

By: Lozano

H.R. No. 144

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

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

15 members of the House of Representatives of the 89th [~~88th~~]

16 Legislature to provide for the efficient and orderly operation of

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

18 House Administration.

19 SECTION 1.02. PRECEDENCE. The provisions of this

20 resolution take precedence over the provisions of any resolution

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

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

23 term of the 89th [~~88th~~] Legislature whether in session or

24 adjournment.

ARTICLE 2. SPEAKER OF THE HOUSE

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

27 speaker may make any expenditures or transfers and perform any

1 function deemed necessary for the effective and efficient operation
2 of the house of representatives.

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

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

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

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

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

26 (b) The speaker may appoint members of the house, staff
27 members, and other employees of the house to accompany or represent

1 the speaker at these meetings or to attend in-service training
2 courses sponsored by the Council of State Governments or the
3 National Conference of State Legislatures or similar training
4 courses, conferences, or seminars as the speaker may determine.

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

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

1 shall be made only in the event that the appointment and expenses to
2 be incurred have been previously approved in writing by the
3 Committee on House Administration.

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

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

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

13 SECTION 3.01. CONTRACTS. The Committee on House
14 Administration shall approve all contracts necessary for the
15 effective operation of the divisions of the house and its
16 committees.

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

27 SECTION 3.03. OPERATING POLICIES. The Committee on House

1 Administration shall effectuate policies and determine guidelines
2 for the operation of the divisions and committees of the house.

3 SECTION 3.04. HOUSE POLICY MANUAL. The Committee on House
4 Administration shall prepare and distribute to all members, within
5 60 days after the convening of the regular session, policy
6 statements to include, but not be limited to, policies pertaining
7 to members as a class.

8 SECTION 3.05. HOUSE PROPERTY, SUPPLIES, ACCOUNTING. The
9 Committee on House Administration shall:

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

14 (2) keep an itemized account of the quantity and cost
15 of every kind of material received, and the source from which it was
16 received;

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

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

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

27 SECTION 3.06. USE OF HOUSE CHAMBER AND FACILITIES;

1 ASSIGNMENT OF DESKS, OFFICES, AND PARKING SPACES. (a) The
2 Committee on House Administration shall:

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

7 (2) make permanent assignments of desks and offices to
8 members of the house;

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

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

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

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

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

26 (b) Any member who is not a member-elect of the 90th [~~89th~~]
27 Legislature shall vacate the member's office space before December

1 1, 2026 [~~2024~~]. If the office is not vacated on that date, the
2 Committee on House Administration shall immediately remove the
3 member's personal effects and store them in an appropriate place in
4 order that the member-elect to whom the office space is assigned may
5 move in. The Committee on House Administration shall ensure that
6 each member-elect of the 90th [~~89th~~] Legislature who was not a
7 member of the 89th [~~88th~~] Legislature is permitted to move into and
8 begin using the member-elect's office space at least 72 hours
9 before the time the 90th [~~89th~~] Legislature is scheduled to
10 convene.

11 SECTION 3.07. RECORDS OF THE HOUSE; PRINTING; JOURNALS;
12 COPIES OF LEGISLATIVE DOCUMENTS. (a) The Committee on House
13 Administration shall:

14 (1) have completed and preserved the official records
15 of the house;

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

24 (3) determine the number of copies of the daily House
25 Journal to be printed and have jurisdiction over the mailing and
26 distribution of the daily journal; and

27 (4) determine the number of copies of the House

1 Journal that will be furnished to each member for distribution by
2 the member.

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

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

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

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

1 the member's photograph, and the composite shall be framed and hung
2 in the hall of the house during the regular session.

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

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

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

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

25 SECTION 3.115. DISPLAY OF TEN COMMANDMENTS IN HOUSE. The
26 Committee on House Administration shall direct the State
27 Preservation Board to permanently display the Ten Commandments in

1 the house chamber in a manner that is prominent and visible from all
2 angles to members of the house from the house floor and to the
3 public from the house gallery.

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

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

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

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

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

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

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

9 SECTION 3.17. MULTI-USE RESTROOM POLICY. (a) The
10 Committee on House Administration shall adopt a policy limiting
11 access to each multi-use restroom under the jurisdiction of the
12 house to persons of the same biological sex as that term is used in
13 Section [33.0834](#), Education Code.

