

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 85th [~~84th~~] Legislature:

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

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12 ARTICLE 1. GENERAL PROVISIONS

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

14 members of the House of Representatives of the 85th [~~84th~~]

15 Legislature to provide for the efficient and orderly operation of

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

17 House Administration.

18 SECTION 1.02. PRECEDENCE. The provisions of this

19 resolution take precedence over the provisions of any resolution

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

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

22 term of the 85th [~~84th~~] Legislature whether in session or

23 adjournment.

24 ARTICLE 2. SPEAKER OF THE HOUSE

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

26 speaker may make any expenditures or transfers and perform any

27 function deemed necessary for the effective and efficient operation

1 of the house of representatives.

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

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

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

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

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

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

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

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

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

1 be incurred have been previously approved in writing by the
2 Committee on House Administration.

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

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

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

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

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

26 SECTION 3.04. HOUSE POLICY MANUAL. The Committee on House
27 Administration shall prepare and distribute to all members, within

1 60 days after the convening of the regular session, policy
2 statements to include, but not be limited to, policies pertaining
3 to members as a class.

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

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

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

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

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

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

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

26 (1) be in charge of and provide for the protection,
27 maintenance, and use of the hall of the house, all committee rooms,

1 offices of members and house departments, the speaker's office and
2 apartment, and other space under the jurisdiction of the house;

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

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

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

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

14 (6) in consultation with the State Preservation Board,
15 identify and establish a space that provides privacy, security, a
16 water faucet, and a power outlet, within or near the hall of the
17 house for use for breastfeeding or breast pumping by house members
18 and employees of the house or media representatives entitled to the
19 privileges of the floor when the house is in session; and

20 (7) [~~6~~] determine the hours the hall of the house
21 shall be open to visitors.

22 (b) Any member who is not a member-elect of the 86th [~~85th~~]
23 Legislature shall vacate the member's office space before December
24 1, 2018 [~~2016~~]. If the office is not vacated on that date, the
25 Committee on House Administration shall immediately remove the
26 member's personal effects and store them in an appropriate place in
27 order that the member-elect to whom the office space is assigned may

1 move in. The Committee on House Administration shall ensure that
2 each member-elect of the 86th [~~85th~~] Legislature who was not a
3 member of the 85th [~~84th~~] Legislature is permitted to move into and
4 begin using the member-elect's office space at least 72 hours
5 before the time the 86th [~~85th~~] Legislature is scheduled to
6 convene.

7 SECTION 3.07. RECORDS OF THE HOUSE; PRINTING; JOURNALS;
8 COPIES OF LEGISLATIVE DOCUMENTS. (a) The Committee on House
9 Administration shall:

10 (1) have completed and preserved the official records
11 of the house;

12 (2) have charge of and approve the operation and
13 maintenance of the printing and duplicating facilities of the
14 house, provided, however, that the use of the house printing and
15 duplicating facilities is restricted to agencies of the legislative
16 branch and any other operation thereof is strictly prohibited
17 unless previously authorized in writing by the Committee on House
18 Administration or an officer of the house designated in writing by
19 the speaker;

20 (3) determine the number of copies of the daily House
21 Journal to be printed and have jurisdiction over the mailing and
22 distribution of the daily journal; and

23 (4) determine the number of copies of the House
24 Journal that will be furnished to each member for distribution by
25 the member.

26 (b) The employee in charge of the printing facilities must
27 keep at least one copy of all items printed or duplicated and a copy

1 of the work order authorizing such printing.

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

9 SECTION 3.08. HONORARY CERTIFICATES. The Committee on
10 House Administration shall provide for the use of members
11 appropriate certificates to commend, congratulate, and
12 memorialize. Such certificates shall be printed with a signature
13 line for the name of the presenting member and adequate space for
14 insertion of the name of the individual or organization to be
15 honored.

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

26 (b) The photographs for the composite panel shall be
27 provided without cost to the members, and the expense of the

1 composite panel shall be paid from the expense fund of the house.

