

R E S O L U T I O N

1 BE IT RESOLVED by the House of Representatives of the State of  
2 Texas, That the following is adopted as the housekeeping resolution  
3 for the House of Representatives of the 84th [~~83rd~~] Legislature:

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

7 TABLE OF CONTENTS

8 ARTICLE 1. GENERAL PROVISIONS . . . . . 4

9 SECTION 1.01. PURPOSE . . . . . 4

10 SECTION 1.02. PRECEDENCE . . . . . 4

11 ARTICLE 2. SPEAKER OF THE HOUSE . . . . . 4

12 SECTION 2.01. SPEAKER'S GENERAL POWERS AND DUTIES . . . . . 4

13 SECTION 2.02. SPEAKER'S APARTMENT AND OFFICES . . . . . 5

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

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

18 SECTION 3.01. CONTRACTS . . . . . 7

19 SECTION 3.02. HOUSE AND COMMITTEE OPERATING BUDGETS . . . . . 7

20 SECTION 3.03. OPERATING POLICIES . . . . . 7

21 SECTION 3.04. HOUSE POLICY MANUAL . . . . . 7

22 SECTION 3.05. HOUSE PROPERTY, SUPPLIES, ACCOUNTING . . . . . 8

23 SECTION 3.06. USE OF HOUSE CHAMBER AND FACILITIES; ASSIGNMENT  
24 OF DESKS, OFFICES, AND PARKING SPACES . . . . . 8

1 SECTION 3.07. RECORDS OF THE HOUSE; PRINTING; JOURNALS;  
2 COPIES OF LEGISLATIVE DOCUMENTS . . . . . 9  
3 SECTION 3.08. HONORARY CERTIFICATES . . . . . 11  
4 SECTION 3.09. COMPOSITE PHOTOGRAPH. . . . . 11  
5 SECTION 3.10. POLICIES REGARDING TEMPORARY ACTING  
6 MEMBERS . . . . . 11  
7 SECTION 3.11. DISPLAY OF "IN GOD WE TRUST" IN HOUSE. . . . . 12  
8 SECTION 3.12. HOUSE RECYCLING PROGRAM . . . . . 12  
9 SECTION 3.13. JOINT COMMITTEE HEARING NOTICES ON WEBSITE . . 13  
10 SECTION 3.14. ACCESS TO HOUSE OFFICES . . . . . 13  
11 SECTION 3.15. DPS PANIC BUTTONS. . . . . 13  
12 ARTICLE 4. EMPLOYEES AND EMPLOYMENT POLICIES . . . . . 13  
13 SECTION 4.01. DEFINITION . . . . . 13  
14 SECTION 4.02. OFFICERS AND SUPERVISORY ADMINISTRATIVE  
15 EMPLOYEES OF THE HOUSE . . . . . 13  
16 SECTION 4.03. OTHER CENTRAL HOUSE PERSONNEL. . . . . 14  
17 SECTION 4.04. EMPLOYEES OF INDIVIDUAL MEMBER . . . . . 14  
18 SECTION 4.05. COMMITTEE STAFF; AUTHORITY TO REQUEST  
19 ASSISTANCE . . . . . 15  
20 SECTION 4.06. WORK SCHEDULE; HOURS OF HOUSE OPERATIONS . . . 15  
21 SECTION 4.07. COMPENSATION . . . . . 15  
22 SECTION 4.08. DUTIES . . . . . 16  
23 SECTION 4.09. APPEARANCE BEFORE COMMITTEES . . . . . 17  
24 SECTION 4.10. CHAMBER ACCESS . . . . . 17  
25 SECTION 4.11. VOTING . . . . . 17  
26 SECTION 4.12. VOTING RECORDS . . . . . 17  
27 SECTION 4.13. CAMPAIGN FOR SPEAKER . . . . . 17

