

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 89th [~~88th~~] 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 89th [~~88th~~]

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 89th [~~88th~~] 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 90th [~~89th~~]  
9 Legislature shall vacate the member's office space before December  
10 1, 2026 [~~2024~~]. 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 90th [~~89th~~] Legislature who was not a  
16 member of the 89th [~~88th~~] 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 90th [~~89th~~] 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           (a-3) In addition to the appointments authorized under  
17 Subsections (a-1) and (a-2) of this section, the speaker is  
18 authorized to appoint an officer who is an attorney licensed to  
19 practice law in this state to provide legal assistance to, and  
20 representation of, the house. On written authorization by the  
21 speaker, the officer may initiate or enter an appearance, or retain  
22 counsel to initiate or enter an appearance, in any proceeding  
23 before any court as necessary to ensure the institutional position  
24 of the house (including a committee, officer, or employee of the  
25 house in the committee, officer, or employee's official capacity  
26 only) is sufficiently safeguarded. The officer appointed under  
27 this subsection is the only individual authorized to initiate or

1 enter an appearance in any litigation, including litigation under  
2 Subchapter B, Chapter 301, Government Code, on behalf of the house  
3 or a committee, officer, or employee of the house in the committee,  
4 officer, or employee's official capacity only.

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

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

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

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

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

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

27 SECTION 4.04. EMPLOYEES OF INDIVIDUAL MEMBER. A member may



1 employ, with funds from the member's operating budget, such staff  
2 as the member deems necessary.

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

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

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

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

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

25 (b) The Committee on House Administration shall fix the  
26 compensation of house personnel employed under Section 4.03. A  
27 person employed under that section who is absent without leave

1 shall not receive compensation for the time missed.

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

5 (d) Except as provided by Subsections (e) and (f) of this  
6 section, an employee of an individual member, a committee employee,  
7 or any person, firm, or corporation employed by a committee or  
8 subcommittee may not be paid a salary in excess of \$6,780 for any  
9 one month.

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

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

1 SECTION 4.08. DUTIES. An employee shall perform all duties  
2 directed by the employing authority.

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

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

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

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

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

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

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

1 questions or giving information at the request of a member of the  
2 house.

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

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

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

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

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

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

27 (d) The Committee on House Administration may authorize the

1 chair of the Committee on House Administration to conduct an  
2 investigation into allegations of gross misconduct. The chair may,  
3 with the approval of the committee, discharge or otherwise  
4 discipline an employee of an individual member or committee if the  
5 Committee on House Administration finds that the employee has  
6 engaged in gross misconduct.

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

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

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

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

1 determined by the Committee on House Administration:

2 (a) Member Employees

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

10 (b) Committee Employees

- 11 1. Committee General Counsel
- 12 2. Chief Committee Clerk
- 13 3. Committee Clerk

14 (c) Research Employees

- 15 1. Research Director
- 16 2. Research Assistant
- 17 3. Policy Analyst

18 ARTICLE 5. ACCOUNTING

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

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

26 SECTION 5.02. OPERATING ACCOUNTS. (a) Each member who  
27 served in the 88th [~~87th~~] Legislature shall have the following

1 operating accounts for the 89th [~~88th~~] Legislature:

2 (1) a Fiscal Year 25 [~~23~~] Operating Account (September  
3 1, 2024 [~~2022~~], through August 31, 2025 [~~2023~~]);

4 (2) a Fiscal Year 26 [~~24~~] Operating Account (September  
5 1, 2025 [~~2023~~], through August 31, 2026 [~~2024~~]); and

6 (3) a Fiscal Year 27 [~~25~~] Operating Account (September  
7 1, 2026 [~~2024~~], through January 12, 2027 [~~14~~, ~~2025~~]).

8 (b) Each member who did not serve in the 88th [~~87th~~]  
9 Legislature shall have the same operating accounts for the 89th  
10 [~~88th~~] Legislature as a returning member under Subsection (a) of  
11 this section except that the duration of the Fiscal Year 25 [~~23~~]  
12 Operating Account is from January 14, 2025 [~~10~~, ~~2023~~], through  
13 August 31, 2025 [~~2023~~].

14 (c) For each member who served in the 88th [~~87th~~]  
15 Legislature, it shall not be necessary to close the member's Fiscal  
16 Year 25 [~~23~~] Operating Account when the 89th [~~88th~~] Legislature  
17 convenes.

18 SECTION 5.03. CREDIT FOR NEWLY ELECTED MEMBERS. Each  
19 member who did not serve in the 88th [~~87th~~] Legislature may have  
20 credited to the member's Fiscal Year 25 [~~23~~] Operating Account the  
21 amount of \$2,000.

22 SECTION 5.04. MONTHLY CREDIT. (a) Each member's operating  
23 account shall be credited with \$20,250 [~~\$19,250~~] for each month  
24 that falls wholly or partly during the regular legislative session  
25 or a special legislative session. In any other month, each member's  
26 operating account shall be credited with \$18,500 [~~\$17,500~~].

27 (b) The Committee on House Administration may provide to the

1 deans and the speaker pro tempore of the house additional funds as  
2 may be determined to be necessary for the duties of those offices to  
3 be fulfilled.

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

7 (1) the salary cap as provided by Section 4.07(f); or

8 (2) longevity pay as authorized by legislation.