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

5 SECTION 3.10. POLICIES REGARDING TEMPORARY ACTING MEMBERS.

6 If a person is serving as a temporary acting member of the house
7 under Section 72, Article XVI, Texas Constitution, in the place of a
8 house member on active military duty, the Committee on House
9 Administration, with the approval of the speaker and in
10 consultation with the temporary acting member and, if available,
11 the member on military duty, may adopt policies regarding a
12 temporary acting member that the committee considers necessary for
13 the efficient administration and performance of the duties of the
14 house consistent with this resolution, the rules of the house, and
15 the Texas Constitution.

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

17 The Committee on House Administration shall display the motto "In
18 God We Trust" on the electronic message screen at the front of the
19 hall of the house.

20 (b) The motto shall be large enough to be read throughout
21 the hall.

22 (c) The motto shall be displayed at all times that the
23 electronic message screen is not being used to conduct legislative
24 business during a session of the house and shall be at least as
25 prominent as any other information displayed on the electronic
26 message screen.

27 (d) The Committee on House Administration shall convey to

1 the State Preservation Board the desire of the house of
2 representatives to maintain the permanent display of the motto on
3 the face of the portico located over the speaker's podium.

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

8 SECTION 3.13. JOINT COMMITTEE HEARING NOTICES ON WEBSITE.
9 The Committee on House Administration shall provide for the posting
10 of all notices for hearings of joint committees of the house and
11 senate on the house website regardless of whether the notice is
12 posted on the senate website.

13 SECTION 3.14. ACCESS TO HOUSE OFFICES. A house member and
14 the member's staff may control access by the public to the member's
15 office and may exclude visitors from the office at their
16 discretion. If a person refuses to leave the member's office when
17 requested, the member may request assistance from the Department of
18 Public Safety.

19 SECTION 3.15. DPS PANIC BUTTONS. The Committee on House
20 Administration shall work with the Department of Public Safety to
21 ensure that each house office may request a panic button that the
22 house member and the member's staff may use to alert the department
23 to an emergency in the office. The member may reimburse the
24 Committee on House Administration for the cost of the panic button
25 equipment in monthly installments over the fiscal year.

26 SECTION 3.16. USE OF HOUSE AUDIO OR VIDEO RESOURCES. The
27 Committee on House Administration shall adopt a policy that allows

1 members the use of house audio or visual resources. Use of house
2 audio or visual resources may only be prohibited for the following
3 reasons:

- 4 (1) the use is otherwise prohibited by law;
5 (2) the use maligns the reputation of an individual;
6 or
7 (3) the use is for political advertising, as defined
8 by Section 251.001, Election Code.

9 ARTICLE 4. EMPLOYEES AND EMPLOYMENT POLICIES

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

15 SECTION 4.02. OFFICERS AND SUPERVISORY ADMINISTRATIVE
16 EMPLOYEES OF THE HOUSE. (a) The officers of the house and the
17 employees of the house responsible for supervising the departments
18 and divisions that support the operation of the house shall be
19 appointed by and serve at the pleasure of the speaker.

20 (b) The speaker shall have the right to discharge any
21 officer or supervisory administrative employee when the best
22 interest of the house of representatives would be served by so
23 doing.

24 (c) The authority to appoint and discharge officers and
25 supervisory administrative employees may be delegated to the
26 Committee on House Administration to the extent and for the length
27 of time the speaker determines.

1 (d) In the event of the absence, resignation, or death of
2 any officer or supervisory administrative employee the speaker may
3 designate a person to take charge of and attend to all the duties of
4 the office affected until the officer or employee returns or until a
5 successor is chosen.

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

9 (1) those appointed under Section 4.02; or

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

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

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

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

22 (b) Select committees, interim study committees, standing
23 committees, or subcommittees appointed pursuant to the resolution
24 adopting the rules of the house or appointed by the speaker pursuant
25 to any other resolution may employ any person, firm, or
26 corporation, subject to budget limitations. Those committees or
27 subcommittees may ask for the assistance of any of the employees,

1 agencies, departments, or branches of the state government.

