

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 88th [~~87th~~] Legislature:

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

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ARTICLE 1. GENERAL PROVISIONS

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

24 members of the House of Representatives of the 88th [~~87th~~]

25 Legislature to provide for the efficient and orderly operation of

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

27 House Administration.

1           SECTION 1.02. PRECEDENCE.           The provisions of this  
2 resolution take precedence over the provisions of any resolution  
3 not passed in full compliance with the rules of the house and,  
4 except as otherwise noted herein, shall be in effect during the full  
5 term of the 88th [~~87th~~] Legislature whether in session or  
6 adjournment.

7                           ARTICLE 2. SPEAKER OF THE HOUSE

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

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

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

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

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

1 necessary telephone charges.

2 SECTION 2.03. INTERSTATE OR FEDERAL-STATE ASSOCIATIONS;  
3 TRAINING SEMINARS. (a) The speaker may attend any meetings of or  
4 sponsored by the Council of State Governments and any meetings on  
5 problems of federal-state relations and interstate relations and  
6 cooperation, and any other governmental meeting in or outside the  
7 state.

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

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

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

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

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

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

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

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

26 SECTION 3.02. HOUSE AND COMMITTEE OPERATING BUDGETS. The  
27 Committee on House Administration shall consider and adopt

1 operating budgets that cover both session and interim periods for  
2 the divisions of the house and all committees appointed pursuant to  
3 the resolution adopting the rules of the house or appointed by the  
4 speaker pursuant to any other resolution. A budget adopted by the  
5 Committee on House Administration must be adopted in a public  
6 hearing. Each requested operating budget and each operating budget  
7 proposed for adoption must be posted on the Internet website of the  
8 committee in advance of the hearing.

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

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

17 SECTION 3.05. HOUSE PROPERTY, SUPPLIES, ACCOUNTING. The  
18 Committee on House Administration shall:

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

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

26 (3) maintain an annual operating account for each  
27 member, division, and committee authorized by the Committee on

1 House Administration to make expenditures and charge each operating  
2 account with daily expenditures, withdrawals from inventory, and  
3 interdepartmental services;

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

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

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

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

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

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

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

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

27 (6) in consultation with the State Preservation Board,

1 identify and establish a space that provides privacy, security, a  
2 water faucet, and a power outlet, within or near the hall of the  
3 house for use for breastfeeding or breast pumping by house members  
4 and employees of the house or media representatives entitled to the  
5 privileges of the floor when the house is in session; and

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

8 (b) Any member who is not a member-elect of the 89th [~~88th~~]  
9 Legislature shall vacate the member's office space before December  
10 1, 2024 [~~2022~~]. If the office is not vacated on that date, the  
11 Committee on House Administration shall immediately remove the  
12 member's personal effects and store them in an appropriate place in  
13 order that the member-elect to whom the office space is assigned may  
14 move in. The Committee on House Administration shall ensure that  
15 each member-elect of the 89th [~~88th~~] Legislature who was not a  
16 member of the 88th [~~87th~~] Legislature is permitted to move into and  
17 begin using the member-elect's office space at least 72 hours  
18 before the time the 89th [~~88th~~] Legislature is scheduled to  
19 convene.

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

23 (1) have completed and preserved the official records  
24 of the house;

25 (2) have charge of and approve the operation and  
26 maintenance of the printing and duplicating facilities of the  
27 house, provided, however, that the use of the house printing and

1 duplicating facilities is restricted to agencies of the legislative  
2 branch and any other operation thereof is strictly prohibited  
3 unless previously authorized in writing by the Committee on House  
4 Administration or an officer of the house designated in writing by  
5 the speaker;

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

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

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

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

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

1 honored.

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

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

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

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

1 the Texas Constitution.

2 SECTION 3.11. DISPLAY OF "IN GOD WE TRUST" IN HOUSE. The  
3 Committee on House Administration shall direct the State  
4 Preservation Board to maintain the permanent display of the motto  
5 "In God We Trust" on the face of the portico located over the  
6 speaker's podium.

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

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

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

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

1 equipment in monthly installments over the fiscal year.

2 SECTION 3.16. USE OF HOUSE AUDIO OR VIDEO RESOURCES. The  
3 Committee on House Administration shall adopt a policy that allows  
4 members the use of house audio or visual resources. Use of house  
5 audio or visual resources may only be prohibited for the following  
6 reasons:

7 (1) the use is otherwise prohibited by law;

8 (2) the use maligns the reputation of an individual;

9 or

10 (3) the use is for political advertising, as defined  
11 by Section [251.001](#), Election Code.

12 ARTICLE 4. EMPLOYEES AND EMPLOYMENT POLICIES

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

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

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

27 (1) Chief Clerk;

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

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

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

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

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

1 successor is chosen.

