

By: Geren

H.R. No. 3

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 83rd [~~82nd~~] Legislature:

4 HOUSEKEEPING RESOLUTION FOR

5 THE HOUSE OF REPRESENTATIVES

6 OF THE TEXAS LEGISLATURE

7 TABLE OF CONTENTS

8 ARTICLE 1. GENERAL PROVISIONS . . . . .	4
9 SECTION 1.01. PURPOSE . . . . .	4
10 SECTION 1.02. PRECEDENCE . . . . .	4
11 ARTICLE 2. SPEAKER OF THE HOUSE . . . . .	4
12 SECTION 2.01. SPEAKER'S GENERAL POWERS AND DUTIES . . . . .	4
13 SECTION 2.02. SPEAKER'S APARTMENT AND OFFICES . . . . .	4
14 SECTION 2.03. INTERSTATE OR FEDERAL-STATE ASSOCIATIONS; 15 TRAINING SEMINARS . . . . .	5
16 ARTICLE 3. GENERAL POWERS AND DUTIES OF THE COMMITTEE ON 17 HOUSE ADMINISTRATION . . . . .	7
18 SECTION 3.01. CONTRACTS . . . . .	7
19 SECTION 3.02. HOUSE AND COMMITTEE OPERATING BUDGETS . . . . .	7
20 SECTION 3.03. OPERATING POLICIES . . . . .	7
21 SECTION 3.04. HOUSE POLICY MANUAL . . . . .	7
22 SECTION 3.05. HOUSE PROPERTY, SUPPLIES, ACCOUNTING . . . . .	7
23 SECTION 3.06. USE OF HOUSE CHAMBER AND FACILITIES; ASSIGNMENT 24 OF DESKS, OFFICES, AND PARKING SPACES . . . . .	8

H.R. No. 3

1	SECTION 3.07.	RECORDS OF THE HOUSE; PRINTING; JOURNALS;	
2		COPIES OF LEGISLATIVE DOCUMENTS . . . . .	9
3	SECTION 3.08.	HONORARY CERTIFICATES . . . . .	10
4	SECTION 3.09.	COMPOSITE PHOTOGRAPH. . . . .	10
5	SECTION 3.10.	POLICIES REGARDING TEMPORARY ACTING	
6		MEMBERS . . . . .	11
7	SECTION 3.11.	DISPLAY OF "IN GOD WE TRUST" IN HOUSE. . . . .	11
8	SECTION 3.12.	HOUSE RECYCLING PROGRAM . . . . .	12
9	ARTICLE 4.	EMPLOYEES AND EMPLOYMENT POLICIES . . . . .	12
10	SECTION 4.01.	DEFINITION . . . . .	12
11	SECTION 4.02.	OFFICERS AND SUPERVISORY ADMINISTRATIVE	
12		EMPLOYEES OF THE HOUSE . . . . .	12
13	SECTION 4.03.	OTHER CENTRAL HOUSE PERSONNEL. . . . .	13
14	SECTION 4.04.	EMPLOYEES OF INDIVIDUAL MEMBER . . . . .	13
15	SECTION 4.05.	COMMITTEE STAFF; AUTHORITY TO REQUEST	
16		ASSISTANCE . . . . .	14
17	SECTION 4.06.	WORK SCHEDULE; HOURS OF HOUSE OPERATIONS . . .	14
18	SECTION 4.07.	COMPENSATION . . . . .	14
19	SECTION 4.08.	DUTIES . . . . .	15
20	SECTION 4.09.	APPEARANCE BEFORE COMMITTEES . . . . .	16
21	SECTION 4.10.	CHAMBER ACCESS . . . . .	16
22	SECTION 4.11.	VOTING . . . . .	16
23	SECTION 4.12.	VOTING RECORDS . . . . .	16
24	SECTION 4.13.	CAMPAIGN FOR SPEAKER . . . . .	16
25	SECTION 4.14.	POLITICAL INFLUENCE . . . . .	16
26	SECTION 4.15.	OUTSIDE EMPLOYMENT, EXTRA COMPENSATION, OR	
27		GIFTS . . . . .	17

