

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 85th [~~84th~~] Legislature:

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

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11 ARTICLE 1. GENERAL PROVISIONS
12 SECTION 1.01. PURPOSE. This resolution is adopted by the
13 members of the House of Representatives of the 85th [~~84th~~]
14 Legislature to provide for the efficient and orderly operation of
15 the house under the supervision of the speaker and the Committee on
16 House Administration.
17 SECTION 1.02. PRECEDENCE. The provisions of this
18 resolution take precedence over the provisions of any resolution
19 not passed in full compliance with the rules of the house and,
20 except as otherwise noted herein, shall be in effect during the full
21 term of the 85th [~~84th~~] Legislature whether in session or
22 adjournment.
23 ARTICLE 2. SPEAKER OF THE HOUSE
24 SECTION 2.01. SPEAKER'S GENERAL POWERS AND DUTIES. The
25 speaker may make any expenditures or transfers and perform any
26 function deemed necessary for the effective and efficient operation
27 of the house of representatives.

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

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

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

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

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

24 (b) The speaker may appoint members of the house, staff
25 members, and other employees of the house to accompany or represent
26 the speaker at these meetings or to attend in-service training
27 courses sponsored by the Council of State Governments or the

1 National Conference of State Legislatures or similar training
2 courses, conferences, or seminars as the speaker may determine.

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

23 (d) Reimbursement for expenses incurred by a member, staff
24 member, or employee of the house in an appointive capacity
25 resulting from an appointment made by anyone other than the speaker
26 shall be made only in the event that the appointment and expenses to
27 be incurred have been previously approved in writing by the

1 Committee on House Administration.

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

6 ARTICLE 3. GENERAL POWERS AND DUTIES OF THE
7 COMMITTEE ON HOUSE ADMINISTRATION

8 SECTION 3.01. CONTRACTS. The Committee on House
9 Administration shall approve all contracts necessary for the
10 effective operation of the divisions of the house and its
11 committees.

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

22 SECTION 3.03. OPERATING POLICIES. The Committee on House
23 Administration shall effectuate policies and determine guidelines
24 for the operation of the divisions and committees of the house.

25 SECTION 3.04. HOUSE POLICY MANUAL. The Committee on House
26 Administration shall prepare and distribute to all members, within
27 60 days after the convening of the regular session, policy

1 statements to include, but not be limited to, policies pertaining
2 to members as a class.

3 SECTION 3.05. HOUSE PROPERTY, SUPPLIES, ACCOUNTING. The
4 Committee on House Administration shall:

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

9 (2) keep an itemized account of the quantity and cost
10 of every kind of material received, and the source from which it was
11 received;

12 (3) maintain an annual operating account for each
13 member, division, and committee authorized by the Committee on
14 House Administration to make expenditures and charge each operating
15 account with daily expenditures, withdrawals from inventory, and
16 interdepartmental services;

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

19 (5) adopt any rules, regulations, and policies
20 necessary to effectively provide and account for the
21 above-mentioned services.

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

25 (1) be in charge of and provide for the protection,
26 maintenance, and use of the hall of the house, all committee rooms,
27 offices of members and house departments, the speaker's office and

1 apartment, and other space under the jurisdiction of the house;

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

4 (3) adopt and enforce a plan for the parking of motor
5 vehicles on the portion of the Capitol grounds under house
6 jurisdiction;

7 (4) be in charge of and provide for the protection,
8 maintenance, and use of the furniture, fixtures, equipment, and
9 records of the house;

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

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

15 (b) Any member who is not a member-elect of the 86th [~~85th~~]
16 Legislature shall vacate the member's office space before December
17 1, 2018 [~~2016~~]. If the office is not vacated on that date, the
18 Committee on House Administration shall immediately remove the
19 member's personal effects and store them in an appropriate place in
20 order that the member-elect to whom the office space is assigned may
21 move in. The Committee on House Administration shall ensure that
22 each member-elect of the 86th [~~85th~~] Legislature who was not a
23 member of the 85th [~~84th~~] Legislature is permitted to move into and
24 begin using the member-elect's office space at least 72 hours
25 before the time the 86th [~~85th~~] Legislature is scheduled to
26 convene.

