

By: Geren

H.R. No. 3

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

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8 ARTICLE 1. GENERAL PROVISIONS

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

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

11 Legislature to provide for the efficient and orderly operation of

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

13 House Administration.

14 SECTION 1.02. PRECEDENCE. The provisions of this

15 resolution take precedence over the provisions of any resolution

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

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

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

19 adjournment.

20 ARTICLE 2. SPEAKER OF THE HOUSE

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

22 speaker may make any expenditures or transfers and perform any

23 function deemed necessary for the effective and efficient operation

24 of the house of representatives.

25 SECTION 2.02. SPEAKER'S APARTMENT AND OFFICES. (a) The

26 speaker's apartment and offices shall be set aside for the use of

27 the speaker, the speaker's family, and house members, as the

1 speaker may designate, throughout the speaker's term of office.

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

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

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

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

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

27 (c) Members of the house attending meetings under this

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

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

26 (e) The speaker may expend money for memberships in  
27 interstate associations of legislators considered necessary to

1 discharge properly the duties and responsibilities of the office of  
2 speaker.

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

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

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

19           SECTION 3.03. OPERATING POLICIES. The Committee on House  
20 Administration shall effectuate policies and determine guidelines  
21 for the operation of the divisions and committees of the house.

22           SECTION 3.04. HOUSE POLICY MANUAL. The Committee on House  
23 Administration shall prepare and distribute to all members, within  
24 60 days after the convening of the regular session, policy  
25 statements to include, but not be limited to, policies pertaining  
26 to members as a class.

27           SECTION 3.05. HOUSE PROPERTY, SUPPLIES, ACCOUNTING. The

1 Committee on House Administration shall:

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

6 (2) keep an itemized account of the quantity and cost  
7 of every kind of material received, and the source from which it was  
8 received;

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

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

16 (5) adopt any rules, regulations, and policies  
17 necessary to effectively provide and account for the  
18 above-mentioned services.

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

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

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



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

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

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

10          (6) determine the hours the hall of the house shall be  
11 open to visitors.

12          (b) Any member who is not a member-elect of the 85th [~~84th~~]  
13 Legislature shall vacate the member's office space before December  
14 1, 2016 [~~2014~~]. If the office is not vacated on that date, the  
15 Committee on House Administration shall immediately remove the  
16 member's personal effects and store them in an appropriate place in  
17 order that the member-elect to whom the office space is assigned may  
18 move in. The Committee on House Administration shall ensure that  
19 each member-elect of the 85th [~~84th~~] Legislature who was not a  
20 member of the 84th [~~83rd~~] Legislature is permitted to move into and  
21 begin using the member-elect's office space at least 72 hours  
22 before the time the 85th [~~84th~~] Legislature is scheduled to  
23 convene.

24          SECTION 3.07. RECORDS OF THE HOUSE; PRINTING; JOURNALS;  
25 COPIES OF LEGISLATIVE DOCUMENTS. (a) The Committee on House  
26 Administration shall:

27           (1) have completed and preserved the official records

1 of the house;

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

10 (3) determine the number of copies of the daily House  
11 Journal to be printed and have jurisdiction over the mailing and  
12 distribution of the daily journal; and

13 (4) determine the number of copies of the House  
14 Journal that will be furnished to each member for distribution by  
15 the member.

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

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

26 SECTION 3.08. HONORARY CERTIFICATES. The Committee on  
27 House Administration shall provide for the use of members

1 appropriate certificates to commend, congratulate, and  
2 memorialize. Such certificates shall be printed with a signature  
3 line for the name of the presenting member and adequate space for  
4 insertion of the name of the individual or organization to be  
5 honored.

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

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

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

22 SECTION 3.10. POLICIES REGARDING TEMPORARY ACTING MEMBERS.  
23 If a person is serving as a temporary acting member of the house  
24 under Section 72, Article XVI, Texas Constitution, in the place of a  
25 house member on active military duty, the Committee on House  
26 Administration, with the approval of the speaker and in  
27 consultation with the temporary acting member and, if available,

1 the member on military duty, may adopt policies regarding a  
2 temporary acting member that the committee considers necessary for  
3 the efficient administration and performance of the duties of the  
4 house consistent with this resolution, the rules of the house, and  
5 the Texas Constitution.

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

10 (b) The motto shall be large enough to be read throughout  
11 the hall.