1 SECTION 4.14. POLITICAL INFLUENCE . . . . . 17

2 SECTION 4.15. OUTSIDE EMPLOYMENT, EXTRA COMPENSATION, OR

3 GIFTS . . . . . 18

4 SECTION 4.16. DISCHARGE . . . . . 18

5 SECTION 4.17. DURATION OF EMPLOYMENT. . . . . 19

6 SECTION 4.18. EMPLOYMENT BY MORE THAN ONE MEMBER OR

7 COMMITTEE . . . . . 19

8 SECTION 4.19. POSITION TITLES AND CLASSIFICATIONS . . . . . 19

9 ARTICLE 5. ACCOUNTING . . . . . 20

10 SECTION 5.01. FUNDING OF OFFICE OPERATIONS . . . . . 20

11 SECTION 5.02. OPERATING ACCOUNTS . . . . . 20

12 SECTION 5.03. CREDIT FOR NEWLY ELECTED MEMBERS . . . . . 21

13 SECTION 5.04. MONTHLY CREDIT . . . . . 21

14 SECTION 5.045. DETERMINATION OF OPERATING ACCOUNT BALANCE . . 22

15 SECTION 5.05. ACCOUNT CLOSING. . . . . 23

16 SECTION 5.06. EXPENDITURES CHARGED WHEN ENCUMBERED . . . . . 24

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

18 OPERATING ACCOUNT . . . . . 24

19 SECTION 5.08. TRAVEL OUTSIDE TEXAS . . . . . 24

20 SECTION 5.09. APPROVAL OF EXPENDITURES . . . . . 24

21 SECTION 5.10. USE OF FUNDS FOR INFORMAL SETTLEMENTS

22 PROHIBITED . . . . . 25

23 ARTICLE 6. CAUCUSES. . . . . 25

24 SECTION 6.01. DEFINITION . . . . . 25

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

26 FACILITIES . . . . . 25

27 SECTION 6.03. CONTRIBUTIONS. . . . . 26

1 SECTION 6.04. MEMBERSHIP AND OFFICER LISTS . . . . . 27

2 SECTION 6.05. REPORT TO ETHICS COMMISSION . . . . . 27

3 ARTICLE 7. HOUSE RESEARCH ORGANIZATION. . . . . 27

4 SECTION 7.01. ESTABLISHMENT. . . . . 27

5 SECTION 7.02. STEERING COMMITTEE . . . . . 27

6 SECTION 7.03. BUDGET . . . . . 27

7 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM . . . . . 28

8 SECTION 8.01. INTERIM COMMITTEE ACTIVITIES . . . . . 28

9 SECTION 8.02. POWERS AND DUTIES OF COMMITTEE ON HOUSE

10 ADMINISTRATION DURING INTERIM . . . . . 28

11 ARTICLE 1. GENERAL PROVISIONS

12 SECTION 1.01. PURPOSE. This resolution is adopted by the

13 members of the House of Representatives of the 84th [~~83rd~~]

14 Legislature to provide for the efficient and orderly operation of

15 the house under the supervision of the speaker and the Committee on

16 House Administration.

17 SECTION 1.02. PRECEDENCE. The provisions of this

18 resolution take precedence over the provisions of any resolution

19 not passed in full compliance with the rules of the house and,

20 except as otherwise noted herein, shall be in effect during the full

21 term of the 84th [~~83rd~~] Legislature whether in session or

22 adjournment.

23 ARTICLE 2. SPEAKER OF THE HOUSE

24 SECTION 2.01. SPEAKER'S GENERAL POWERS AND DUTIES. The

25 speaker may make any expenditures or transfers and perform any

26 function deemed necessary for the effective and efficient operation

27 of the house of representatives.

1 SECTION 2.02. SPEAKER'S APARTMENT AND OFFICES. (a) The  
2 speaker's apartment and offices shall be set aside for the use of  
3 the speaker, the speaker's family, and house members, as the  
4 speaker may designate, throughout the speaker's term of office.

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

10 (c) The speaker and the speaker's family may occupy the  
11 speaker's apartment during the speaker's term of office, utilizing  
12 the services of employees of the house and others on a temporary  
13 basis, if and as needed.

14 (d) The speaker may obtain through the Committee on House  
15 Administration the necessary supplies and services to operate the  
16 speaker's office and may also have paid through that committee  
17 necessary [~~local and long distance~~] telephone charges.

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

24 (b) The speaker may appoint members of the house, staff  
25 members, and other employees of the house to accompany or represent  
26 the speaker at these meetings or to attend in-service training  
27 courses sponsored by the Council of State Governments or the

1 National Conference of State Legislatures or similar training  
2 courses, conferences, or seminars as the speaker may determine.

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

23 (d) Reimbursement for expenses incurred by a member, staff  
24 member, or employee of the house in an appointive capacity  
25 resulting from an appointment made by anyone other than the speaker  
26 shall be made only in the event that the appointment and expenses to  
27 be incurred have been previously approved in writing by the

1 Committee on House Administration.

2 (e) The speaker may expend money for memberships in  
3 interstate associations of legislators considered necessary to  
4 discharge properly the duties and responsibilities of the office of  
5 speaker.