H.R. No. 3

1	SECTION 4.16. DISCHARGE . . . . .	17
2	SECTION 4.17. DURATION OF EMPLOYMENT. . . . .	18
3	SECTION 4.18. EMPLOYMENT BY MORE THAN ONE MEMBER OR 4 COMMITTEE . . . . .	18
5	SECTION 4.19. POSITION TITLES AND CLASSIFICATIONS . . . . .	18
6	ARTICLE 5. ACCOUNTING . . . . .	19
7	SECTION 5.01. FUNDING OF OFFICE OPERATIONS . . . . .	19
8	SECTION 5.02. OPERATING ACCOUNTS . . . . .	19
9	SECTION 5.03. CREDIT FOR NEWLY ELECTED MEMBERS . . . . .	20
10	SECTION 5.04. MONTHLY CREDIT . . . . .	20
11	SECTION 5.045. DETERMINATION OF OPERATING ACCOUNT BALANCE . .	21
12	SECTION 5.05. ACCOUNT CLOSING. . . . .	22
13	SECTION 5.06. EXPENDITURES CHARGED WHEN ENCUMBERED . . . . .	23
14	SECTION 5.07. TRAVEL TO AUSTIN DURING SESSION NOT CHARGED TO 15 OPERATING ACCOUNT . . . . .	23
16	SECTION 5.08. TRAVEL OUTSIDE TEXAS . . . . .	23
17	SECTION 5.09. APPROVAL OF EXPENDITURES . . . . .	23
18	ARTICLE 6. CAUCUSES. . . . .	24
19	SECTION 6.01. DEFINITION . . . . .	24
20	SECTION 6.02. USE OF HOUSE FUNDS, EMPLOYEES, EQUIPMENT, AND 21 FACILITIES . . . . .	24
22	SECTION 6.03. CONTRIBUTIONS. . . . .	25
23	SECTION 6.04. MEMBERSHIP AND OFFICER LISTS . . . . .	25
24	SECTION 6.05. REPORT TO ETHICS COMMISSION. . . . .	26
25	ARTICLE 7. HOUSE RESEARCH ORGANIZATION. . . . .	26
26	SECTION 7.01. ESTABLISHMENT. . . . .	26
27	SECTION 7.02. STEERING COMMITTEE . . . . .	26

H.R. No. 3

1	SECTION 7.03. BUDGET . . . . .	26
2	ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM . . . . .	26
3	SECTION 8.01. INTERIM COMMITTEE ACTIVITIES . . . . .	26
4	SECTION 8.02. POWERS AND DUTIES OF COMMITTEE ON HOUSE ADMINISTRATION DURING INTERIM . . . . .	27
5	ARTICLE 1. GENERAL PROVISIONS	

7 SECTION 1.01. PURPOSE. This resolution is adopted by the  
8 members of the House of Representatives of the 83rd [~~82nd~~]  
9 Legislature to provide for the efficient and orderly operation of  
10 the house under the supervision of the speaker and the Committee on  
11 House Administration.

12 SECTION 1.02. PRECEDENCE. The provisions of this  
13 resolution take precedence over the provisions of any resolution  
14 not passed in full compliance with the rules of the house and,  
15 except as otherwise noted herein, shall be in effect during the full  
16 term of the 83rd [~~82nd~~] Legislature whether in session or  
17 adjournment.

18 ARTICLE 2. SPEAKER OF THE HOUSE

19 SECTION 2.01. SPEAKER'S GENERAL POWERS AND DUTIES. The  
20 speaker may make any expenditures or transfers and perform any  
21 function deemed necessary for the effective and efficient operation  
22 of the house of representatives.

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

27 (b) The Committee on House Administration may make the

1 necessary expenditures to operate and properly equip and service  
2 the speaker's apartment and offices and may employ such help as may  
3 be necessary to properly maintain and care for the apartment and  
4 offices.

5 (c) The speaker and the speaker's family may occupy the  
6 speaker's apartment during the speaker's term of office, utilizing  
7 the services of employees of the house and others on a temporary  
8 basis, if and as needed.

9 (d) The speaker may obtain through the Committee on House  
10 Administration the necessary supplies and services to operate the  
11 speaker's office and may also have paid through that committee  
12 necessary local and long distance telephone charges.

