

By: Geren

H.R. No. 3

R E S O L U T I O N

BE IT RESOLVED by the House of Representatives of the State of Texas, That the following is adopted as the housekeeping resolution for the House of Representatives of the 86th [85th] Legislature:

HOUSEKEEPING RESOLUTION FOR
THE HOUSE OF REPRESENTATIVES
OF THE TEXAS LEGISLATURE

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19 ARTICLE 1. GENERAL PROVISIONS

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

21 members of the House of Representatives of the 86th [~~85th~~]

22 Legislature to provide for the efficient and orderly operation of

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

24 House Administration.

25 SECTION 1.02. PRECEDENCE. The provisions of this

26 resolution take precedence over the provisions of any resolution

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

1 except as otherwise noted herein, shall be in effect during the full
2 term of the 86th [~~85th~~] Legislature whether in session or
3 adjournment.

4 ARTICLE 2. SPEAKER OF THE HOUSE

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

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

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

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

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

26 SECTION 2.03. INTERSTATE OR FEDERAL-STATE ASSOCIATIONS;
27 TRAINING SEMINARS. (a) The speaker may attend any meetings of or

1 sponsored by the Council of State Governments and any meetings on
2 problems of federal-state relations and interstate relations and
3 cooperation, and any other governmental meeting in or outside the
4 state.

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

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

1 Administration to attend any such meetings, conferences, seminars,
2 or training courses is a prerequisite for reimbursement for travel
3 and other related expenses.

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

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

14 ARTICLE 3. GENERAL POWERS AND DUTIES OF THE
15 COMMITTEE ON HOUSE ADMINISTRATION

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

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

1 proposed for adoption must be posted on the Internet website of the
2 committee in advance of the hearing.

3 SECTION 3.03. OPERATING POLICIES. The Committee on House
4 Administration shall effectuate policies and determine guidelines
5 for the operation of the divisions and committees of the house.

6 SECTION 3.04. HOUSE POLICY MANUAL. The Committee on House
7 Administration shall prepare and distribute to all members, within
8 60 days after the convening of the regular session, policy
9 statements to include, but not be limited to, policies pertaining
10 to members as a class.

11 SECTION 3.05. HOUSE PROPERTY, SUPPLIES, ACCOUNTING. The
12 Committee on House Administration shall:

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

17 (2) keep an itemized account of the quantity and cost
18 of every kind of material received, and the source from which it was
19 received;

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

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

27 (5) adopt any rules, regulations, and policies

1 necessary to effectively provide and account for the
2 above-mentioned services.

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

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

10 (2) make permanent assignments of desks and offices to
11 members of the house;

12 (3) adopt and enforce a plan for the parking of motor
13 vehicles on the portion of the Capitol grounds under house
14 jurisdiction;

15 (4) be in charge of and provide for the protection,
16 maintenance, and use of the furniture, fixtures, equipment, and
17 records of the house;

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

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

27 (7) determine the hours the hall of the house shall be

open to visitors.

(b) Any member who is not a member-elect of the 87th [~~86th~~] Legislature shall vacate the member's office space before December 1, 2020 [~~2018~~]. 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 87th [~~86th~~] Legislature who was not a member of the 86th [~~85th~~] Legislature is permitted to move into and begin using the member-elect's office space at least 72 hours before the time the 87th [~~86th~~] Legislature is scheduled to convene.

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

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

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

(3) determine the number of copies of the daily House

Journal to be printed and have jurisdiction over the mailing and distribution of the daily journal; and

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

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

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

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

SECTION 3.09. COMPOSITE PHOTOGRAPH. (a) The Committee on House Administration shall select a suitable photographer to take individual photographs of each member. The photographer shall prepare a composite photograph of the members of the house composed of the individual photographs of each member arranged on a panel, of

1 the same size as used in previous sessions, in such manner as to
2 approximate the location of each member's desk on the house floor.
3 The member's name and the county of residence shall be printed under
4 the member's photograph, and the composite shall be framed and hung
5 in the hall of the house during the regular session.

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

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

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

23 SECTION 3.11. DISPLAY OF "IN GOD WE TRUST" IN HOUSE. ~~[(a)~~
24 ~~The Committee on House Administration shall display the motto "In~~
25 ~~Cod We Trust" on the electronic message screen at the front of the~~
26 ~~hall of the house.~~

27 ~~[(b) The motto shall be large enough to be read throughout~~

1 ~~the hall.~~

2 ~~[(c) The motto shall be displayed at all times that the~~
3 ~~electronic message screen is not being used to conduct legislative~~
4 ~~business during a session of the house and shall be at least as~~
5 ~~prominent as any other information displayed on the electronic~~
6 ~~message screen.~~

7 ~~[(d)]~~ The Committee on House Administration shall direct
8 ~~[convey to]~~ the State Preservation Board ~~[the desire of the house of~~
9 ~~representatives]~~ to maintain the permanent display of the motto "In
10 God We Trust" on the face of the portico located over the speaker's
11 podium.