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

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

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

25 ARTICLE 4. EMPLOYEES AND EMPLOYMENT POLICIES

26 SECTION 4.01. DEFINITION. Unless expressly provided  
27 otherwise, in this article "employee" means any person compensated

1 from funds appropriated to the house. The term includes persons for  
2 whom the employing authority is the speaker, the Committee on House  
3 Administration, an individual member, or a committee.

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

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

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

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

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

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

27 (b) For purposes of this article, the Committee on House

1 Administration is the employing authority for all house employees  
2 other than those for whom the employing authority is the speaker, an  
3 individual member, or a committee.

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

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

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

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

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

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

1 determines.

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

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

9 (d) Except as provided by Subsections (e) and (f) of this  
10 section, an employee of an individual member, a committee  
11 employee, or any person, firm, or corporation employed by a  
12 committee or subcommittee may not be paid a salary in excess of  
13 \$5,151 [~~\$5,000~~] for any one month.

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

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

1 amount of the salary cap imposed by Subsection (d) of this section  
2 to account for any increase in salary provided to all state  
3 employees during the biennium that begins during the term of the  
4 legislature to which this resolution applies.

5 SECTION 4.08. DUTIES. An employee shall perform all duties  
6 directed by the employing authority.

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

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

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

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

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

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



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

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

11           SECTION 4.16. DISCHARGE. (a) The employing authority of an  
12 employee shall have primary responsibility for overseeing and  
13 discharging the employee. An employee is subject to immediate  
14 discharge by the employing authority for violation of any section  
15 of this article or any other applicable rule.

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

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

26           (1) the employee is not needed and, if the employee is  
27 employed in an individual member's office or by a committee, the

1 member or committee chair has resigned, is deceased, or is  
2 incapacitated; or

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

4 (d) The Committee on House Administration may authorize the  
5 chair of the Committee on House Administration to conduct an  
6 investigation into allegations of gross misconduct. The chair may,  
7 with the approval of the committee, discharge or otherwise  
8 discipline an employee of an individual member or committee if the  
9 Committee on House Administration finds that the employee has  
10 engaged in gross misconduct.

11 SECTION 4.17. DURATION OF EMPLOYMENT. The period of  
12 employment of all employees shall be determined by the employing  
13 authority, except that employees of all committees and of  
14 individual members who are not members-elect of the next  
15 legislature shall be terminated not later than noon on the day of  
16 the convening of the next regular session.

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

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

27 SECTION 4.19. POSITION TITLES AND CLASSIFICATIONS. The job

1 title for each position shall be determined by the employing  
2 authority. The employing authority and the house business office  
3 shall classify each job title for accounting purposes according to  
4 the following position classifications, unless otherwise  
5 determined by the Committee on House Administration:

6 (a) Member Employees

- 7 1. Chief of Staff
- 8 2. General Counsel
- 9 3. Legislative Director
- 10 4. Legislative Assistant
- 11 5. Administrative Assistant
- 12 6. Special Project Coordinator
- 13 7. Intern

14 (b) Committee Employees

- 15 1. Committee General Counsel
- 16 2. Chief Committee Clerk
- 17 3. Committee Clerk

18 (c) Research Employees

- 19 1. Research Director
- 20 2. Research Assistant
- 21 3. Policy Analyst

22 ARTICLE 5. ACCOUNTING

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

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

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

6 (1) a Fiscal Year 15 [~~13~~] Operating Account (September  
7 1, 2014 [~~2012~~], through August 31, 2015 [~~2013~~]);

8 (2) a Fiscal Year 16 [~~14~~] Operating Account (September  
9 1, 2015 [~~2013~~], through August 31, 2016 [~~2014~~]); and

10 (3) a Fiscal Year 17 [~~15~~] Operating Account (September  
11 1, 2016 [~~2014~~], through January 10, 2017 [~~13, 2015~~]).

12 (b) Each member who did not serve in the 83rd [~~82nd~~]  
13 Legislature shall have the same operating accounts for the 84th  
14 [~~83rd~~] Legislature as a returning member under Subsection (a) of  
15 this section except that the duration of the Fiscal Year 15 [~~13~~]  
16 Operating Account is from January 13, 2015 [~~8, 2013~~], through  
17 August 31, 2015 [~~2013~~].

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

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

26 SECTION 5.04. MONTHLY CREDIT. (a) Each member's operating  
27 account shall be credited with \$13,250 for each month that falls

1 wholly or partly during the regular legislative session or a  
2 special legislative session. In any other month, each member's  
3 operating account shall be credited with \$12,500 [~~\$11,925~~].