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

8 SECTION 3.01. CONTRACTS. The Committee on House  
9 Administration shall approve all contracts necessary for the  
10 effective operation of the divisions of the house and its  
11 committees.

12 SECTION 3.02. HOUSE AND COMMITTEE OPERATING BUDGETS. The  
13 Committee on House Administration shall consider and adopt  
14 operating budgets that cover both session and interim periods for  
15 the divisions of the house and all committees appointed pursuant to  
16 the resolution adopting the rules of the house or appointed by the  
17 speaker pursuant to any other resolution. A budget adopted by the  
18 Committee on House Administration must be adopted in a public  
19 hearing. Each requested operating budget and each operating budget  
20 proposed for adoption must be posted on the Internet website of the  
21 committee in advance of the hearing.

22 SECTION 3.03. OPERATING POLICIES. The Committee on House  
23 Administration shall effectuate policies and determine guidelines  
24 for the operation of the divisions and committees of the house.

25 SECTION 3.04. HOUSE POLICY MANUAL. The Committee on House  
26 Administration shall prepare and distribute to all members, within  
27 60 days after the convening of the regular session, policy

1 statements to include, but not be limited to, policies pertaining  
2 to members as a class.

3 SECTION 3.05. HOUSE PROPERTY, SUPPLIES, ACCOUNTING. The  
4 Committee on House Administration shall:

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

9 (2) keep an itemized account of the quantity and cost  
10 of every kind of material received, and the source from which it was  
11 received;

12 (3) maintain an annual operating account for each  
13 member, division, and committee authorized by the Committee on  
14 House Administration to make expenditures and charge each operating  
15 account with daily expenditures, withdrawals from inventory, and  
16 interdepartmental services;

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

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

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

25 (1) be in charge of and provide for the protection,  
26 maintenance, and use of the hall of the house, all committee rooms,  
27 offices of members and house departments, the speaker's office and

1 apartment, and other space under the jurisdiction of the house;

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

4 (3) adopt and enforce a plan for the parking of motor  
5 vehicles on the portion of the Capitol grounds under house  
6 jurisdiction;

7 (4) be in charge of and provide for the protection,  
8 maintenance, and use of the furniture, fixtures, equipment, and  
9 records of the house;

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

13 (6) determine the hours the hall of the house shall be  
14 open to visitors.

15 (b) Any member who is not a member-elect of the 85th [~~84th~~]  
16 Legislature shall vacate the member's office space before December  
17 1, 2016 [~~2014~~]. If the office is not vacated on that date, the  
18 Committee on House Administration shall immediately remove the  
19 member's personal effects and store them in an appropriate place in  
20 order that the member-elect to whom the office space is assigned may  
21 move in. The Committee on House Administration shall ensure that  
22 each member-elect of the 85th [~~84th~~] Legislature who was not a  
23 member of the 84th [~~83rd~~] Legislature is permitted to move into and  
24 begin using the member-elect's office space at least 72 hours  
25 before the time the 85th [~~84th~~] Legislature is scheduled to  
26 convene.

27 SECTION 3.07. RECORDS OF THE HOUSE; PRINTING; JOURNALS;

1 COPIES OF LEGISLATIVE DOCUMENTS. (a) The Committee on House  
2 Administration shall:

3 (1) have completed and preserved the official records  
4 of the house;

5 (2) have charge of and approve the operation and  
6 maintenance of the printing and duplicating facilities of the  
7 house, provided, however, that the use of the house printing and  
8 duplicating facilities is restricted to agencies of the legislative  
9 branch and any other operation thereof is strictly prohibited  
10 unless previously authorized in writing by the Committee on House  
11 Administration or an officer of the house designated in writing by  
12 the speaker;

13 (3) determine the number of copies of the daily House  
14 Journal to be printed and have jurisdiction over the mailing and  
15 distribution of the daily journal; and

16 (4) determine the number of copies of the House  
17 Journal that will be furnished to each member for distribution by  
18 the member.

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

22 (c) Copies of bills, resolutions, and attachments thereto  
23 shall be made available free of charge to members of the house who  
24 call at the bill distribution office and request them, and the cost  
25 of these copies shall be paid from funds appropriated for that  
26 purpose by the legislature. If the Committee on House  
27 Administration finds gross abuse of this privilege, it may

1 establish a policy regarding such distribution.