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

16 SECTION 3.13. JOINT COMMITTEE HEARING NOTICES ON WEBSITE.
17 The Committee on House Administration shall provide for the posting
18 of all notices for hearings of joint committees of the house and
19 senate on the house website regardless of whether the notice is
20 posted on the senate website.

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

27 SECTION 3.15. DPS PANIC BUTTONS. The Committee on House

Administration shall work with the Department of Public Safety to ensure that each house office may request a panic button that the house member and the member's staff may use to alert the department to an emergency in the office. The member may reimburse the Committee on House Administration for the cost of the panic button equipment in monthly installments over the fiscal year.

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

- (1) the use is otherwise prohibited by law;
- (2) the use maligns the reputation of an individual;
- or
- (3) the use is for political advertising, as defined by Section 251.001, Election Code.

ARTICLE 4. EMPLOYEES AND EMPLOYMENT POLICIES

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

SECTION 4.02. OFFICERS AND SUPERVISORY ADMINISTRATIVE EMPLOYEES OF THE HOUSE. (a) Officers [~~The officers~~] of the house authorized to be appointed under this section shall be appointed by and serve at the pleasure of the speaker. Employees [~~and the employees~~] of the house responsible for supervising the departments

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

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

5 (1) Chief Clerk;

6 (2) Journal Clerk;

7 (3) Reading Clerks;

8 (4) Sergeant-at-Arms;

9 (5) Doorkeeper;

10 (6) Chaplain;

11 (7) Voting Clerk;

12 (8) Committee Coordinator;

13 (9) Parliamentarians (not more than two individuals);

14 and

15 (10) Executive Director, House Business Office.

16 (a-2) In addition to the officers listed in Subsection (a-1)
17 of this section, the speaker may also appoint a chief assistant to
18 any officer listed in Subsection (a-1) of this section. An
19 assistant appointed under this subsection is also an officer of the
20 house who serves at the pleasure of the speaker.

21 (b) The speaker shall have the right to discharge any
22 officer or supervisory administrative employee when the best
23 interest of the house of representatives would be served by so
24 doing.

25 (c) The authority to appoint and discharge officers and
26 supervisory administrative employees may be delegated to the
27 Committee on House Administration to the extent and for the length

of time the speaker determines.

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

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

(1) those appointed under Section 4.02; or

(2) employees of an individual member or committee.

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

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

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

(b) Select committees, interim study committees, standing committees, or subcommittees appointed pursuant to the resolution adopting the rules of the house or appointed by the speaker pursuant to any other resolution may employ any person, firm, or corporation, subject to budget limitations. Those committees or

1 subcommittees may ask for the assistance of any of the employees,
2 agencies, departments, or branches of the state government.

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

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

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

10 SECTION 4.07. COMPENSATION. (a) Officers and supervisory
11 administrative employees of the house shall receive the
12 compensation that the speaker or Committee on House Administration
13 determines.

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

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

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

26 (e) A member may exempt one employee of the individual
27 member and, if the member is a chair of a standing or select

1 committee, one employee of the standing or select committee the
2 member chairs from the salary cap imposed by Subsection (d) of this
3 section. Each calendar year the member shall file with the
4 Committee on House Administration a statement designating the
5 exempt employee or employees, as appropriate. During a calendar
6 year after an exempt employee has been designated, the member may
7 exempt a different employee from the salary cap only if the employee
8 previously designated as exempt for the calendar year is no longer
9 employed by the member or committee, as appropriate. The exempt
10 employee may not receive compensation from the operating account of
11 any other committee or member.

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

17 SECTION 4.08. DUTIES. An employee shall perform all duties
18 directed by the employing authority.

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

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

26 (b) An employee may not enter the area on the floor of the
27 house enclosed by the railing when the house is in session except

1 when specifically authorized by the Committee on House
2 Administration.

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

5 SECTION 4.12. VOTING RECORDS. An employee may not compile
6 or release any information concerning the voting record of any
7 member of the house for any session of the legislature except when a
8 member requests information about that member's personal voting
9 record or when the information is for the journal or other official
10 records.