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

5 (1) those appointed under Section 4.02; or

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

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

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

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

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

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

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

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

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

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

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

16 (d) Except as provided by Subsections (e) and (f) of this  
17 section, an employee of an individual member, a committee employee,  
18 or any person, firm, or corporation employed by a committee or  
19 subcommittee may not be paid a salary in excess of \$6,000 [~~\$5,280~~]  
20 for any one month.

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

1 year after an exempt employee has been designated, the member may  
2 exempt a different employee from the salary cap only if the employee  
3 previously designated as exempt for the calendar year is no longer  
4 employed by the member or committee, as appropriate. The exempt  
5 employee may not receive compensation from the operating account of  
6 any other committee or member.

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

12 SECTION 4.08. DUTIES. An employee shall perform all duties  
13 directed by the employing authority.

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

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

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

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

27 SECTION 4.12. VOTING RECORDS. An employee may not compile

1 or release any information concerning the voting record of any  
2 member of the house for any session of the legislature except when a  
3 member requests information about that member's personal voting  
4 record or when the information is for the journal or other official  
5 records.

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

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

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

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

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

1 question.

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

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

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

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

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

24 SECTION 4.18. EMPLOYMENT BY MORE THAN ONE MEMBER OR  
25 COMMITTEE. (a) Members may join in the employment of a research  
26 assistant or assistants to be paid jointly from their operating  
27 budgets. Unless expressly authorized by the provisions of this

1 resolution, the members who join together to sponsor such research  
2 shall not constitute a committee, task force, or group to operate in  
3 any official or quasi-official manner not specifically authorized  
4 under the Rules of the House of Representatives.

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

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

13 (a) Member Employees

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

21 (b) Committee Employees

- 22 1. Committee General Counsel
- 23 2. Chief Committee Clerk
- 24 3. Committee Clerk

25 (c) Research Employees

- 26 1. Research Director
- 27 2. Research Assistant

1                   3. Policy Analyst

2                                 ARTICLE 5. ACCOUNTING

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

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

10                SECTION 5.02. OPERATING ACCOUNTS. (a) Each member who  
11 served in the 87th [~~86th~~] Legislature shall have the following  
12 operating accounts for the 88th [~~87th~~] Legislature:

13                         (1) a Fiscal Year 23 [~~21~~] Operating Account (September  
14 1, 2022 [~~2020~~], through August 31, 2023 [~~2021~~]);

15                         (2) a Fiscal Year 24 [~~22~~] Operating Account (September  
16 1, 2023 [~~2021~~], through August 31, 2024 [~~2022~~]); and

17                         (3) a Fiscal Year 25 [~~23~~] Operating Account (September  
18 1, 2024 [~~2022~~], through January 14, 2025 [~~10, 2023~~]).

19                 (b) Each member who did not serve in the 87th [~~86th~~]  
20 Legislature shall have the same operating accounts for the 88th  
21 [~~87th~~] Legislature as a returning member under Subsection (a) of  
22 this section except that the duration of the Fiscal Year 23 [~~21~~]  
23 Operating Account is from January 10, 2023 [~~12, 2021~~], through  
24 August 31, 2023 [~~2021~~].

25                 (c) For each member who served in the 87th [~~86th~~]  
26 Legislature, it shall not be necessary to close the member's Fiscal  
27 Year 23 [~~21~~] Operating Account when the 88th [~~87th~~] Legislature

1 convenes.

2 SECTION 5.03. CREDIT FOR NEWLY ELECTED MEMBERS. Each  
3 member who did not serve in the 87th [~~86th~~] Legislature may have  
4 credited to the member's Fiscal Year 23 [~~21~~] Operating Account the  
5 amount of \$2,000.

6 SECTION 5.04. MONTHLY CREDIT. (a) Each member's operating  
7 account shall be credited with \$17,250 [~~\$15,250~~] for each month  
8 that falls wholly or partly during the regular legislative session  
9 or a special legislative session. In any other month, each member's  
10 operating account shall be credited with \$15,500 [~~\$13,500~~].

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

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

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

20 SECTION 5.045. DETERMINATION OF OPERATING ACCOUNT BALANCE.  
21 (a) On the third business day of each calendar month, the House  
22 Business Office shall determine the available, unobligated balance  
23 at the end of the preceding calendar month for each member's  
24 operating account and each committee operating account. If the  
25 House Business Office determines that a member's operating account  
26 has a negative balance at the end of the preceding calendar month,  
27 the office shall provide notice to the member and the member shall

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

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

14 (c) If a member is not a member-elect of the 89th [~~88th~~]  
15 Legislature, the member's operating account may not operate at a  
16 deficit after November 30, 2024 [~~2022~~].

