

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 87th [~~86th~~] Legislature:

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

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ARTICLE 1. GENERAL PROVISIONS

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

22 members of the House of Representatives of the 87th [~~86th~~]

23 Legislature to provide for the efficient and orderly operation of

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

25 House Administration.

26 SECTION 1.02. PRECEDENCE. The provisions of this

27 resolution take precedence over the provisions of any resolution

1 not passed in full compliance with the rules of the house and,
2 except as otherwise noted herein, shall be in effect during the full
3 term of the 87th [~~86th~~] Legislature whether in session or
4 adjournment.

5 ARTICLE 2. SPEAKER OF THE HOUSE

6 SECTION 2.01. SPEAKER'S GENERAL POWERS AND DUTIES. The
7 speaker may make any expenditures or transfers and perform any
8 function deemed necessary for the effective and efficient operation
9 of the house of representatives.

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

14 (b) The Committee on House Administration may make the
15 necessary expenditures to operate and properly equip and service
16 the speaker's apartment and offices and may employ such help as may
17 be necessary to properly maintain and care for the apartment and
18 offices.

19 (c) The speaker and the speaker's family may occupy the
20 speaker's apartment during the speaker's term of office, utilizing
21 the services of employees of the house and others on a temporary
22 basis, if and as needed.

23 (d) The speaker may obtain through the Committee on House
24 Administration the necessary supplies and services to operate the
25 speaker's office and may also have paid through that committee
26 necessary telephone charges.

27 SECTION 2.03. INTERSTATE OR FEDERAL-STATE ASSOCIATIONS;

1 TRAINING SEMINARS. (a) The speaker may attend any meetings of or
2 sponsored by the Council of State Governments and any meetings on
3 problems of federal-state relations and interstate relations and
4 cooperation, and any other governmental meeting in or outside the
5 state.

6 (b) The speaker may appoint members of the house, staff
7 members, and other employees of the house to accompany or represent
8 the speaker at these meetings or to attend in-service training
9 courses sponsored by the Council of State Governments or the
10 National Conference of State Legislatures or similar training
11 courses, conferences, or seminars as the speaker may determine.

12 (c) Members of the house attending meetings under this
13 section while the legislature is in session may be reimbursed for
14 actual and necessary expenses. Members of the house attending
15 meetings under this section while the legislature is not in session
16 and staff members and other employees of the house attending
17 meetings at any time under this section may be reimbursed for either
18 actual and necessary expenses or receive a per diem not to exceed
19 that provided by law for state officials or state employees. In
20 addition, members, staff, and other employees attending meetings
21 under this section may be reimbursed for mileage or other
22 transportation expenses at the same rate as provided by law for
23 state officials or state employees together with registration fees
24 and tuition. To receive payment under this subsection, sworn
25 expense accounts must be filed with and approved by the chair of the
26 Committee on House Administration or an officer of the house
27 designated in writing by the Committee on House Administration.

1 Prior written approval of the chair of the Committee on House
2 Administration to attend any such meetings, conferences, seminars,
3 or training courses is a prerequisite for reimbursement for travel
4 and other related expenses.

5 (d) Reimbursement for expenses incurred by a member, staff
6 member, or employee of the house in an appointive capacity
7 resulting from an appointment made by anyone other than the speaker
8 shall be made only in the event that the appointment and expenses to
9 be incurred have been previously approved in writing by the
10 Committee on House Administration.

11 (e) The speaker may expend money for memberships in
12 interstate associations of legislators considered necessary to
13 discharge properly the duties and responsibilities of the office of
14 speaker.

15 SECTION 2.04. DEANS. The speaker shall recognize as deans
16 both the male member and the female member having the greatest
17 seniority based on cumulative years of service in the house.

18 ARTICLE 3. GENERAL POWERS AND DUTIES OF THE

19 COMMITTEE ON HOUSE ADMINISTRATION

20 SECTION 3.01. CONTRACTS. The Committee on House
21 Administration shall approve all contracts necessary for the
22 effective operation of the divisions of the house and its
23 committees.

