month to each member's operating account in an  
2 amount to allow for an increase in:

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

5 SECTION 5.045. DETERMINATION OF OPERATING ACCOUNT BALANCE.

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

23 (b) A committee operating account may not operate at a  
24 deficit.

25 (c) If a member is not a member-elect of the 83rd [~~82nd~~]  
26 Legislature, the member's operating account may not operate at a  
27 deficit after November 30, 2012 [~~2010~~].

1 SECTION 5.05. ACCOUNT CLOSING. (a) Each member's Fiscal  
2 Year 11 [~~Nine~~] Operating Account shall be closed as of August 31,  
3 2011 [~~2009~~].

4 (b) Each member may carry forward and have credited to the  
5 member's Fiscal Year 12 [~~Ten~~] Operating Account the unexpended  
6 balance of the member's Fiscal Year 11 [~~Nine~~] Operating Account,  
7 not to exceed \$20,000 [~~\$25,000~~]. If the member is the chair of a  
8 committee, the member may transfer and have credited to that  
9 committee's operating account all or part of that \$20,000 [~~\$25,000~~]  
10 and may have the remainder of that \$20,000 [~~\$25,000~~] credited to the  
11 member's Fiscal Year 12 [~~Ten~~] Operating Account.

12 (c) Each member's Fiscal Year 12 [~~Ten~~] Operating Account  
13 shall be closed as of August 31, 2012 [~~2010~~].

14 (d) Each member may carry forward and have credited to the  
15 member's Fiscal Year 13 [~~Eleven~~] Operating Account the unexpended  
16 balance of the member's Fiscal Year 12 [~~Ten~~] Operating Account, not  
17 to exceed \$20,000 [~~\$25,000~~]. If the member is the chair of a  
18 committee, the member may transfer and have credited to that  
19 committee's operating account all or part of that \$20,000 [~~\$25,000~~]  
20 and may have the remainder of that \$20,000 [~~\$25,000~~] credited to the  
21 member's Fiscal Year 13 [~~Eleven~~] Operating Account.

22 SECTION 5.06. EXPENDITURES CHARGED WHEN ENCUMBERED. All  
23 expenditures shall be charged to the period in which they are  
24 encumbered.

25 SECTION 5.07. TRAVEL TO AUSTIN DURING SESSION NOT CHARGED  
26 TO OPERATING ACCOUNT. While the legislature is in session, the  
27 travel expenses of members for one trip each week between Austin and

1 their districts and return shall not be charged against the  
2 members' operating accounts but shall be paid from funds  
3 appropriated for that purpose by the legislature.

4 SECTION 5.08. TRAVEL OUTSIDE TEXAS. A member is entitled to  
5 be reimbursed for actual and necessary expenses incurred while  
6 traveling outside Texas in the performance of legislative duties  
7 and responsibilities. If the reimbursement is for travel inside  
8 the conterminous United States, reimbursement is limited to twice  
9 the amount that would be reimbursed to state employees for the same  
10 travel under the comptroller's guidelines and rates governing  
11 travel by state employees.

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

17 (b) The Committee on House Administration may not authorize  
18 any expenditures of funds for personal or political campaign  
19 reasons.

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

24 ARTICLE 6. CAUCUSES

25 SECTION 6.01. DEFINITION. In this article, "caucus" means  
26 an organization that is composed exclusively of members of the  
27 legislature, that elects or appoints officers and recognizes

1 identified legislators as members of the organization, and that  
2 exists for research and other support of policy development and  
3 interests that the membership holds in common. An organization  
4 whose only nonlegislator members are the lieutenant governor or the  
5 governor remains a "caucus" for purposes of this section.

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

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

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

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

21 (3) the caucus does not accept contributions from  
22 nonmembers that are in violation of Section 253.0341, Election Code  
23 [~~required by law to be reported to the Texas Ethics Commission~~].

24 (c) A caucus may use the meeting rooms of the Capitol and  
25 Capitol extension to conduct meetings of the caucus membership,  
26 [~~or~~] to host public forums on matters of interest to the caucus, or  
27 to facilitate the work of the caucus or a caucus employee.



1 (d) An individual member may house, in the state office  
2 space assigned to the member, caucus employees or equipment owned  
3 by a caucus. A member may retain in the member's office a  
4 telephone, facsimile machine, or computer owned by the caucus for  
5 purposes of the member's communication with the caucus or caucus  
6 employees.

7 (e) From space under the jurisdiction of the house, the  
8 Committee on House Administration may assign:

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

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

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

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

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

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

26 ARTICLE 7. HOUSE RESEARCH ORGANIZATION

27 SECTION 7.01. ESTABLISHMENT. The Committee on House

1 Administration shall provide operating funds for a house research  
2 organization that will be an administrative department of the house  
3 and may for that purpose adopt policies and procedures relating to  
4 the administrative operation of that organization.

5 SECTION 7.02. STEERING COMMITTEE. The functions and duties  
6 performed by the house research organization shall be governed by a  
7 15-member steering committee composed of house members serving  
8 staggered four-year terms, who are subject to approval of the house  
9 membership.

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

14 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM

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

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

27 (c) The committee members and employees may either be

1 reimbursed for actual and necessary expenses or receive a per diem  
2 not to exceed that provided by law for state officials or state  
3 employees, along with mileage or other transportation expenses at  
4 the same rate as provided by law for state officials or state  
5 employees when conducting such business and attending those  
6 meetings when approved by the Committee on House Administration.

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

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

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

1 transportation expenses at the same rate as provided by law for  
2 state officials or state employees.

3 (d) The committee may pay for all other reasonable and  
4 necessary expenses, including operation of each member's district  
5 office, incurred by the members of the house of representatives.  
6 The expenses shall be paid from funds appropriated for that  
7 purpose, or any other funds appropriated for the use of the house of  
8 representatives, on vouchers or other forms approved by the chair  
9 of the Committee on House Administration, in accordance with  
10 regulations governing such expenditures.

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

Geren

H.R. No. 3

---

Speaker of the House

I certify that H.R. No. 3 was adopted by the House on January 13, 2011, by the following vote: Yeas 140, Nays 0, 1 present, not voting.

---

Chief Clerk of the House