14 (b) The Committee on House Administration shall exempt the
15 following individuals from the policy adopted under Subsection (a)
16 of this section:

- 17 (1) a person entering a multi-use restroom:
18 (A) for a bona fide custodial or maintenance
19 purpose;
20 (B) to render medical or other emergency
21 assistance;
22 (C) to accompany a person needing assistance in
23 using the facility; or
24 (D) to receive assistance in using the facility;
25 (2) a child who is younger than 10 years of age who is
26 accompanied by a person caring for the child.

1 ARTICLE 4. EMPLOYEES AND EMPLOYMENT POLICIES

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

7 SECTION 4.02. OFFICERS AND SUPERVISORY ADMINISTRATIVE
8 EMPLOYEES OF THE HOUSE. (a) Officers of the house authorized to be
9 appointed under this section shall be appointed by and serve at the
10 pleasure of the speaker. Employees of the house responsible for
11 supervising the departments and divisions that support the
12 operation of the house shall also be appointed by and serve at the
13 pleasure of the speaker.

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

- 16 (1) Chief Clerk;
- 17 (2) Journal Clerk;
- 18 (3) Reading Clerks;
- 19 (4) Sergeant-at-Arms;
- 20 (5) Doorkeeper;
- 21 (6) Chaplain;
- 22 (7) Voting Clerk;
- 23 (8) Committee Coordinator;
- 24 (9) Parliamentarians (not more than two individuals);
- 25 and
- 26 (10) Executive Director, House Business Office.

27 (a-2) In addition to the officers listed in Subsection (a-1)

1 of this section, the speaker may also appoint a chief assistant to
2 any officer listed in Subsection (a-1) of this section. An
3 assistant appointed under this subsection is also an officer of the
4 house who serves at the pleasure of the speaker.

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 SECTION 4.20. PERSONAL TITLES AND PRONOUNS. (a) It is the
19 policy of the house that all officers, employees and members are to
20 treat persons with respect and to be truthful in their
21 interactions.

22 (b) A person's sex is an immutable biological trait and it
23 is false to ascribe to a person a pronoun that does not correspond
24 to such person's sex. This provision does not apply to individuals
25 born with a genetically or biochemically verifiable disorder of
26 sex, including, but not limited to, 46, xx disorder of sex
27 development; 46, XY disorder of sex development; sex chromosome

1 disorder of sex development; XX or XY sex reversal; and
2 ovotesticular disorder.

3 (c) An officer or employee may not be required, as a
4 condition of employment, to refer to another person using that
5 person's preferred title or pronouns if such personal title or
6 pronouns do not correspond to that person's sex.

7 (d) No officer or employee shall communicate the officer's
8 or employee's preferred pronouns while performing their official
9 duties, including through official correspondence or on, business
10 cards, identification cards, or letterhead.

11 (e) No officer or employee shall be compelled to refer to
12 any person using a pronoun that does not correspond to such person's
13 sex or be subject to adverse or discriminatory treatment for
14 refusing to do so.

15 (f) In the event any person indicates they are not
16 comfortable being referred to by a particular pronoun, they should
17 be referred to using their name or position and name.

18 SECTION 4.21. CITIZENSHIP. All employees must be citizens
19 of the United States.

20 ARTICLE 5. ACCOUNTING

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

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

1 SECTION 5.02. OPERATING ACCOUNTS. (a) Each member who
2 served in the 88th [~~87th~~] Legislature shall have the following
3 operating accounts for the 89th [~~88th~~] Legislature:

4 (1) a Fiscal Year 25 [~~23~~] Operating Account (September
5 1, 2024 [~~2022~~], through August 31, 2025 [~~2023~~]);

6 (2) a Fiscal Year 26 [~~24~~] Operating Account (September
7 1, 2025 [~~2023~~], through August 31, 2026 [~~2024~~]); and

8 (3) a Fiscal Year 27 [~~25~~] Operating Account (September
9 1, 2026 [~~2024~~], through January 12, 2027 [~~14, 2025~~]).

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

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

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

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

1 operating account shall be credited with \$17,500.

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

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

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

11 (d) If by June 3, 2025, the legislature has not appropriated
12 additional property tax relief of at least \$12 billion of general
13 revenue-related funds for the biennium ending August 31, 2027, as
14 determined by the Legislative Budget Board, by reducing school
15 districts' maximum compressed rate or increasing the school
16 district residence homestead exemption, the monthly credit to each
17 member's operating account under Subsection (a) of this section for
18 a month that falls wholly or partly during a special legislative
19 session or in any other month shall be reduced by \$1,000.