24 SECTION 3.02. HOUSE AND COMMITTEE OPERATING BUDGETS. The
25 Committee on House Administration shall consider and adopt
26 operating budgets that cover both session and interim periods for
27 the divisions of the house and all committees appointed pursuant to

1 the resolution adopting the rules of the house or appointed by the
2 speaker pursuant to any other resolution. A budget adopted by the
3 Committee on House Administration must be adopted in a public
4 hearing. Each requested operating budget and each operating budget
5 proposed for adoption must be posted on the Internet website of the
6 committee in advance of the hearing.

7 SECTION 3.03. OPERATING POLICIES. The Committee on House
8 Administration shall effectuate policies and determine guidelines
9 for the operation of the divisions and committees of the house.

10 SECTION 3.04. HOUSE POLICY MANUAL. The Committee on House
11 Administration shall prepare and distribute to all members, within
12 60 days after the convening of the regular session, policy
13 statements to include, but not be limited to, policies pertaining
14 to members as a class.

15 SECTION 3.05. HOUSE PROPERTY, SUPPLIES, ACCOUNTING. The
16 Committee on House Administration shall:

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

21 (2) keep an itemized account of the quantity and cost
22 of every kind of material received, and the source from which it was
23 received;

24 (3) maintain an annual operating account for each
25 member, division, and committee authorized by the Committee on
26 House Administration to make expenditures and charge each operating
27 account with daily expenditures, withdrawals from inventory, and

1 interdepartmental services;

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

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

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

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

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

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

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

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

25 (6) in consultation with the State Preservation Board,
26 identify and establish a space that provides privacy, security, a
27 water faucet, and a power outlet, within or near the hall of the

1 house for use for breastfeeding or breast pumping by house members
2 and employees of the house or media representatives entitled to the
3 privileges of the floor when the house is in session; and

4 (7) determine the hours the hall of the house shall be
5 open to visitors.

6 (b) Any member who is not a member-elect of the 88th [~~87th~~]
7 Legislature shall vacate the member's office space before December
8 1, 2022 [~~2020~~]. If the office is not vacated on that date, the
9 Committee on House Administration shall immediately remove the
10 member's personal effects and store them in an appropriate place in
11 order that the member-elect to whom the office space is assigned may
12 move in. The Committee on House Administration shall ensure that
13 each member-elect of the 88th [~~87th~~] Legislature who was not a
14 member of the 87th [~~86th~~] Legislature is permitted to move into and
15 begin using the member-elect's office space at least 72 hours
16 before the time the 88th [~~87th~~] Legislature is scheduled to
17 convene.

18 SECTION 3.07. RECORDS OF THE HOUSE; PRINTING; JOURNALS;
19 COPIES OF LEGISLATIVE DOCUMENTS. (a) The Committee on House
20 Administration shall:

21 (1) have completed and preserved the official records
22 of the house;

23 (2) have charge of and approve the operation and
24 maintenance of the printing and duplicating facilities of the
25 house, provided, however, that the use of the house printing and
26 duplicating facilities is restricted to agencies of the legislative
27 branch and any other operation thereof is strictly prohibited

1 unless previously authorized in writing by the Committee on House
2 Administration or an officer of the house designated in writing by
3 the speaker;

4 (3) determine the number of copies of the daily House
5 Journal to be printed and have jurisdiction over the mailing and
6 distribution of the daily journal; and

7 (4) determine the number of copies of the House
8 Journal that will be furnished to each member for distribution by
9 the member.

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

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

20 SECTION 3.08. HONORARY CERTIFICATES. The Committee on
21 House Administration shall provide for the use of members
22 appropriate certificates to commend, congratulate, and
23 memorialize. Such certificates shall be printed with a signature
24 line for the name of the presenting member and adequate space for
25 insertion of the name of the individual or organization to be
26 honored.

27 SECTION 3.09. COMPOSITE PHOTOGRAPH. (a) The Committee on

1 House Administration shall select a suitable photographer to take
2 individual photographs of each member. The photographer shall
3 prepare a composite photograph of the members of the house composed
4 of the individual photographs of each member arranged on a panel, of
5 the same size as used in previous sessions, in such manner as to
6 approximate the location of each member's desk on the house floor.
7 The member's name and the county of residence shall be printed under
8 the member's photograph, and the composite shall be framed and hung
9 in the hall of the house during the regular session.