17 SECTION 5.05. ACCOUNT CLOSING. (a) Each member's Fiscal  
18 Year 23 [~~21~~] Operating Account shall be closed as of August 31, 2023  
19 [~~2021~~].

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

1 (c) Each member's Fiscal Year 24 [~~22~~] Operating Account  
2 shall be closed as of August 31, 2024 [~~2022~~].

3 (d) Each member may carry forward and have credited to the  
4 member's Fiscal Year 25 [~~23~~] Operating Account the unexpended  
5 balance of the member's Fiscal Year 24 [~~22~~] Operating Account, not  
6 to exceed \$20,000. If the member is the chair of a committee, the  
7 member may transfer and have credited to that committee's operating  
8 account all or part of that unexpended balance, not to exceed  
9 \$20,000, and may have the remainder of that amount credited to the  
10 member's Fiscal Year 25 [~~23~~] Operating Account.

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

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

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

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

1 the amount that would be reimbursed to state employees for the same  
2 travel under the comptroller's guidelines and rates governing  
3 travel by state employees.

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

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

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

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

24 SECTION 5.11. USE OF HOUSE RESOURCES FOR POLITICAL PURPOSES  
25 PROHIBITED. Pursuant to Section 51, Article III, Texas  
26 Constitution, house resources may be used only for a public  
27 purpose. A house member, committee, officer, or employee may not

1 use or direct the use of any house resources to further any  
2 political purpose. In this section, "house resources" includes  
3 appropriated funds, property, services, personnel, or any other  
4 thing of value belonging to the government that comes into the  
5 custody, possession, or control of a house member, committee,  
6 officer, or employee by virtue of public office or employment.

7 ARTICLE 6. CAUCUSES

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

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

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

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

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

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

6           (c) A caucus may use the meeting rooms of the Capitol and  
7 Capitol extension to conduct meetings of the caucus membership, to  
8 host public forums on matters of interest to the caucus, or to  
9 facilitate the work of the caucus or a caucus employee.

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

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

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

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

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

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

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

4 SECTION 6.05. REPORT TO ETHICS COMMISSION. Each caucus  
5 shall file a report of contributions and expenditures with the  
6 Texas Ethics Commission as required by Section 254.0311, Election  
7 Code.

8 ARTICLE 7. HOUSE RESEARCH ORGANIZATION

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

14 SECTION 7.02. STEERING COMMITTEE. The functions and duties  
15 performed by the house research organization shall be governed by a  
16 15-member steering committee composed of house members serving  
17 staggered four-year terms, who are subject to approval of the house  
18 membership.

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

23 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM

24 SECTION 8.01. INTERIM COMMITTEE ACTIVITIES. (a) Pursuant  
25 to the Legislative Reorganization Act of 1961 (Subchapter B,  
26 Chapter 301, Government Code), standing committees of the house  
27 established by the rules of the house may hold meetings while the

1 legislature is not in session.

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

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

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

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

1 state officials or state employees.

2 (c) The committee may reimburse authorized members and  
3 employees for expenses incurred by them when traveling in the  
4 performance of their legislative duties and responsibilities  
5 within their respective districts or within any county in which any  
6 part of their districts lie or from their districts to the State  
7 Capitol, the reimbursement to be either actual and necessary  
8 expenses or a per diem not to exceed that provided by law for state  
9 officials or state employees, along with mileage or other  
10 transportation expenses at the same rate as provided by law for  
11 state officials or state employees.

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

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

23 ARTICLE 9. APPROPRIATE WORKPLACE CONDUCT

24 SECTION 9.01. PURPOSE. (a) The house finds that early  
25 intervention is often the most effective way to resolve incidents  
26 of inappropriate behavior and ensure appropriate workplace  
27 conduct.

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

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

8           SECTION 9.02. TRAINING. (a) Each member, officer, and  
9 employee is required to complete an interactive training program  
10 related to preventing and resolving violations of the house rules,  
11 this resolution, and house policy related to appropriate workplace  
12 conduct that is approved every two years by the Committee on House  
13 Administration. This training may be combined with training on  
14 other employment-related topics such as employment discrimination  
15 and workplace violence.

16           (b) The training must include specific information related  
17 to the process for reporting violations of a house rule, this  
18 resolution, and house policy related to appropriate workplace  
19 conduct, for utilizing informal methods of resolving those  
20 violations, and for filing formal complaints with the house or  
21 another agency designated by law to receive those complaints.

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

- 24                   (1) the member qualifies;  
25                   (2) the officer is appointed; or  
26                   (3) the employee starts employment.