27 SECTION 3.07. RECORDS OF THE HOUSE; PRINTING; JOURNALS;

1 COPIES OF LEGISLATIVE DOCUMENTS. (a) The Committee on House
2 Administration shall:

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

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

13 (3) determine the number of copies of the daily House
14 Journal to be printed and have jurisdiction over the mailing and
15 distribution of the daily journal; and

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

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

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

1 establish a policy regarding such distribution.

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

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

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

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

25 SECTION 3.10. POLICIES REGARDING TEMPORARY ACTING MEMBERS.
26 If a person is serving as a temporary acting member of the house
27 under Section 72, Article XVI, Texas Constitution, in the place of a

1 house member on active military duty, the Committee on House
2 Administration, with the approval of the speaker and in
3 consultation with the temporary acting member and, if available,
4 the member on military duty, may adopt policies regarding a
5 temporary acting member that the committee considers necessary for
6 the efficient administration and performance of the duties of the
7 house consistent with this resolution, the rules of the house, and
8 the Texas Constitution.

9 SECTION 3.11. DISPLAY OF "IN GOD WE TRUST" IN HOUSE. (a)
10 The Committee on House Administration shall display the motto "In
11 God We Trust" on the electronic message screen at the front of the
12 hall of the house.

13 (b) The motto shall be large enough to be read throughout
14 the hall.

15 (c) The motto shall be displayed at all times that the
16 electronic message screen is not being used to conduct legislative
17 business during a session of the house and shall be at least as
18 prominent as any other information displayed on the electronic
19 message screen.

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

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

1 SECTION 3.13. JOINT COMMITTEE HEARING NOTICES ON WEBSITE.

2 The Committee on House Administration shall provide for the posting
3 of all notices for hearings of joint committees of the house and
4 senate on the house website regardless of whether the notice is
5 posted on the senate website.

6 SECTION 3.14. ACCESS TO HOUSE OFFICES. A house member and

7 the member's staff may control access by the public to the member's
8 office and may exclude visitors from the office at their
9 discretion. If a person refuses to leave the member's office when
10 requested, the member may request assistance from the Department of
11 Public Safety.

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

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

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 employee,
5 or any person, firm, or corporation employed by a committee or
6 subcommittee may not be paid a salary in excess of \$5,280 [~~\$5,151~~]
7 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) An individual member or chair of a committee employing
11 an employee who violates any applicable section of this article or
12 any rule shall be advised of the violation by the chair of the
13 Committee on House Administration, and the employing authority
14 shall take appropriate action with regard to the employee in
15 question.

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

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

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

25 (d) The Committee on House Administration may authorize the
26 chair of the Committee on House Administration to conduct an
27 investigation into allegations of gross misconduct. The chair may,

1 with the approval of the committee, discharge or otherwise
2 discipline an employee of an individual member or committee if the
3 Committee on House Administration finds that the employee has
4 engaged in gross misconduct.

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

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

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

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

27 (a) Member Employees

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

8 (b) Committee Employees

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

12 (c) Research Employees

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

16 ARTICLE 5. ACCOUNTING

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

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

24 SECTION 5.02. OPERATING ACCOUNTS. (a) Each member who
25 served in the 84th [~~83rd~~] Legislature shall have the following
26 operating accounts for the 85th [~~84th~~] Legislature:

- 27 (1) a Fiscal Year 17 [~~15~~] Operating Account (September

1 1, 2016 [~~2014~~], through August 31, 2017 [~~2015~~]);

2 (2) a Fiscal Year 18 [~~16~~] Operating Account (September
3 1, 2017 [~~2015~~], through August 31, 2018 [~~2016~~]); and

4 (3) a Fiscal Year 19 [~~17~~] Operating Account (September
5 1, 2018 [~~2016~~], through January 8, 2019 [~~10, 2017~~]).

6 (b) Each member who did not serve in the 84th [~~83rd~~]
7 Legislature shall have the same operating accounts for the 85th
8 [~~84th~~] Legislature as a returning member under Subsection (a) of
9 this section except that the duration of the Fiscal Year 17 [~~15~~]
10 Operating Account is from January 10, 2017 [~~13, 2015~~], through
11 August 31, 2017 [~~2015~~].