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

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

16 SECTION 3.10. POLICIES REGARDING TEMPORARY ACTING MEMBERS.
17 If a person is serving as a temporary acting member of the house
18 under Section 72, Article XVI, Texas Constitution, in the place of a
19 house member on active military duty, the Committee on House
20 Administration, with the approval of the speaker and in
21 consultation with the temporary acting member and, if available,
22 the member on military duty, may adopt policies regarding a
23 temporary acting member that the committee considers necessary for
24 the efficient administration and performance of the duties of the
25 house consistent with this resolution, the rules of the house, and
26 the Texas Constitution.

27 SECTION 3.11. DISPLAY OF "IN GOD WE TRUST" IN HOUSE. The

1 Committee on House Administration shall direct the State
2 Preservation Board to maintain the permanent display of the motto
3 "In God We Trust" on the face of the portico located over the
4 speaker's podium.

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

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

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

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

27 SECTION 3.16. USE OF HOUSE AUDIO OR VIDEO RESOURCES. The

1 Committee on House Administration shall adopt a policy that allows
2 members the use of house audio or visual resources. Use of house
3 audio or visual resources may only be prohibited for the following
4 reasons:

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

10 ARTICLE 4. EMPLOYEES AND EMPLOYMENT POLICIES

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

16 SECTION 4.02. OFFICERS AND SUPERVISORY ADMINISTRATIVE
17 EMPLOYEES OF THE HOUSE. (a) Officers of the house authorized to be
18 appointed under this section shall be appointed by and serve at the
19 pleasure of the speaker. Employees of the house responsible for
20 supervising the departments and divisions that support the
21 operation of the house shall also be appointed by and serve at the
22 pleasure of the speaker.

23 (a-1) The following are the officers of the house that shall
24 be appointed by the speaker under this section:

- 25 (1) Chief Clerk;
- 26 (2) Journal Clerk;
- 27 (3) Reading Clerks;

- 1 (4) Sergeant-at-Arms;
- 2 (5) Doorkeeper;
- 3 (6) Chaplain;
- 4 (7) Voting Clerk;
- 5 (8) Committee Coordinator;
- 6 (9) Parliamentarians (not more than two individuals);
- 7 and
- 8 (10) Executive Director, House Business Office.

9 (a-2) In addition to the officers listed in Subsection (a-1)
10 of this section, the speaker may also appoint a chief assistant to
11 any officer listed in Subsection (a-1) of this section. An
12 assistant appointed under this subsection is also an officer of the
13 house who serves at the pleasure of the speaker.

14 (b) The speaker shall have the right to discharge any
15 officer or supervisory administrative employee when the best
16 interest of the house of representatives would be served by so
17 doing.

18 (c) The authority to appoint and discharge officers and
19 supervisory administrative employees may be delegated to the
20 Committee on House Administration to the extent and for the length
21 of time the speaker determines.

22 (d) In the event of the absence, resignation, or death of
23 any officer or supervisory administrative employee the speaker may
24 designate a person to take charge of and attend to all the duties of
25 the office affected until the officer or employee returns or until a
26 successor is chosen.

27 SECTION 4.03. OTHER CENTRAL HOUSE PERSONNEL. (a) The

1 Committee on House Administration shall employ all personnel
2 necessary for the operation of the house other than:

3 (1) those appointed under Section 4.02; or

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

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

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

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

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

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

26 (b) All offices of the departments and divisions that
27 support the operations of the house shall be open on days and hours

1 determined by the Committee on House Administration or the speaker
2 and other hours that the house or its committees are in session.

3 SECTION 4.07. COMPENSATION. (a) Officers and supervisory
4 administrative employees of the house shall receive the
5 compensation that the speaker or Committee on House Administration
6 determines.