2 SECTION 3.08. HONORARY CERTIFICATES. The Committee on  
3 House Administration shall provide for the use of members  
4 appropriate certificates to commend, congratulate, and  
5 memorialize. Such certificates shall be printed with a signature  
6 line for the name of the presenting member and adequate space for  
7 insertion of the name of the individual or organization to be  
8 honored.

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

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

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

25 SECTION 3.10. POLICIES REGARDING TEMPORARY ACTING MEMBERS.  
26 If a person is serving as a temporary acting member of the house  
27 under Section 72, Article XVI, Texas Constitution, in the place of a

1 house member on active military duty, the Committee on House  
2 Administration, with the approval of the speaker and in  
3 consultation with the temporary acting member and, if available,  
4 the member on military duty, may adopt policies regarding a  
5 temporary acting member that the committee considers necessary for  
6 the efficient administration and performance of the duties of the  
7 house consistent with this resolution, the rules of the house, and  
8 the Texas Constitution.

9 SECTION 3.11. DISPLAY OF "IN GOD WE TRUST" IN HOUSE. (a)  
10 The Committee on House Administration shall display the motto "In  
11 God We Trust" on the electronic message screen at the front of the  
12 hall of the house.

13 (b) The motto shall be large enough to be read throughout  
14 the hall.

15 (c) The motto shall be displayed at all times that the  
16 electronic message screen is not being used to conduct legislative  
17 business during a session of the house and shall be at least as  
18 prominent as any other information displayed on the electronic  
19 message screen.

20 (d) The Committee on House Administration shall convey to  
21 the State Preservation Board the desire of the house of  
22 representatives to maintain the permanent display of the motto on  
23 the face of the portico located over the speaker's podium.

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

1        SECTION 3.13. JOINT COMMITTEE HEARING NOTICES ON WEBSITE.

2        The Committee on House Administration shall provide for the posting  
3        of all notices for hearings of joint committees of the house and  
4        senate on the house website regardless of whether the notice is  
5        posted on the senate website.

6        SECTION 3.14. ACCESS TO HOUSE OFFICES. A house member and  
7        the member's staff may control access by the public to the member's  
8        office and may exclude visitors from the office at their  
9        discretion. If a person refuses to leave the member's office when  
10       requested, the member may request assistance from the Department of  
11       Public Safety.

12       SECTION 3.15. DPS PANIC BUTTONS. The Committee on House  
13       Administration shall work with the Department of Public Safety to  
14       ensure that each house office may request a panic button that the  
15       house member and the member's staff may use to alert the department  
16       to an emergency in the office. The member may reimburse the  
17       Committee on House Administration for the cost of the panic button  
18       equipment in monthly installments over the fiscal year.

19                    ARTICLE 4. EMPLOYEES AND EMPLOYMENT POLICIES

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

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

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

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

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

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

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

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

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

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

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

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

12 SECTION 4.06. WORK SCHEDULE; HOURS OF HOUSE OPERATIONS.

13 (a) An employee shall be on duty on the days and hours determined by  
14 the employing authority.

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

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

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

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

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

3 (d) Except as provided by Subsections (e) and (f) of this  
4 section, an employee of an individual member, a committee  
5 employee, or any person, firm, or corporation employed by a  
6 committee or subcommittee may not be paid a salary in excess of  
7 \$5,151 [~~\$5,000~~] for any one month.

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

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

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

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

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

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

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

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

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

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

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

5 SECTION 4.16. DISCHARGE. (a) The employing authority of an  
6 employee shall have primary responsibility for overseeing and  
7 discharging the employee. An employee is subject to immediate  
8 discharge by the employing authority for violation of any section  
9 of this article or any other applicable rule.

10 (b) 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 chair of the  
13 Committee on House Administration, and the employing authority  
14 shall take appropriate action with regard to the employee in  
15 question.

16 (c) In addition to being subject to immediate discharge by  
17 the employing authority under Subsection (a) of this section, an  
18 employee is subject to discharge by the chair of the Committee on  
19 House Administration, with the approval of the committee, if:

20 (1) the employee is not needed and, if the employee is  
21 employed in an individual member's office or by a committee, the  
22 member or committee chair has resigned, is deceased, or is  
23 incapacitated; or

24 (2) the employee is guilty of gross misconduct.