27           (d) A member, officer, or employee is required to complete a

1 subsequent approved interactive training program not later than  
2 each biennial anniversary of the date the individual was initially  
3 required to complete the training under Subsection (c) of this  
4 section.

5 (e) The Committee on House Administration shall designate  
6 an officer or supervisory administrative employee to keep accurate  
7 records of each individual required to complete an approved  
8 training program. The officer or employee shall make those records  
9 available to the public.

10 SECTION 9.03. COMPLAINTS; FILING, INVESTIGATION, AND  
11 RESOLUTION. (a) An individual claiming to be aggrieved by a  
12 violation of the house rules, this resolution, or house policy  
13 related to appropriate workplace conduct may file a complaint with:

14 (1) the chair of the house general investigating  
15 committee established under Section 301.017, Government Code, if  
16 the individual whose complained-of conduct is an individual other  
17 than the chair, the chair's employee, or an individual related to  
18 the chair or the chair's employee within the third degree by  
19 consanguinity or within the second degree by affinity as determined  
20 under Chapter 573, Government Code; or

21 (2) the vice chair of the committee, if the individual  
22 whose complained-of conduct is the chair of the committee, the  
23 chair's employee, or an individual related to the chair or the  
24 chair's employee within the third degree by consanguinity or within  
25 the second degree by affinity as determined under Chapter 573,  
26 Government Code.

27 (b) Any complaint must be substantially similar in form to

1 the requirements of Sections 21.201(b) and (c), Labor Code.

2 (c) Upon receipt of a complaint that meets the requirements  
3 of Subsection (b) of this section, the receiving official may, with  
4 the agreement of the parties, endeavor to address the alleged  
5 violation by informal, voluntary, and confidential methods of  
6 conference and conciliation.

7 (d) During the pendency of a complaint, the committee may  
8 take any appropriate action to reduce the likelihood of a  
9 complainant and respondent being in regular contact with each  
10 other.

11 (e) The committee shall conduct an investigation of a  
12 complaint, determine whether reasonable cause exists to believe  
13 that the respondent violated a house rule, this resolution, or  
14 house policy, and attempt to resolve the complaint through informal  
15 or formal methods, as provided by committee rule. The committee's  
16 rules must provide for a process substantially similar to the  
17 process provided for the administrative review of complaints under  
18 Subchapter E, Chapter 21, Labor Code, where applicable, and must  
19 include a due process hearing by the committee before a report is  
20 prepared under Subsection (h) of this section.

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

27 (g) The individual employed or compensated by the committee

1 under Subsection (f) of this section shall only perform the  
2 investigative functions of determining facts and reporting those  
3 facts to the committee and shall not perform any other functions  
4 for, or provide other services to, the committee in connection with  
5 a complaint.

6 (h) If the committee cannot resolve the complaint, the  
7 committee shall determine whether the respondent violated a house  
8 rule, this resolution, or house policy as alleged in a complaint and  
9 shall prepare a report containing:

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

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

17 (i) No committee report shall be made unless ordered by  
18 two-thirds of the membership of the committee. If a committee  
19 report is ordered, any member of the committee dissenting from the  
20 views of the majority may file a minority report, which is not  
21 subject to House Rule 4, Section 28. The minority report shall be  
22 included with the majority report at each distribution. If the  
23 committee is unable to agree on a recommendation for action or has  
24 an insufficient number of votes to adopt the report prepared by the  
25 committee, it shall submit a statement of this fact as its report.  
26 The committee shall deliver a copy of its report to the complainant  
27 and respondent and, if the respondent is:

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

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

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

6           (j) All proceedings on a complaint are completely  
7 confidential, and information related to those proceedings may not  
8 be released by any person unless authorized by committee rule or by  
9 the house. Notices of committee hearings, minutes, and witness  
10 lists required under the house rules shall be prepared as directed  
11 by the Committee on House Administration to ensure that no  
12 information is provided that would reasonably lead to the  
13 identification of a complainant, respondent, or witness. If an  
14 individual releases information made confidential by this section  
15 without authorization, that individual is subject to sanction by  
16 the house as authorized by Section 15, Article III, Texas  
17 Constitution, or other law. Any report of the house general  
18 investigating committee under this section is confidential until it  
19 is ordered printed by the house or ordered released by the committee  
20 if the house is not in session.

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

23                                   ARTICLE 10. COMMITTEE GIFTS

24           SECTION 10.01. COMMITTEE GIFTS.       (a) Subject to the  
25 limitation in Subsection (b) of this section, a member of the house  
26 may not offer, confer, or agree to confer to a committee member one  
27 or more gifts per year with a total value of more than the amount of

1 the per diem set by the Texas Ethics Commission pursuant to Section  
2 24a(e), Article III, Texas Constitution.

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