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

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

14 (d) Except as provided by Subsections (e) and (f) of this
15 section, an employee of an individual member, a committee employee,
16 or any person, firm, or corporation employed by a committee or
17 subcommittee may not be paid a salary in excess of \$5,280 for any
18 one month.

19 (e) A member may exempt one employee of the individual
20 member and, if the member is a chair of a standing or select
21 committee, one employee of the standing or select committee the
22 member chairs from the salary cap imposed by Subsection (d) of this
23 section. Each calendar year the member shall file with the
24 Committee on House Administration a statement designating the
25 exempt employee or employees, as appropriate. During a calendar
26 year after an exempt employee has been designated, the member may
27 exempt a different employee from the salary cap only if the employee

1 previously designated as exempt for the calendar year is no longer
2 employed by the member or committee, as appropriate. The exempt
3 employee may not receive compensation from the operating account of
4 any other committee or member.

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

10 SECTION 4.08. DUTIES. An employee shall perform all duties
11 directed by the employing authority.

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

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

19 (b) An employee may not enter the area on the floor of the
20 house enclosed by the railing when the house is in session except
21 when specifically authorized by the Committee on House
22 Administration.

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

25 SECTION 4.12. VOTING RECORDS. An employee may not compile
26 or release any information concerning the voting record of any
27 member of the house for any session of the legislature except when a

1 member requests information about that member's personal voting
2 record or when the information is for the journal or other official
3 records.

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

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

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

16 SECTION 4.16. DISCHARGE. (a) The employing authority of an
17 employee shall have primary responsibility for overseeing and
18 discharging the employee. An employee is subject to immediate
19 discharge by the employing authority for violation of any section
20 of this article or any other applicable rule.

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

27 (c) In addition to being subject to immediate discharge by

1 the employing authority under Subsection (a) of this section, an
2 employee is subject to discharge by the chair of the Committee on
3 House Administration, with the approval of the committee, if:

4 (1) the employee is not needed and, if the employee is
5 employed in an individual member's office or by a committee, the
6 member or committee chair has resigned, is deceased, or is
7 incapacitated; or

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

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

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

22 SECTION 4.18. EMPLOYMENT BY MORE THAN ONE MEMBER OR
23 COMMITTEE. (a) Members may join in the employment of a research
24 assistant or assistants to be paid jointly from their operating
25 budgets. Unless expressly authorized by the provisions of this
26 resolution, the members who join together to sponsor such research
27 shall not constitute a committee, task force, or group to operate in

1 any official or quasi-official manner not specifically authorized
2 under the Rules of the House of Representatives.

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

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

11 (a) Member Employees

- 12 1. Chief of Staff
- 13 2. General Counsel
- 14 3. Legislative Director
- 15 4. Legislative Assistant
- 16 5. Administrative Assistant
- 17 6. Special Project Coordinator
- 18 7. Intern

19 (b) Committee Employees

- 20 1. Committee General Counsel
- 21 2. Chief Committee Clerk
- 22 3. Committee Clerk

23 (c) Research Employees

- 24 1. Research Director
- 25 2. Research Assistant
- 26 3. Policy Analyst

ARTICLE 5. ACCOUNTING

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

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

SECTION 5.02. OPERATING ACCOUNTS. (a) Each member who served in the 86th [~~85th~~] Legislature shall have the following operating accounts for the 87th [~~86th~~] Legislature:

(1) a Fiscal Year 21 [~~19~~] Operating Account (September 1, 2020 [~~2018~~], through August 31, 2021 [~~2019~~]);

(2) a Fiscal Year 22 [~~20~~] Operating Account (September 1, 2021 [~~2019~~], through August 31, 2022 [~~2020~~]); and

(3) a Fiscal Year 23 [~~21~~] Operating Account (September 1, 2022 [~~2020~~], through January 10, 2023 [~~12, 2021~~]).

(b) Each member who did not serve in the 86th [~~85th~~] Legislature shall have the same operating accounts for the 87th [~~86th~~] Legislature as a returning member under Subsection (a) of this section except that the duration of the Fiscal Year 21 [~~19~~] Operating Account is from January 12, 2021 [~~8, 2019~~], through August 31, 2021 [~~2019~~].