9 SECTION 5.045. DETERMINATION OF OPERATING ACCOUNT BALANCE.

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



1 (b) A committee operating account may not operate at a  
2 deficit.

3 (c) If a member is not a member-elect of the 90th [~~89th~~]  
4 Legislature, the member's operating account may not operate at a  
5 deficit after November 30, 2026 [~~2024~~].

6 SECTION 5.05. ACCOUNT CLOSING. (a) Each member's Fiscal  
7 Year 25 [~~23~~] Operating Account shall be closed as of August 31, 2025  
8 [~~2023~~].

9 (b) Each member may carry forward and have credited to the  
10 member's Fiscal Year 26 [~~24~~] Operating Account the unexpended  
11 balance of the member's Fiscal Year 25 [~~23~~] Operating Account, not  
12 to exceed \$25,000 [~~\$20,000~~]. If the member is the chair of a  
13 committee, the member may transfer and have credited to that  
14 committee's operating account all or part of that unexpended  
15 balance, not to exceed \$25,000 [~~\$20,000~~], and may have the  
16 remainder of that amount credited to the member's Fiscal Year 26  
17 [~~24~~] Operating Account.

18 (c) Each member's Fiscal Year 26 [~~24~~] Operating Account  
19 shall be closed as of August 31, 2026 [~~2024~~].

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

1 [25] Operating Account.

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

5 SECTION 5.06. EXPENDITURES CHARGED WHEN ENCUMBERED. All  
6 expenditures shall be charged to the period in which they are  
7 encumbered.

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

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

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

27 (b) The Committee on House Administration may not authorize

1 any expenditures of funds for personal or political campaign  
2 reasons.

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

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

15 SECTION 5.11. USE OF HOUSE RESOURCES FOR POLITICAL PURPOSES  
16 PROHIBITED. Pursuant to Section 51, Article III, Texas  
17 Constitution, house resources may be used only for a public  
18 purpose. A house member, committee, officer, or employee may not  
19 use or direct the use of any house resources to further any  
20 political purpose. In this section, "house resources" includes  
21 appropriated funds, property, services, personnel, or any other  
22 thing of value belonging to the government that comes into the  
23 custody, possession, or control of a house member, committee,  
24 officer, or employee by virtue of public office or employment.

25 ARTICLE 6. CAUCUSES

26 SECTION 6.01. DEFINITION. In this article, "caucus" means  
27 an organization that is composed exclusively of members of the

1 legislature, that elects or appoints officers and recognizes  
2 identified legislators as members of the organization, and that  
3 exists for research and other support of policy development and  
4 interests that the membership holds in common. An organization  
5 whose only nonlegislator members are the lieutenant governor or the  
6 governor remains a "caucus" for purposes of this section.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

26 ARTICLE 7. HOUSE RESEARCH ORGANIZATION

27 SECTION 7.01. ESTABLISHMENT. The Committee on House

1 Administration shall provide operating funds for a house research  
2 organization that will be an administrative department of the house  
3 and may for that purpose adopt policies and procedures relating to  
4 the administrative operation of that organization.

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

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

14 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM

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

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

27 (c) The committee members and employees may either be

1 reimbursed for actual and necessary expenses or receive a per diem  
2 not to exceed that provided by law for state officials or state  
3 employees, along with mileage or other transportation expenses at  
4 the same rate as provided by law for state officials or state  
5 employees when conducting such business and attending those  
6 meetings when approved by the Committee on House Administration.

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

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

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

1 transportation expenses at the same rate as provided by law for  
2 state officials or state employees.

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

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

14 ARTICLE 9. APPROPRIATE WORKPLACE CONDUCT

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

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

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

26 SECTION 9.02. TRAINING. (a) Each member, officer, and  
27 employee is required to complete an interactive training program



1 related to preventing and resolving violations of the house rules,  
2 this resolution, and house policy related to appropriate workplace  
3 conduct that is approved every two years by the Committee on House  
4 Administration. This training may be combined with training on  
5 other employment-related topics such as employment discrimination  
6 and workplace violence.

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

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

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

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

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

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

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

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

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

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

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

1 other.

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

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

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

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

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

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

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

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

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

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

24           (j) All proceedings on a complaint are completely  
25 confidential, and information related to those proceedings may not  
26 be released by any person unless authorized by committee rule or by  
27 the house. Notices of committee hearings, minutes, and witness

1 lists required under the house rules shall be prepared as directed  
2 by the Committee on House Administration to ensure that no  
3 information is provided that would reasonably lead to the  
4 identification of a complainant, respondent, or witness. If an  
5 individual releases information made confidential by this section  
6 without authorization, that individual is subject to sanction by  
7 the house as authorized by Section 15, Article III, Texas  
8 Constitution, or other law. Any report of the house general  
9 investigating committee under this section is confidential until it  
10 is ordered printed by the house or ordered released by the committee  
11 if the house is not in session.

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

14 ARTICLE 10. COMMITTEE GIFTS

15 SECTION 10.01. COMMITTEE GIFTS. (a) Subject to the  
16 limitation in Subsection (b) of this section, a member of the house  
17 may not offer, confer, or agree to confer to a committee member one  
18 or more gifts per year with a total value of more than the amount of  
19 the per diem set by the Texas Ethics Commission pursuant to Section  
20 24a(e), Article III, Texas Constitution.

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