13 SECTION 2.03. INTERSTATE OR FEDERAL-STATE ASSOCIATIONS;  
14 TRAINING SEMINARS. (a) The speaker may attend any meetings of or  
15 sponsored by the Council of State Governments and any meetings on  
16 problems of federal-state relations and interstate relations and  
17 cooperation, and any other governmental meeting in or outside the  
18 state.

19 (b) The speaker may appoint members of the house, staff  
20 members, and other employees of the house to accompany or represent  
21 the speaker at these meetings or to attend in-service training  
22 courses sponsored by the Council of State Governments or the  
23 National Conference of State Legislatures or similar training  
24 courses, conferences, or seminars as the speaker may determine.

25 (c) Members of the house attending meetings under this  
26 section while the legislature is in session may be reimbursed for  
27 actual and necessary expenses. Members of the house attending

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

18 (d) Reimbursement for expenses incurred by a member, staff  
19 member, or employee of the house in an appointive capacity  
20 resulting from an appointment made by anyone other than the speaker  
21 shall be made only in the event that the appointment and expenses to  
22 be incurred have been previously approved in writing by the  
23 Committee on House Administration.

24 (e) The speaker may expend money for memberships in  
25 interstate associations of legislators considered necessary to  
26 discharge properly the duties and responsibilities of the office of  
27 speaker.

1                   ARTICLE 3. GENERAL POWERS AND DUTIES OF THE  
2                   COMMITTEE ON HOUSE ADMINISTRATION

3                   SECTION 3.01. CONTRACTS.       The Committee on House  
4                   Administration shall approve all contracts necessary for the  
5                   effective operation of the divisions of the house and its  
6                   committees.

7                   SECTION 3.02. HOUSE AND COMMITTEE OPERATING BUDGETS.   The  
8                   Committee on House Administration shall consider and adopt  
9                   operating budgets that cover both session and interim periods for  
10                   the divisions of the house and all committees appointed pursuant to  
11                   the resolution adopting the rules of the house or appointed by the  
12                   speaker pursuant to any other resolution.

13                   SECTION 3.03. OPERATING POLICIES.   The Committee on House  
14                   Administration shall effectuate policies and determine guidelines  
15                   for the operation of the divisions and committees of the house.

16                   SECTION 3.04. HOUSE POLICY MANUAL.   The Committee on House  
17                   Administration shall prepare and distribute to all members, within  
18                   60 days after the convening of the regular session, policy  
19                   statements to include, but not be limited to, policies pertaining  
20                   to members as a class.

21                   SECTION 3.05. HOUSE PROPERTY, SUPPLIES, ACCOUNTING.   The  
22                   Committee on House Administration shall:

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

27                       (2) keep an itemized account of the quantity and cost

1 of every kind of material received, and the source from which it was  
2 received;

3 (3) maintain an annual operating account for each  
4 member, division, and committee authorized by the Committee on  
5 House Administration to make expenditures and charge each operating  
6 account with daily expenditures, withdrawals from inventory, and  
7 interdepartmental services;

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

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

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

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

20 (2) make permanent assignments of desks and offices to  
21 members of the house;

22 (3) adopt and enforce a plan for the parking of motor  
23 vehicles on the portion of the Capitol grounds under house  
24 jurisdiction;

25 (4) be in charge of and provide for the protection,  
26 maintenance, and use of the furniture, fixtures, equipment, and  
27 records of the house;

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

(b) Any member who is not a member-elect of the 84th [~~83rd~~] Legislature shall vacate the member's office space before December 1, 2014 [~~2012~~]. If the office is not vacated on that date, the Committee on House Administration shall immediately remove the member's personal effects and store them in an appropriate place in order that the member-elect to whom the office space is assigned may move in. The Committee on House Administration shall ensure that each member-elect of the 84th [~~83rd~~] Legislature who was not a member of the 83rd [~~82nd~~] Legislature is permitted to move into and begin using the member-elect's office space at least 72 hours before the time the 84th [~~83rd~~] Legislature is scheduled to convene.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1 The Committee on House Administration shall display the motto "In  
2 God We Trust" on the electronic message screen at the front of the  
3 hall of the house.