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 90th [~~89th~~]
15 Legislature, the member's operating account may not operate at a
16 deficit after November 30, 2026 [~~2024~~].

17 SECTION 5.05. ACCOUNT CLOSING. (a) Each member's Fiscal
18 Year 25 [~~23~~] Operating Account shall be closed as of August 31, 2025
19 [~~2023~~].

20 (b) Each member may carry forward and have credited to the
21 member's Fiscal Year 26 [~~24~~] Operating Account the unexpended
22 balance of the member's Fiscal Year 25 [~~23~~] 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 26 [~~24~~] Operating Account.

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

3 (d) Each member may carry forward and have credited to the
4 member's Fiscal Year 27 [~~25~~] Operating Account the unexpended
5 balance of the member's Fiscal Year 26 [~~24~~] 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 27 [~~25~~] 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~~
25 ~~PURPOSES 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 SECTION 5.12. NOTICE REQUIRED FOR CERTAIN USES OF FUNDS.

8 The speaker, a member, or a committee may not expend funds credited
9 to an account during the 89th Legislature to satisfy a financial
10 obligation incurred before the convening of the 89th Legislature
11 unless, before the payment is made, notice of the intended payment
12 and the amount of the payment is posted on the house's Internet
13 website and, if the house is in session, published in the journal.

14 SECTION 5.13. LIMITATION ON USE OF FUNDS. Funds credited to

15 the speaker's account during the 89th Legislature may not be used to
16 satisfy a financial obligation incurred before the convening of the
17 89th Legislature.

18 ARTICLE 6. CAUCUSES

19 SECTION 6.01. DEFINITION. In this article, "caucus" means

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

27 SECTION 6.02. USE OF HOUSE FUNDS, EMPLOYEES, EQUIPMENT, AND

1 FACILITIES. (a) Except as expressly authorized by this section,
2 funds appropriated to the house may not be expended in support of a
3 caucus, employees compensated from funds appropriated to the house
4 may not perform caucus activities, and state-owned equipment may
5 not be used in the performance of caucus activities.

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

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

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

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

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

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

27 (e) From space under the jurisdiction of the house, the

1 Committee on House Administration may assign:

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

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

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

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

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

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

19 ARTICLE 7. HOUSE RESEARCH ORGANIZATION

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

25 SECTION 7.02. STEERING COMMITTEE. The functions and duties
26 performed by the house research organization shall be governed by a
27 15-member steering committee composed of house members serving

1 staggered four-year terms, who are subject to approval of the house
2 membership.

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

7 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM

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

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

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

27 SECTION 8.02. POWERS AND DUTIES OF COMMITTEE ON HOUSE

1 ADMINISTRATION DURING INTERIM. (a) When the legislature is not in
2 session, the Committee on House Administration may act as provided
3 by this section.

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

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

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

1 representatives, on vouchers or other forms approved by the chair
2 of the Committee on House Administration, in accordance with
3 regulations governing such expenditures.

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

7 ARTICLE 9. APPROPRIATE WORKPLACE CONDUCT

8 SECTION 9.01. PURPOSE. (a) The house finds that early
9 intervention is often the most effective way to resolve incidents
10 of inappropriate behavior and ensure appropriate workplace
11 conduct.

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

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

19 SECTION 9.02. TRAINING. (a) Each member, officer, and
20 employee is required to complete an interactive training program
21 related to preventing and resolving violations of the house rules,
22 this resolution, and house policy related to appropriate workplace
23 conduct that is approved every two years by the Committee on House
24 Administration. This training may be combined with training on
25 other employment-related topics such as employment discrimination
26 and workplace violence.

27 (b) The training must include specific information related

1 to the process for reporting violations of a house rule, this
2 resolution, and house policy related to appropriate workplace
3 conduct, for utilizing informal methods of resolving those
4 violations, and for filing formal complaints with the house or
5 another agency designated by law to receive those complaints.

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

- 8 (1) the member qualifies;
- 9 (2) the officer is appointed; or
- 10 (3) the employee starts employment.

11 (d) A member, officer, or employee is required to complete a
12 subsequent approved interactive training program not later than
13 each biennial anniversary of the date the individual was initially
14 required to complete the training under Subsection (c) of this
15 section.