25 (d) The Committee on House Administration may authorize the  
26 chair of the Committee on House Administration to conduct an  
27 investigation into allegations of gross misconduct. The chair may,

1 with the approval of the committee, discharge or otherwise  
2 discipline an employee of an individual member or committee if the  
3 Committee on House Administration finds that the employee has  
4 engaged in gross misconduct.

5 SECTION 4.17. DURATION OF EMPLOYMENT. The period of  
6 employment of all employees shall be determined by the employing  
7 authority, except that employees of all committees and of  
8 individual members who are not members-elect of the next  
9 legislature shall be terminated not later than noon on the day of  
10 the convening of the next regular session.

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

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

21 SECTION 4.19. POSITION TITLES AND CLASSIFICATIONS. The job  
22 title for each position shall be determined by the employing  
23 authority. The employing authority and the house business office  
24 shall classify each job title for accounting purposes according to  
25 the following position classifications, unless otherwise  
26 determined by the Committee on House Administration:

27 (a) Member Employees

- 1                   1. Chief of Staff
- 2                   2. General Counsel
- 3                   3. Legislative Director
- 4                   4. Legislative Assistant
- 5                   5. Administrative Assistant
- 6                   6. Special Project Coordinator
- 7                   7. Intern

8                   (b) Committee Employees

- 9                   1. Committee General Counsel
- 10                  2. Chief Committee Clerk
- 11                  3. Committee Clerk

12                  (c) Research Employees

- 13                  1. Research Director
- 14                  2. Research Assistant
- 15                  3. Policy Analyst

16                                   ARTICLE 5. ACCOUNTING

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

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

24           SECTION 5.02. OPERATING ACCOUNTS. (a) Each member who  
25 served in the 83rd [~~82nd~~] Legislature shall have the following  
26 operating accounts for the 84th [~~83rd~~] Legislature:

- 27           (1) a Fiscal Year 15 [~~14~~] Operating Account (September

1 1, 2014 [~~2012~~], through August 31, 2015 [~~2013~~]);

2 (2) a Fiscal Year 16 [~~14~~] Operating Account (September  
3 1, 2015 [~~2013~~], through August 31, 2016 [~~2014~~]); and

4 (3) a Fiscal Year 17 [~~15~~] Operating Account (September  
5 1, 2016 [~~2014~~], through January 10, 2017 [~~13~~, ~~2015~~]).

6 (b) Each member who did not serve in the 83rd [~~82nd~~]  
7 Legislature shall have the same operating accounts for the 84th  
8 [~~83rd~~] Legislature as a returning member under Subsection (a) of  
9 this section except that the duration of the Fiscal Year 15 [~~13~~]  
10 Operating Account is from January 13, 2015 [~~8~~, ~~2013~~], through  
11 August 31, 2015 [~~2013~~].

12 (c) For each member who served in the 83rd [~~82nd~~]  
13 Legislature, it shall not be necessary to close the member's Fiscal  
14 Year 15 [~~13~~] Operating Account when the 84th [~~83rd~~] Legislature  
15 convenes.

16 SECTION 5.03. CREDIT FOR NEWLY ELECTED MEMBERS. Each  
17 member who did not serve in the 83rd [~~82nd~~] Legislature may have  
18 credited to the member's Fiscal Year 15 [~~13~~] Operating Account the  
19 amount of \$2,000.

20 SECTION 5.04. MONTHLY CREDIT. (a) Each member's operating  
21 account shall be credited with \$14,250 [~~\$13,250~~] for each month  
22 that falls wholly or partly during the regular legislative session  
23 or a special legislative session. In any other month, each member's  
24 operating account shall be credited with \$13,500 [~~\$11,925~~].

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 in the same fiscal year in which the member  
22 deposited the funds to cover the negative balance, the member may  
23 use the excess money in the member's operating account at that time  
24 to reimburse the member in an amount not to exceed the amount the  
25 member earlier deposited to cover the negative balance.

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

1 (c) If a member is not a member-elect of the 85th [~~84th~~]  
2 Legislature, the member's operating account may not operate at a  
3 deficit after November 30, 2016 [~~2014~~].

4 SECTION 5.05. ACCOUNT CLOSING. (a) Each member's Fiscal  
5 Year 15 [~~13~~] Operating Account shall be closed as of August 31, 2015  
6 [~~2013~~].