(c) For each member who served in the 86th [~~85th~~] Legislature, it shall not be necessary to close the member's Fiscal Year 21 [~~19~~] Operating Account when the 87th [~~86th~~] Legislature convenes.

1 SECTION 5.03. CREDIT FOR NEWLY ELECTED MEMBERS. Each
2 member who did not serve in the 86th [~~85th~~] Legislature may have
3 credited to the member's Fiscal Year 21 [~~19~~] Operating Account the
4 amount of \$2,000.

5 SECTION 5.04. MONTHLY CREDIT. (a) Each member's operating
6 account shall be credited with \$15,250 for each month that falls
7 wholly or partly during the regular legislative session or a
8 special legislative session. In any other month, each member's
9 operating account shall be credited with \$13,500.

10 (b) The Committee on House Administration may provide to the
11 deans [~~dean~~] and the speaker pro tempore of the house additional
12 funds as may be determined to be necessary for the duties of those
13 offices to be fulfilled.

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

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

19 SECTION 5.045. DETERMINATION OF OPERATING ACCOUNT BALANCE.
20 (a) On the third business day of each calendar month, the House
21 Business Office shall determine the available, unobligated balance
22 at the end of the preceding calendar month for each member's
23 operating account and each committee operating account. If the
24 House Business Office determines that a member's operating account
25 has a negative balance at the end of the preceding calendar month,
26 the office shall provide notice to the member and the member shall
27 deposit funds in the account equal to the negative balance not later

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

11 (b) A committee operating account may not operate at a
12 deficit.

13 (c) If a member is not a member-elect of the 88th [~~87th~~]
14 Legislature, the member's operating account may not operate at a
15 deficit after November 30, 2022 [~~2020~~].

16 SECTION 5.05. ACCOUNT CLOSING. (a) Each member's Fiscal
17 Year 21 [~~19~~] Operating Account shall be closed as of August 31, 2021
18 [~~2019~~].

19 (b) Each member may carry forward and have credited to the
20 member's Fiscal Year 22 [~~20~~] Operating Account the unexpended
21 balance of the member's Fiscal Year 21 [~~19~~] Operating Account, not
22 to exceed \$20,000. If the member is the chair of a committee, the
23 member may transfer and have credited to that committee's operating
24 account all or part of that unexpended balance, not to exceed
25 \$20,000, and may have the remainder of that amount credited to the
26 member's Fiscal Year 22 [~~20~~] Operating Account.

27 (c) Each member's Fiscal Year 22 [~~20~~] Operating Account

1 shall be closed as of August 31, 2022 [~~2020~~].

2 (d) Each member may carry forward and have credited to the
3 member's Fiscal Year 23 [~~21~~] Operating Account the unexpended
4 balance of the member's Fiscal Year 22 [~~20~~] Operating Account, not
5 to exceed \$20,000. If the member is the chair of a committee, the
6 member may transfer and have credited to that committee's operating
7 account all or part of that unexpended balance, not to exceed
8 \$20,000, and may have the remainder of that amount credited to the
9 member's Fiscal Year 23 [~~21~~] Operating Account.

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

13 SECTION 5.06. EXPENDITURES CHARGED WHEN ENCUMBERED. All
14 expenditures shall be charged to the period in which they are
15 encumbered.

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

22 SECTION 5.08. TRAVEL OUTSIDE TEXAS. A member is entitled to
23 be reimbursed for actual and necessary expenses incurred while
24 traveling outside Texas in the performance of legislative duties
25 and responsibilities. If the reimbursement is for travel inside
26 the conterminous United States, reimbursement is limited to twice
27 the amount that would be reimbursed to state employees for the same

1 travel under the comptroller's guidelines and rates governing
2 travel by state employees.

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

8 (b) The Committee on House Administration may not authorize
9 any expenditures of funds for personal or political campaign
10 reasons.

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

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

23 ARTICLE 6. CAUCUSES

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

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

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

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

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

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

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

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

26 (d) An individual member may house, in the state office
27 space assigned to the member, caucus employees or equipment owned

1 by a caucus. A member may retain in the member's office a
2 telephone, facsimile machine, or computer owned by the caucus for
3 purposes of the member's communication with the caucus or caucus
4 employees.