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

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

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

9 SECTION 4.07. COMPENSATION. (a) Officers and supervisory
10 administrative employees of the house shall receive the
11 compensation that the speaker or Committee on House Administration
12 determines.

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

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

20 (d) Except as provided by Subsections (e) and (f) of this
21 section, an employee of an individual member, a committee employee,
22 or any person, firm, or corporation employed by a committee or
23 subcommittee may not be paid a salary in excess of \$5,280 [~~\$5,151~~]
24 for any one month.

25 (e) A member may exempt one employee of the individual
26 member and, if the member is a chair of a standing or select
27 committee, one employee of the standing or select committee the

1 member chairs from the salary cap imposed by Subsection (d) of this
2 section. Each calendar year the member shall file with the
3 Committee on House Administration a statement designating the
4 exempt employee or employees, as appropriate. During a calendar
5 year after an exempt employee has been designated, the member may
6 exempt a different employee from the salary cap only if the employee
7 previously designated as exempt for the calendar year is no longer
8 employed by the member or committee, as appropriate. The exempt
9 employee may not receive compensation from the operating account of
10 any other committee or member.

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

16 SECTION 4.08. DUTIES. An employee shall perform all duties
17 directed by the employing authority.

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

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

25 (b) An employee may not enter the area on the floor of the
26 house enclosed by the railing when the house is in session except
27 when specifically authorized by the Committee on House

1 Administration.

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

4 SECTION 4.12. VOTING RECORDS. An employee may not compile
5 or release any information concerning the voting record of any
6 member of the house for any session of the legislature except when a
7 member requests information about that member's personal voting
8 record or when the information is for the journal or other official
9 records.

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

12 SECTION 4.14. POLITICAL INFLUENCE. An employee may not
13 attempt to, or aid anyone in an attempt to, influence any member of
14 the house in favor of or against any measure pending before the
15 legislature, either directly or indirectly, except when answering
16 questions or giving information at the request of a member of the
17 house.

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

22 SECTION 4.16. DISCHARGE. (a) The employing authority of an
23 employee shall have primary responsibility for overseeing and
24 discharging the employee. An employee is subject to immediate
25 discharge by the employing authority for violation of any section
26 of this article or any other applicable rule.

27 (b) An individual member or chair of a committee employing

1 an employee who violates any applicable section of this article or
2 any rule shall be advised of the violation by the chair of the
3 Committee on House Administration, and the employing authority
4 shall take appropriate action with regard to the employee in
5 question.

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

10 (1) the employee is not needed and, if the employee is
11 employed in an individual member's office or by a committee, the
12 member or committee chair has resigned, is deceased, or is
13 incapacitated; or

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

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

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

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

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

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

- 17 (a) Member Employees
- 18 1. Chief of Staff
 - 19 2. General Counsel
 - 20 3. Legislative Director
 - 21 4. Legislative Assistant
 - 22 5. Administrative Assistant
 - 23 6. Special Project Coordinator
 - 24 7. Intern
- 25 (b) Committee Employees
- 26 1. Committee General Counsel
 - 27 2. Chief Committee Clerk

1 3. Committee Clerk

2 (c) Research Employees

3 1. Research Director

4 2. Research Assistant

5 3. Policy Analyst

6 ARTICLE 5. ACCOUNTING

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

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

14 SECTION 5.02. OPERATING ACCOUNTS. (a) Each member who
15 served in the 84th [~~83rd~~] Legislature shall have the following
16 operating accounts for the 85th [~~84th~~] Legislature:

17 (1) a Fiscal Year 17 [~~15~~] Operating Account (September
18 1, 2016 [~~2014~~], through August 31, 2017 [~~2015~~]);

19 (2) a Fiscal Year 18 [~~16~~] Operating Account (September
20 1, 2017 [~~2015~~], through August 31, 2018 [~~2016~~]); and

21 (3) a Fiscal Year 19 [~~17~~] Operating Account (September
22 1, 2018 [~~2016~~], through January 8, 2019 [~~10, 2017~~]).