7 (b) Each member may carry forward and have credited to the  
8 member's Fiscal Year 16 [~~14~~] Operating Account the unexpended  
9 balance of the member's Fiscal Year 15 [~~13~~] Operating Account, not  
10 to exceed \$20,000. If the member is the chair of a committee, the  
11 member may transfer and have credited to that committee's operating  
12 account all or part of that unexpended balance, not to exceed  
13 \$20,000, and may have the remainder of that amount credited to the  
14 member's Fiscal Year 16 [~~14~~] Operating Account.

15 (c) Each member's Fiscal Year 16 [~~14~~] Operating Account  
16 shall be closed as of August 31, 2016 [~~2014~~].

17 (d) Each member may carry forward and have credited to the  
18 member's Fiscal Year 17 [~~15~~] Operating Account the unexpended  
19 balance of the member's Fiscal Year 16 [~~14~~] Operating Account, not  
20 to exceed \$20,000. If the member is the chair of a committee, the  
21 member may transfer and have credited to that committee's operating  
22 account all or part of that unexpended balance, not to exceed  
23 \$20,000, and may have the remainder of that amount credited to the  
24 member's Fiscal Year 17 [~~15~~] Operating Account.

25 (e) A member who is the chair of a committee may not transfer  
26 and have credited to that member's operating account any portion of  
27 the unexpended balance of the committee's operating account.

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

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

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

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

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

26 (c) All expenditures authorized by this resolution shall be  
27 paid from funds appropriated for the use of the house of

1 representatives by vouchers or other forms approved by the speaker  
2 of the house and the Committee on House Administration.

3 SECTION 5.10. USE OF FUNDS FOR INFORMAL SETTLEMENTS  
4 PROHIBITED. No public funds appropriated to the house or expended  
5 by any house member, committee, or office may be spent or promised  
6 to settle in whole or part a legal claim brought or threatened to be  
7 brought against the house or a member, committee, office, or  
8 employee of the house unless the settlement is made with the  
9 participation and approval of the attorney general and notice of  
10 any settlement is promptly given to the public.

11 ARTICLE 6. CAUCUSES

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

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

26 (b) An individual member of the house may authorize the use  
27 of state equipment assigned to the member's office and the

1 performance of caucus activities by an employee of the member only  
2 if:

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

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

7 (3) the caucus does not accept contributions from  
8 nonmembers that are in violation of Section [253.0341](#), Election  
9 Code.

10 (c) A caucus may use the meeting rooms of the Capitol and  
11 Capitol extension to conduct meetings of the caucus membership, to  
12 host public forums on matters of interest to the caucus, or to  
13 facilitate the work of the caucus or a caucus employee.

14 (d) An individual member may house, in the state office  
15 space assigned to the member, caucus employees or equipment owned  
16 by a caucus. A member may retain in the member's office a  
17 telephone, facsimile machine, or computer owned by the caucus for  
18 purposes of the member's communication with the caucus or caucus  
19 employees.

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

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

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

26 SECTION 6.03. CONTRIBUTIONS. (a) A person acting on behalf  
27 of a caucus may not knowingly accept a contribution in violation of

1 Section 253.0341, Election Code.

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

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

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

12 ARTICLE 7. HOUSE RESEARCH ORGANIZATION

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

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

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

1           ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM

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

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

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

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

25          (b) The committee may call meetings for the transaction of  
26 necessary business, and the committee members shall be reimbursed  
27 for expenses incurred by them when attending such meetings or when

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

7 (c) The committee may reimburse authorized members and  
8 employees for expenses incurred by them when traveling in the  
9 performance of their legislative duties and responsibilities  
10 within their respective districts or within any county in which any  
11 part of their districts lie or from their districts to the State  
12 Capitol, 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 (d) The committee may pay for all other reasonable and  
18 necessary expenses, including operation of each member's district  
19 office, incurred by the members of the house of representatives.  
20 The expenses shall be paid from funds appropriated for that  
21 purpose, or any other funds appropriated for the use of the house of  
22 representatives, on vouchers or other forms approved by the chair  
23 of the Committee on House Administration, in accordance with  
24 regulations governing such expenditures.

H.R. No. 3

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

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H.R. No. 3

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Speaker of the House

I certify that H.R. No. 3 was adopted by the House on January 14, 2015, by the following vote: Yeas 137, Nays 5, 1 present, not voting.

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Chief Clerk of the House