4 (b) The motto shall be large enough to be read throughout  
5 the hall.

6 (c) The motto shall be displayed at all times that the  
7 electronic message screen is not being used to conduct legislative  
8 business during a session of the house and shall be at least as  
9 prominent as any other information displayed on the electronic  
10 message screen.

11 (d) The Committee on House Administration shall convey to  
12 the State Preservation Board the desire of the house of  
13 representatives to maintain the permanent display of the motto on  
14 the face of the portico located over the speaker's podium.

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

19 ARTICLE 4. EMPLOYEES AND EMPLOYMENT POLICIES

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

25 SECTION 4.02. OFFICERS AND SUPERVISORY ADMINISTRATIVE  
26 EMPLOYEES OF THE HOUSE. (a) The officers of the house and the  
27 employees of the house responsible for supervising the departments

1 and divisions that support the operation of the house shall be  
2 appointed by and serve at the pleasure of the speaker.

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

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

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

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

19 (1) those appointed under Section 4.02; or  
20 (2) employees of an individual member or committee.

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

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

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

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

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

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

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

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

27 (c) The salaries of employees of individual members,

1 committees, and the house shall begin when they are instructed to  
2 start work by their respective employing authority.

3 (d) Except as provided by Subsections (e) and (f) of this  
4 section, an employee of an individual member, a committee  
5 employee, or any person, firm, or corporation employed by a  
6 committee or subcommittee may not be paid a salary in excess of  
7 \$4,200 for any one month.

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

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

26 SECTION 4.08. DUTIES. An employee shall perform all duties  
27 directed by the employing authority.

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

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

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

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

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

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

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

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

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

10 (b) ~~[The Committee on House Administration shall dispense~~  
11 ~~with the services of any person employed under Section 4.03 who is~~  
12 ~~not needed or who is guilty of misconduct.~~

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

19 (c) In addition to being subject to immediate discharge by  
20 the employing authority under Subsection (a) of this section, an  
21 employee is subject to discharge by the chair of the Committee on  
22 House Administration, with the approval of the committee, if the  
23 employee is not needed or is guilty of misconduct.

24 (d) The Committee on House Administration may authorize the  
25 chair of the Committee on House Administration to conduct an  
26 investigation into allegations of gross misconduct. The chair  
27 [and] may, with the approval of the committee, discharge or

1 otherwise discipline an employee of an individual member or  
2 committee if the Committee on House Administration [~~committee~~]  
3 finds that the employee has engaged in gross misconduct.

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

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

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

20 SECTION 4.19. POSITION TITLES AND CLASSIFICATIONS. The job  
21 title for each position shall be determined by the employing  
22 authority. The employing authority and the house business office  
23 shall classify each job title for accounting purposes according to  
24 the following position classifications, unless otherwise  
25 determined by the Committee on House Administration:

26 (a) Member Employees  
27 1. Chief of Staff

- 1                   2. General Counsel
- 2                   3. Legislative Director
- 3                   4. Legislative Assistant
- 4                   5. Administrative Assistant
- 5                   6. Special Project Coordinator
- 6                   7. Intern

7                   (b) Committee Employees

- 8                   1. Committee General Counsel
- 9                   2. Chief Committee Clerk
- 10                  3. Committee Clerk

11                  (c) Research Employees

- 12                  1. Research Director
- 13                  2. Research Assistant
- 14                  3. Policy Analyst

15                  ARTICLE 5. ACCOUNTING

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

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

23                  SECTION 5.02. OPERATING ACCOUNTS. (a) Each member who  
24 served in the 82nd [~~81st~~] Legislature shall have the following  
25 operating accounts for the 83rd [82nd] Legislature:

26                  (1) a Fiscal Year 13 [11] Operating Account (September  
27 1, 2012 [2010], through August 31, 2013 [2011] );

1 (2) a Fiscal Year 14 [~~12~~] Operating Account (September  
2 1, 2013 [~~2011~~], through August 31, 2014 [~~2012~~])); and

9 [ (1) a] Fiscal Year 13 [11] Operating Account is from  
10 [+] January 8, 2013 [11, 2011], through August 31, 2013 [2011];

11 [ (2) a Fiscal Year 12 Operating Account (September 1,

12 ~~2011, through August 31, 2012); and~~  
13 ~~[(3) a Fiscal Year 13 Operating Account (September 1,~~

14 ~~2012, through January 8, 2013)~~ ] .