23 (b) Each member who did not serve in the 84th [~~83rd~~]
24 Legislature shall have the same operating accounts for the 85th
25 [~~84th~~] Legislature as a returning member under Subsection (a) of
26 this section except that the duration of the Fiscal Year 17 [~~15~~]
27 Operating Account is from January 10, 2017 [~~13, 2015~~], through

1 August 31, 2017 [~~2015~~].

2 (c) For each member who served in the 84th [~~83rd~~]
3 Legislature, it shall not be necessary to close the member's Fiscal
4 Year 17 [~~15~~] Operating Account when the 85th [~~84th~~] Legislature
5 convenes.

6 SECTION 5.03. CREDIT FOR NEWLY ELECTED MEMBERS. Each
7 member who did not serve in the 84th [~~83rd~~] Legislature may have
8 credited to the member's Fiscal Year 17 [~~15~~] Operating Account the
9 amount of \$2,000.

10 SECTION 5.04. MONTHLY CREDIT. (a) Each member's operating
11 account shall be credited with \$14,250 for each month that falls
12 wholly or partly during the regular legislative session or a
13 special legislative session. In any other month, each member's
14 operating account shall be credited with \$13,500.

15 (b) The Committee on House Administration may provide to the
16 dean and the speaker pro tempore of the house additional funds as
17 may be determined to be necessary for the duties of those offices to
18 be fulfilled.

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

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

24 SECTION 5.045. DETERMINATION OF OPERATING ACCOUNT BALANCE.

25 (a) On the third business day of each calendar month, the House
26 Business Office shall determine the available, unobligated balance
27 at the end of the preceding calendar month for each member's

1 operating account and each committee operating account. If the
2 House Business Office determines that a member's operating account
3 has a negative balance at the end of the preceding calendar month,
4 the office shall provide notice to the member and the member shall
5 deposit funds in the account equal to the negative balance not later
6 than the 10th business day after the date the member receives notice
7 of the deficit from the House Business Office; provided, however,
8 that if a member deposits funds in the member's operating account to
9 cover a negative balance under this subsection and the member later
10 has a positive balance in the member's operating account at the end
11 of a calendar month in the same fiscal year in which the member
12 deposited the funds to cover the negative balance, the member may
13 use the excess money in the member's operating account at that time
14 to reimburse the member in an amount not to exceed the amount the
15 member earlier deposited to cover the negative balance.

16 (b) A committee operating account may not operate at a
17 deficit.

18 (c) If a member is not a member-elect of the 86th [~~85th~~]
19 Legislature, the member's operating account may not operate at a
20 deficit after November 30, 2018 [~~2016~~].

21 SECTION 5.05. ACCOUNT CLOSING. (a) Each member's Fiscal
22 Year 17 [~~15~~] Operating Account shall be closed as of August 31, 2017
23 [~~2015~~].

24 (b) Each member may carry forward and have credited to the
25 member's Fiscal Year 18 [~~16~~] Operating Account the unexpended
26 balance of the member's Fiscal Year 17 [~~15~~] Operating Account, not
27 to exceed \$20,000. If the member is the chair of a committee, the

1 member may transfer and have credited to that committee's operating
2 account all or part of that unexpended balance, not to exceed
3 \$20,000, and may have the remainder of that amount credited to the
4 member's Fiscal Year 18 [~~16~~] Operating Account.

5 (c) Each member's Fiscal Year 18 [~~16~~] Operating Account
6 shall be closed as of August 31, 2018 [~~2016~~].

7 (d) Each member may carry forward and have credited to the
8 member's Fiscal Year 19 [~~17~~] Operating Account the unexpended
9 balance of the member's Fiscal Year 18 [~~16~~] 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 19 [~~17~~] Operating Account.