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

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

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

13 SECTION 5.045. DETERMINATION OF OPERATING ACCOUNT BALANCE.

14 (a) On the third business day of each calendar month, the House  
15 Business Office shall determine the available, unobligated balance  
16 at the end of the preceding calendar month for each member's  
17 operating account and each committee operating account. If the  
18 House Business Office determines that a member's operating account  
19 has a negative balance at the end of the preceding calendar month,  
20 the office shall provide notice to the member and the member shall  
21 deposit funds in the account equal to the negative balance not later  
22 than the 10th business day after the date the member receives notice  
23 of the deficit from the House Business Office; provided, however,  
24 that if a member deposits funds in the member's operating account to  
25 cover a negative balance under this subsection and the member later  
26 has a positive balance in the member's operating account at the end  
27 of a calendar month in the same fiscal year in which the member

1 deposited the funds to cover the negative balance, the member may  
2 use the excess money in the member's operating account at that time  
3 to reimburse the member in an amount not to exceed the amount the  
4 member earlier deposited to cover the negative balance.

5 (b) A committee operating account may not operate at a  
6 deficit.

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

10 SECTION 5.05. ACCOUNT CLOSING. (a) Each member's Fiscal  
11 Year 15 [~~13~~] Operating Account shall be closed as of August 31, 2015  
12 [~~2013~~].

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

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

23 (d) Each member may carry forward and have credited to the  
24 member's Fiscal Year 17 [~~15~~] Operating Account the unexpended  
25 balance of the member's Fiscal Year 16 [~~14~~] Operating Account, not  
26 to exceed \$20,000. If the member is the chair of a committee, the  
27 member may transfer and have credited to that committee's operating

1 account all or part of that unexpended balance, not to exceed  
2 \$20,000, and may have the remainder of that amount credited to the  
3 member's Fiscal Year 17 [~~15~~] Operating Account.

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

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 to state employees for the same  
22 travel under the comptroller's guidelines and rates governing  
23 travel by state employees.

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

17 ARTICLE 6. CAUCUSES

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

26 SECTION 6.02. USE OF HOUSE FUNDS, EMPLOYEES, EQUIPMENT, AND  
27 FACILITIES. (a) Except as expressly authorized by this section,



1 funds appropriated to the house may not be expended in support of a  
2 caucus, employees compensated from funds appropriated to the house  
3 may not perform caucus activities, and state-owned equipment may  
4 not be used in the performance of caucus activities.

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

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

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

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

16 (c) A caucus may use the meeting rooms of the Capitol and  
17 Capitol extension to conduct meetings of the caucus membership, to  
18 host public forums on matters of interest to the caucus, or to  
19 facilitate the work of the caucus or a caucus employee.

20 (d) An individual member may house, in the state office  
21 space assigned to the member, caucus employees or equipment owned  
22 by a caucus. A member may retain in the member's office a  
23 telephone, facsimile machine, or computer owned by the caucus for  
24 purposes of the member's communication with the caucus or caucus  
25 employees.

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

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

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

5           SECTION 6.03. CONTRIBUTIONS. (a) A person acting on behalf  
6 of a caucus may not knowingly accept a contribution in violation of  
7 Section [253.0341](#), Election Code.

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

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

14          SECTION 6.05. REPORT TO ETHICS COMMISSION. Each caucus  
15 shall file a report of contributions and expenditures with the  
16 Texas Ethics Commission as required by Section [254.0311](#), Election  
17 Code.

18                           ARTICLE 7. HOUSE RESEARCH ORGANIZATION

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

24          SECTION 7.02. STEERING COMMITTEE. The functions and duties  
25 performed by the house research organization shall be governed by a  
26 15-member steering committee composed of house members serving  
27 staggered four-year terms, who are subject to approval of the house

1 membership.

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

6 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM

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

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

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

26 SECTION 8.02. POWERS AND DUTIES OF COMMITTEE ON HOUSE  
27 ADMINISTRATION DURING INTERIM. (a) When the legislature is not in

1 session, the Committee on House Administration may act as provided  
2 by this section.

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

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

22 (d) The committee may pay for all other reasonable and  
23 necessary expenses, including operation of each member's district  
24 office, incurred by the members of the house of representatives.  
25 The expenses shall be paid from funds appropriated for that  
26 purpose, or any other funds appropriated for the use of the house of  
27 representatives, on vouchers or other forms approved by the chair

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1 of the Committee on House Administration, in accordance with  
2 regulations governing such expenditures.

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