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

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

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

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

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

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

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

24 ARTICLE 7. HOUSE RESEARCH ORGANIZATION

25 SECTION 7.01. ESTABLISHMENT. The Committee on House
26 Administration shall provide operating funds for a house research
27 organization that will be an administrative department of the house

1 and may for that purpose adopt policies and procedures relating to
2 the administrative operation of that organization.

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

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

12 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM

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

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

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

1 employees, along with mileage or other transportation expenses at
2 the same rate as provided by law for state officials or state
3 employees when conducting such business and attending those
4 meetings when approved by the Committee on House Administration.

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

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

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

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

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

12 ARTICLE 9. APPROPRIATE WORKPLACE CONDUCT

13 SECTION 9.01. PURPOSE. (a) The house finds that early
14 intervention is often the most effective way to resolve incidents
15 of inappropriate behavior and ensure appropriate workplace
16 conduct.

17 (b) The house encourages the prompt reporting of concerns
18 and complaints, as appropriate, so that constructive action can be
19 taken before the offensive conduct continues, escalates, or affects
20 others, and to ensure that a timely and thorough investigation can
21 occur if necessary.

22 (c) This article is adopted to further early intervention
23 and remediation of complaints and implements the house rules.

24 SECTION 9.02. TRAINING. (a) Each member, officer, and
25 employee is required to complete an interactive training program
26 related to preventing and resolving violations of the house rules,
27 this resolution, and house policy related to appropriate workplace

1 conduct that is approved every two years by the Committee on House
2 Administration. This training may be combined with training on
3 other employment-related topics such as employment discrimination
4 and workplace violence.

5 (b) The training must include specific information related
6 to the process for reporting violations of a house rule, this
7 resolution, and house policy related to appropriate workplace
8 conduct, for utilizing informal methods of resolving those
9 violations, and for filing formal complaints with the house or
10 another agency designated by law to receive those complaints.

11 (c) The training required by this section must be completed
12 not later than the 30th day after:

- 13 (1) the member qualifies;
14 (2) the officer is appointed; or
15 (3) the employee starts employment.

16 (d) A member, officer, or employee is required to complete a
17 subsequent approved interactive training program not later than
18 each biennial [~~the second~~] anniversary of the date the individual
19 was initially required to complete the training under Subsection
20 (c) of this section.

21 (e) The Committee on House Administration shall designate
22 an officer or supervisory administrative employee to keep accurate
23 records of each individual required to complete an approved
24 training program. The officer or employee shall make those records
25 available to the public.

26 SECTION 9.03. COMPLAINTS; FILING, INVESTIGATION, AND
27 RESOLUTION. (a) An individual claiming to be aggrieved by a

1 violation of the house rules, this resolution, or house policy
2 related to appropriate workplace conduct may file a complaint with:

3 (1) the chair of the house general investigating
4 committee established under Section 301.017, Government Code, if
5 the individual whose complained-of conduct is an individual other
6 than the chair, the chair's employee, or an individual related to
7 the chair or the chair's employee within the third degree by
8 consanguinity or within the second degree by affinity as determined
9 under Chapter 573, Government Code; or

10 (2) the vice chair of the committee, if the individual
11 whose complained-of conduct is the chair of the committee, the
12 chair's employee, or an individual related to the chair or the
13 chair's employee within the third degree by consanguinity or within
14 the second degree by affinity as determined under Chapter 573,
15 Government Code.

16 (b) Any complaint must be substantially similar in form to
17 the requirements of Sections 21.201(b) and (c), Labor Code.

18 (c) Upon receipt of a complaint that meets the requirements
19 of Subsection (b) of this section, the receiving official may, with
20 the agreement of the parties, endeavor to address the alleged
21 violation by informal, voluntary, and confidential methods of
22 conference and conciliation.

23 (d) During the pendency of a complaint, the committee may
24 take any appropriate action to reduce the likelihood of a
25 complainant and respondent being in regular contact with each
26 other.