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

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

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

23 SECTION 4.16. DISCHARGE. (a) The employing authority of an
24 employee shall have primary responsibility for overseeing and
25 discharging the employee. An employee is subject to immediate
26 discharge by the employing authority for violation of any section
27 of this article or any other applicable rule.

1 (b) An individual member or chair of a committee employing
2 an employee who violates any applicable section of this article or
3 any rule shall be advised of the violation by the chair of the
4 Committee on House Administration, and the employing authority
5 shall take appropriate action with regard to the employee in
6 question.

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

11 (1) the employee is not needed and, if the employee is
12 employed in an individual member's office or by a committee, the
13 member or committee chair has resigned, is deceased, or is
14 incapacitated; or

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

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

23 SECTION 4.17. DURATION OF EMPLOYMENT. The period of
24 employment of all employees shall be determined by the employing
25 authority, except that employees of all committees and of
26 individual members who are not members-elect of the next
27 legislature shall be terminated not later than noon on the day of

1 the convening of the next regular session.

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

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

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

18 (a) Member Employees

- 19 1. Chief of Staff
- 20 2. General Counsel
- 21 3. Legislative Director
- 22 4. Legislative Assistant
- 23 5. Administrative Assistant
- 24 6. Special Project Coordinator
- 25 7. Intern

26 (b) Committee Employees

- 27 1. Committee General Counsel

2. Chief Committee Clerk

3. Committee Clerk

(c) Research Employees

1. Research Director

2. Research Assistant

3. Policy Analyst

ARTICLE 5. ACCOUNTING

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

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

SECTION 5.02. OPERATING ACCOUNTS. (a) Each member who served in the 85th [~~84th~~] Legislature shall have the following operating accounts for the 86th [~~85th~~] Legislature:

(1) a Fiscal Year 19 [~~17~~] Operating Account (September 1, 2018 [~~2016~~], through August 31, 2019 [~~2017~~]);

(2) a Fiscal Year 20 [~~18~~] Operating Account (September 1, 2019 [~~2017~~], through August 31, 2020 [~~2018~~]); and

(3) a Fiscal Year 21 [~~19~~] Operating Account (September 1, 2020 [~~2018~~], through January 12, 2021 [~~8, 2019~~]).

(b) Each member who did not serve in the 85th [~~84th~~] Legislature shall have the same operating accounts for the 86th [~~85th~~] Legislature as a returning member under Subsection (a) of this section except that the duration of the Fiscal Year 19 [~~17~~]

Operating Account is from January 8, 2019 [~~10, 2017~~], through August 31, 2019 [~~2017~~].

(c) For each member who served in the 85th [~~84th~~] Legislature, it shall not be necessary to close the member's Fiscal Year 19 [~~17~~] Operating Account when the 86th [~~85th~~] Legislature convenes.

SECTION 5.03. CREDIT FOR NEWLY ELECTED MEMBERS. Each member who did not serve in the 85th [~~84th~~] Legislature may have credited to the member's Fiscal Year 19 [~~17~~] Operating Account the amount of \$2,000.

SECTION 5.04. MONTHLY CREDIT. (a) Each member's operating account shall be credited with \$15,250 [~~\$14,250~~] for each month that falls wholly or partly during the regular legislative session or a special legislative session. In any other month, each member's operating account shall be credited with \$13,500.

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

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

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

(2) longevity pay as authorized by legislation.

SECTION 5.045. DETERMINATION OF OPERATING ACCOUNT BALANCE.

(a) On the third business day of each calendar month, the House Business Office shall determine the available, unobligated balance

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

17 (b) A committee operating account may not operate at a
 18 deficit.

19 (c) If a member is not a member-elect of the 87th [~~86th~~]
 20 Legislature, the member's operating account may not operate at a
 21 deficit after November 30, 2020 [~~2018~~].

22 SECTION 5.05. ACCOUNT CLOSING. (a) Each member's Fiscal
 23 Year 19 [~~17~~] Operating Account shall be closed as of August 31, 2019
 24 [~~2017~~].

25 (b) Each member may carry forward and have credited to the
 26 member's Fiscal Year 20 [~~18~~] Operating Account the unexpended
 27 balance of the member's Fiscal Year 19 [~~17~~] Operating Account, not

1 to exceed \$20,000. If the member is the chair of a committee, the
2 member may transfer and have credited to that committee's operating
3 account all or part of that unexpended balance, not to exceed
4 \$20,000, and may have the remainder of that amount credited to the
5 member's Fiscal Year 20 [~~18~~] Operating Account.