19 SECTION 5.03. CREDIT FOR NEWLY ELECTED MEMBERS. Each  
20 member who did not serve in the 82nd [~~81st~~] Legislature may have  
21 credited to the member's Fiscal Year 13 [~~11~~] Operating Account the  
22 amount of \$2,000.

23 SECTION 5.04. MONTHLY CREDIT. (a) Each member's operating  
24 account shall be credited with \$13,250 ~~[\$11,925]~~ for each month  
25 that falls wholly or partly during the regular legislative session  
26 or a special legislative session. In any other month, each member's  
27 operating account shall be credited with ~~[\$11,500, except that the~~

1 ~~Committee on House Administration may increase the amount credited~~  
2 ~~to each member's operating account to an amount not to exceed]~~  
3 \$11,925.

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

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

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

13 SECTION 5.045. DETERMINATION OF OPERATING ACCOUNT BALANCE.

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

1    deposited the funds to cover the negative balance, the member may  
2    use the excess money in the member's operating account at that time  
3    to reimburse the member in an amount not to exceed the amount the  
4    member earlier deposited to cover the negative balance.

5                (b) A committee operating account may not operate at a  
6    deficit.

7                (c) If a member is not a member-elect of the 84th [~~83rd~~]  
8    Legislature, the member's operating account may not operate at a  
9    deficit after November 30, 2014 [~~2012~~].

10               SECTION 5.05. ACCOUNT CLOSING. (a) Each member's Fiscal  
11    Year 13 [~~11~~] Operating Account shall be closed as of August 31, 2013  
12    [~~2011~~].

13               (b) Each member may carry forward and have credited to the  
14    member's Fiscal Year 14 [~~12~~] Operating Account the unexpended  
15    balance of the member's Fiscal Year 13 [~~11~~] Operating Account, not  
16    to exceed \$20,000. If the member is the chair of a committee, the  
17    member may transfer and have credited to that committee's operating  
18    account all or part of that unexpended balance, not to exceed  
19    \$20,000, and may have the remainder of that amount [~~\$20,000~~]  
20    credited to the member's Fiscal Year 14 [~~12~~] Operating Account.

21               (c) Each member's Fiscal Year 14 [~~12~~] Operating Account  
22    shall be closed as of August 31, 2014 [~~2012~~].

23               (d) Each member may carry forward and have credited to the  
24    member's Fiscal Year 15 [~~13~~] Operating Account the unexpended  
25    balance of the member's Fiscal Year 14 [~~12~~] Operating Account, not  
26    to exceed \$20,000. If the member is the chair of a committee, the  
27    member may transfer and have credited to that committee's operating

1 account all or part of that unexpended balance, not to exceed  
2 \$20,000, and may have the remainder of that amount [\$20,000]  
3 credited to the member's Fiscal Year 15 [13] Operating Account.

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

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

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

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

26 (b) The Committee on House Administration may not authorize  
27 any expenditures of funds for personal or political campaign

1 reasons.

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

6 **ARTICLE 6. CAUCUSES**

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

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

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

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

27 (2) the caucus does not endorse or support a candidate

1 for public office; and

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

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

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

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

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

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

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

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

27 SECTION 6.04. MEMBERSHIP AND OFFICER LISTS. Each caucus

1 shall provide to the chief clerk, on a regular basis, a list of its  
2 current membership and officers.

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

7 ARTICLE 7. HOUSE RESEARCH ORGANIZATION

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

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

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

22 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM

23 SECTION 8.01. INTERIM COMMITTEE ACTIVITIES. (a) Pursuant  
24 to the Legislative Reorganization Act of 1961 (Subchapter B,  
25 Chapter 301, Government Code), standing committees of the house  
26 established by the rules of the house may hold meetings while the  
27 legislature is not in session.

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

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

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

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