27 (e) The committee shall conduct an investigation of a

1 complaint, determine whether reasonable cause exists to believe
2 that the respondent violated a house rule, this resolution, or
3 house policy, and attempt to resolve the complaint through informal
4 or formal methods, as provided by committee rule. The committee's
5 rules must provide for a process substantially similar to the
6 process provided for the administrative review of complaints under
7 Subchapter E, Chapter 21, Labor Code, where applicable, and must
8 include a due process hearing by the committee before a report is
9 prepared under Subsection (h) of this section.

10 (f) If the respondent is a member of the house, the
11 committee's investigation must be conducted by a competent
12 individual who is not an officer, employee, or annuitant of state
13 government. The prohibition under this subsection does not apply to
14 a retired or former judge subject to assignment under Subchapter C,
15 Chapter 74, Government Code.

16 (g) The individual employed or compensated by the committee
17 under Subsection (f) of this section shall only perform the
18 investigative functions of determining facts and reporting those
19 facts to the committee and shall not perform any other functions
20 for, or provide other services to, the committee in connection with
21 a complaint.

22 (h) If the committee cannot resolve the complaint, the
23 committee shall determine whether the respondent violated a house
24 rule, this resolution, or house policy as alleged in a complaint and
25 shall prepare a report containing:

26 (1) the committee's findings of fact and conclusions
27 of law to support its final determination; and

1 (2) if the committee finds that the respondent
2 violated a house rule, this resolution, or house policy, a
3 recommendation for any discipline or remedial action, in proportion
4 to the seriousness of the conduct, necessary to prevent the
5 violation from occurring again.

6 (i) No committee report shall be made unless ordered by
7 two-thirds of the membership of the committee. If a committee
8 report is ordered, any member of the committee dissenting from the
9 views of the majority may file a minority report, which is not
10 subject to House Rule 4, Section 28. The minority report shall be
11 included with the majority report at each distribution. If the
12 committee is unable to agree on a recommendation for action or has
13 an insufficient number of votes to adopt the report prepared by the
14 committee, it shall submit a statement of this fact as its report.
15 The committee shall deliver a copy of its report to the complainant
16 and respondent and, if the respondent is:

17 (1) a member of the house, to the speaker and the chief
18 clerk;

19 (2) an officer of the house, to the speaker; and

20 (3) an employee of the house, to the employee's
21 employing authority as set out in this resolution.

22 (j) All proceedings on a complaint are completely
23 confidential, and information related to those proceedings may not
24 be released by any person unless authorized by committee rule or by
25 the house. Notices of committee hearings, minutes, and witness
26 lists required under the house rules shall be prepared as directed
27 by the Committee on House Administration to ensure that no

1 information is provided that would reasonably lead to the
2 identification of a complainant, respondent, or witness. If an
3 individual releases information made confidential by this section
4 without authorization, that individual is subject to sanction by
5 the house as authorized by Section 15, Article III, Texas
6 Constitution, or other law. Any report of the house general
7 investigating committee under this section is confidential until it
8 is ordered printed by the house or ordered released by the committee
9 if the house is not in session.

10 (k) To the extent of any conflict between this section and
11 Rule 4 of the House Rules, this section prevails.

12 ARTICLE 10. COMMITTEE GIFTS

13 SECTION 10.01. COMMITTEE GIFTS. (a) Subject to the
14 limitation in Subsection (b) of this section, a member of the house
15 may not offer, confer, or agree to confer to a committee member one
16 or more gifts per year with a total value of more than the amount of
17 the per diem set by the Texas Ethics Commission pursuant to Section
18 24a(e), Article III, Texas Constitution.

19 (b) If two or more members of the house join together to
20 offer, confer, or agree to confer to a committee chair or vice chair
21 one or more gifts per year, the total value of the gifts may not
22 exceed three times the amount of the per diem described in
23 Subsection (a) of this section.

Geren

H.R. No. 3

Speaker of the House

I certify that H.R. No. 3 was adopted by the House on January 13, 2021, by the following vote: Yeas 145, Nays 1, 1 present, not voting.

Chief Clerk of the House