6 (c) Each member's Fiscal Year 20 [~~18~~] Operating Account
7 shall be closed as of August 31, 2020 [~~2018~~].

8 (d) Each member may carry forward and have credited to the
9 member's Fiscal Year 21 [~~19~~] Operating Account the unexpended
10 balance of the member's Fiscal Year 20 [~~18~~] Operating Account, not
11 to exceed \$20,000. If the member is the chair of a committee, the
12 member may transfer and have credited to that committee's operating
13 account all or part of that unexpended balance, not to exceed
14 \$20,000, and may have the remainder of that amount credited to the
15 member's Fiscal Year 21 [~~19~~] Operating Account.

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

19 SECTION 5.06. EXPENDITURES CHARGED WHEN ENCUMBERED. All
20 expenditures shall be charged to the period in which they are
21 encumbered.

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

1 SECTION 5.08. TRAVEL OUTSIDE TEXAS. A member is entitled to
2 be reimbursed for actual and necessary expenses incurred while
3 traveling outside Texas in the performance of legislative duties
4 and responsibilities. If the reimbursement is for travel inside
5 the conterminous United States, reimbursement is limited to twice
6 the amount that would be reimbursed to state employees for the same
7 travel under the comptroller's guidelines and rates governing
8 travel by state employees.

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

14 (b) The Committee on House Administration may not authorize
15 any expenditures of funds for personal or political campaign
16 reasons.

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

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

any settlement is promptly given to the public.

ARTICLE 6. CAUCUSES

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

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

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

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

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

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

1 (c) A caucus may use the meeting rooms of the Capitol and
2 Capitol extension to conduct meetings of the caucus membership, to
3 host public forums on matters of interest to the caucus, or to
4 facilitate the work of the caucus or a caucus employee.

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

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

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

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

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

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

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

26 SECTION 6.05. REPORT TO ETHICS COMMISSION. Each caucus
27 shall file a report of contributions and expenditures with the

1 Texas Ethics Commission as required by Section 254.0311, Election
2 Code.

3 ARTICLE 7. HOUSE RESEARCH ORGANIZATION

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

9 SECTION 7.02. STEERING COMMITTEE. The functions and duties
10 performed by the house research organization shall be governed by a
11 15-member steering committee composed of house members serving
12 staggered four-year terms, who are subject to approval of the house
13 membership.

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

18 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM

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

24 (b) The speaker may grant authority to select committees,
25 interim study committees, subcommittees, or standing committees of
26 the house to hold meetings while the legislature is not in session
27 as the speaker considers necessary and desirable to conduct the

1 business of the house and to assist the speaker in conducting the
2 business of the house, under a pattern of operation and
3 restrictions determined by the rules of the house.

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

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

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

24 (c) The committee may reimburse authorized members and
25 employees for expenses incurred by them when traveling in the
26 performance of their legislative duties and responsibilities
27 within their respective districts or within any county in which any

1 part of their districts lie or from their districts to the State
2 Capitol, the reimbursement to be either actual and necessary
3 expenses or a per diem not to exceed that provided by law for state
4 officials or state employees, along with mileage or other
5 transportation expenses at the same rate as provided by law for
6 state officials or state employees.

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

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

18 ARTICLE 9. APPROPRIATE WORKPLACE CONDUCT

19 SECTION 9.01. PURPOSE. (a) The house finds that early
20 intervention is often the most effective way to resolve incidents
21 of inappropriate behavior and ensure appropriate workplace
22 conduct.

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

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

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

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

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

19 (1) the member qualifies;

20 (2) the officer is appointed; or

21 (3) the employee starts employment.

22 (d) A member, officer, or employee is required to complete a
23 subsequent approved interactive training program not later than the
24 second anniversary of the date the individual was initially
25 required to complete the training under Subsection (c) of this
26 section.

27 (e) The Committee on House Administration shall designate

1 an officer or supervisory administrative employee to keep accurate
2 records of each individual required to complete an approved
3 training program. The officer or employee shall make those records
4 available to the public.

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

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

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

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

24 (c) Upon receipt of a complaint that meets the requirements
25 of Subsection (b) of this section, the receiving official may, with
26 the agreement of the parties, endeavor to address the alleged
27 violation by informal, voluntary, and confidential methods of

1 conference and conciliation.

2 (d) During the pendency of a complaint, the committee may
3 take any appropriate action to reduce the likelihood of a
4 complainant and respondent being in regular contact with each
5 other.

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

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

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

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

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

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

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

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

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

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

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

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

12 ARTICLE 10. COMMITTEE GIFTS

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

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