16 (e) The Committee on House Administration shall designate
17 an officer or supervisory administrative employee to keep accurate
18 records of each individual required to complete an approved
19 training program. The officer or employee shall make those records
20 available to the public.

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

- 25 (1) the chair of the house general investigating
26 committee established under Section 301.017, Government Code, if
27 the individual whose complained-of conduct is an individual other

1 than the chair, the chair's employee, or an individual related to
2 the chair or the chair's employee within the third degree by
3 consanguinity or within the second degree by affinity as determined
4 under Chapter 573, Government Code; or

5 (2) the vice chair of the committee, if the individual
6 whose complained-of conduct is the chair of the committee, the
7 chair's employee, or an individual related to the chair or the
8 chair's employee within the third degree by consanguinity or within
9 the second degree by affinity as determined under Chapter 573,
10 Government Code.

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

13 (c) Upon receipt of a complaint that meets the requirements
14 of Subsection (b) of this section, the receiving official may, with
15 the agreement of the parties, endeavor to address the alleged
16 violation by informal, voluntary, and confidential methods of
17 conference and conciliation.

18 (d) During the pendency of a complaint, the committee may
19 take any appropriate action to reduce the likelihood of a
20 complainant and respondent being in regular contact with each
21 other.

22 (e) The committee shall conduct an investigation of a
23 complaint, determine whether reasonable cause exists to believe
24 that the respondent violated a house rule, this resolution, or
25 house policy, and attempt to resolve the complaint through informal
26 or formal methods, as provided by committee rule. The committee's
27 rules must provide for a process substantially similar to the

1 process provided for the administrative review of complaints under
2 Subchapter E, Chapter 21, Labor Code, where applicable, and must
3 include a due process hearing by the committee before a report is
4 prepared under Subsection (h) of this section.

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

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

17 (h) If the committee cannot resolve the complaint, the
18 committee shall determine whether the respondent violated a house
19 rule, this resolution, or house policy as alleged in a complaint and
20 shall prepare a report containing:

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

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

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

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

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

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

17 (j) All proceedings on a complaint are completely
18 confidential, and information related to those proceedings may not
19 be released by any person unless authorized by committee rule or by
20 the house. Notices of committee hearings, minutes, and witness
21 lists required under the house rules shall be prepared as directed
22 by the Committee on House Administration to ensure that no
23 information is provided that would reasonably lead to the
24 identification of a complainant, respondent, or witness. If an
25 individual releases information made confidential by this section
26 without authorization, that individual is subject to sanction by
27 the house as authorized by Section 15, Article III, Texas

1 Constitution, or other law. Any report of the house general
2 investigating committee under this section is confidential until it
3 is ordered printed by the house or ordered released by the committee
4 if the house is not in session.

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

7 SECTION 9.04. PROHIBITION ON POSSESSION, DISTRIBUTION, OR
8 CONSUMPTION OF ALCOHOLIC BEVERAGES IN CERTAIN PLACES. No person
9 may possess, distribute, or consume any alcoholic beverage, as
10 defined by Section 1.04, Alcoholic Beverage Code, in any space
11 under the jurisdiction of the house other than:

- 12 (a) the speaker's apartment;
13 (b) the speaker's office; or
14 (c) an office of a member of the house.

15 ARTICLE 10. COMMITTEE GIFTS

16 [~~SECTION 10.01. COMMITTEE GIFTS. (a) Subject to the~~
17 ~~limitation in Subsection (b) of this section, a member of the house~~
18 ~~may not offer, confer, or agree to confer to a committee member one~~
19 ~~or more gifts per year with a total value of more than the amount of~~
20 ~~the per diem set by the Texas Ethics Commission pursuant to Section~~
21 ~~24a(e), Article III, Texas Constitution.~~

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

27 SECTION 10.02. USE OF COMMITTEE FUNDS PROHIBITED. No

1 committee funds shall be spent on committee gifts for members or
2 otherwise.

3 ARTICLE 11. CONFLICTING PROVISIONS

4 SECTION 11.01. CONFLICTING PROVISIONS. In the event of any
5 conflict between any provision of this resolution and any other
6 motion, resolution, or amendment subsequently adopted by the house,
7 the subsequently adopted motion, resolution, or amendment
8 controls.