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

18 SECTION 5.06. EXPENDITURES CHARGED WHEN ENCUMBERED. All
19 expenditures shall be charged to the period in which they are
20 encumbered.

21 SECTION 5.07. TRAVEL FROM [~~TO~~] AUSTIN DURING SESSION NOT
22 CHARGED TO OPERATING ACCOUNT. While the legislature is in session,
23 the travel expenses of members for one trip each week between Austin
24 and their districts and return shall not be charged against the
25 members' operating accounts but shall be paid from funds
26 appropriated for that purpose by the legislature.

27 SECTION 5.08. TRAVEL OUTSIDE TEXAS. A member is entitled to

1 be reimbursed for actual and necessary expenses incurred while
2 traveling outside Texas in the performance of legislative duties
3 and responsibilities. If the reimbursement is for travel inside
4 the conterminous United States, reimbursement is limited to twice
5 the amount that would be reimbursed to state employees for the same
6 travel under the comptroller's guidelines and rates governing
7 travel by state employees.

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

13 (b) The Committee on House Administration may not authorize
14 any expenditures of funds for personal or political campaign
15 reasons.

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

20 SECTION 5.10. USE OF FUNDS FOR INFORMAL SETTLEMENTS
21 PROHIBITED. No public funds appropriated to the house or expended
22 by any house member, committee, or office may be spent or promised
23 to settle in whole or part a legal claim brought or threatened to be
24 brought against the house or a member, committee, office, or
25 employee of the house unless the settlement is made with the
26 participation and approval of the attorney general and notice of
27 any settlement is promptly given to the public.

ARTICLE 6. CAUCUSES

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

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

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

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

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

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

(c) A caucus may use the meeting rooms of the Capitol and

1 Capitol extension to conduct meetings of the caucus membership, to
2 host public forums on matters of interest to the caucus, or to
3 facilitate the work of the caucus or a caucus employee.

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

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

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

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

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

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

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

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

1 Code.

2 ARTICLE 7. HOUSE RESEARCH ORGANIZATION

3 SECTION 7.01. ESTABLISHMENT. The Committee on House
4 Administration shall provide operating funds for a house research
5 organization that will be an administrative department of the house
6 and may for that purpose adopt policies and procedures relating to
7 the administrative operation of that organization.

8 SECTION 7.02. STEERING COMMITTEE. The functions and duties
9 performed by the house research organization shall be governed by a
10 15-member steering committee composed of house members serving
11 staggered four-year terms, who are subject to approval of the house
12 membership.

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

17 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM

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

23 (b) The speaker may grant authority to select committees,
24 interim study committees, subcommittees, or standing committees of
25 the house to hold meetings while the legislature is not in session
26 as the speaker considers necessary and desirable to conduct the
27 business of the house and to assist the speaker in conducting the

1 business of the house, under a pattern of operation and
2 restrictions determined by the rules of the house.

3 (c) The committee members and employees may either be
4 reimbursed for actual and necessary expenses or receive a per diem
5 not to exceed that provided by law for state officials or state
6 employees, along with mileage or other transportation expenses at
7 the same rate as provided by law for state officials or state
8 employees when conducting such business and attending those
9 meetings when approved by the Committee on House Administration.

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

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

23 (c) The committee may reimburse authorized members and
24 employees for expenses incurred by them when traveling in the
25 performance of their legislative duties and responsibilities
26 within their respective districts or within any county in which any
27 part of their districts lie or from their districts to the State

1 Capitol, the reimbursement to be either actual and necessary
2 expenses or a per diem not to exceed that provided by law for state
3 officials or state employees, along with mileage or other
4 transportation expenses at the same rate as provided by law for
5 state officials or state employees.

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

14 (e) The committee may assign or reassign parking places in
15 the best interest of the house under such terms and conditions as
16 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 11, 2017, by the following vote: Yeas 145, Nays 0, 1 present, not voting.

Chief Clerk of the House