12 (c) For each member who served in the 84th [~~83rd~~]
13 Legislature, it shall not be necessary to close the member's Fiscal
14 Year 17 [~~15~~] Operating Account when the 85th [~~84th~~] Legislature
15 convenes.

16 SECTION 5.03. CREDIT FOR NEWLY ELECTED MEMBERS. Each
17 member who did not serve in the 84th [~~83rd~~] Legislature may have
18 credited to the member's Fiscal Year 17 [~~15~~] Operating Account the
19 amount of \$2,000.

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

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

1 be fulfilled.

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

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

6 (2) longevity pay as authorized by legislation.

7 SECTION 5.045. DETERMINATION OF OPERATING ACCOUNT BALANCE.

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

26 (b) A committee operating account may not operate at a
27 deficit.

1 (c) If a member is not a member-elect of the 86th [~~85th~~]
2 Legislature, the member's operating account may not operate at a
3 deficit after November 30, 2018 [~~2016~~].

4 SECTION 5.05. ACCOUNT CLOSING. (a) Each member's Fiscal
5 Year 17 [~~15~~] Operating Account shall be closed as of August 31, 2017
6 [~~2015~~].

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

15 (c) Each member's Fiscal Year 18 [~~16~~] Operating Account
16 shall be closed as of August 31, 2018 [~~2016~~].

17 (d) Each member may carry forward and have credited to the
18 member's Fiscal Year 19 [~~17~~] Operating Account the unexpended
19 balance of the member's Fiscal Year 18 [~~16~~] Operating Account, not
20 to exceed \$20,000. If the member is the chair of a committee, the
21 member may transfer and have credited to that committee's operating
22 account all or part of that unexpended balance, not to exceed
23 \$20,000, and may have the remainder of that amount credited to the
24 member's Fiscal Year 19 [~~17~~] Operating Account.

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

1 SECTION 5.06. EXPENDITURES CHARGED WHEN ENCUMBERED. All
2 expenditures shall be charged to the period in which they are
3 encumbered.

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

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

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

23 (b) The Committee on House Administration may not authorize
24 any expenditures of funds for personal or political campaign
25 reasons.

26 (c) All expenditures authorized by this resolution shall be
27 paid from funds appropriated for the use of the house of

1 representatives by vouchers or other forms approved by the speaker
2 of the house and the Committee on House Administration.

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

11 ARTICLE 6. CAUCUSES

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

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

26 (b) An individual member of the house may authorize the use
27 of state equipment assigned to the member's office and the

1 performance of caucus activities by an employee of the member only
2 if:

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

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

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

10 (c) A caucus may use the meeting rooms of the Capitol and
11 Capitol extension to conduct meetings of the caucus membership, to
12 host public forums on matters of interest to the caucus, or to
13 facilitate the work of the caucus or a caucus employee.

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

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

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

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

26 SECTION 6.03. CONTRIBUTIONS. (a) A person acting on behalf
27 of a caucus may not knowingly accept a contribution in violation of

1 Section 253.0341, Election Code.

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

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

8 SECTION 6.05. REPORT TO ETHICS COMMISSION. Each caucus
9 shall file a report of contributions and expenditures with the
10 Texas Ethics Commission as required by Section 254.0311, Election
11 Code.

12 ARTICLE 7. HOUSE RESEARCH ORGANIZATION

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

18 SECTION 7.02. STEERING COMMITTEE. The functions and duties
19 performed by the house research organization shall be governed by a
20 15-member steering committee composed of house members serving
21 staggered four-year terms, who are subject to approval of the house
22 membership.

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

1 ARTICLE 8. SPECIAL PROVISIONS FOR INTERIM

2 SECTION 8.01. INTERIM COMMITTEE ACTIVITIES. (a) Pursuant
3 to the Legislative Reorganization Act of 1961 (Subchapter B,
4 Chapter 301, Government Code), standing committees of the house
5 established by the rules of the house may hold meetings while the
6 legislature is not in session.

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

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

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

25 (b) The committee may call meetings for the transaction of
26 necessary business, and the committee members shall be reimbursed
27 for expenses incurred by them when attending such meetings or when

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

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

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