

Procedures Manual for Joint Committees



Texas Legislative Council
For the 82nd Legislative Interim

Procedures Manual for Joint Committees

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of the
Texas Legislative Council

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Introduction

House Concurrent Resolution 63 (H.C.R. 63), adopted during the regular session of the 82nd Legislature, authorizes the lieutenant governor and speaker of the house of representatives to create by mutual agreement joint committees they consider necessary to study issues of special legislative concern. The authorization lasts for the term of the 82nd Legislature, which expires January 8, 2013. For each committee created, the legislative presiding officers issue a joint proclamation identifying the committee's study topic or topics and its membership or composition.

The resolution also directs the Texas Legislative Council to prepare, under the direction of the lieutenant governor and speaker, a manual of procedures governing the financial, administrative, and other operations of joint committees. This manual fulfills that directive and supplements procedural requirements contained in H.C.R. 63, state law, and other sources having legal applicability to legislative committees. The manual applies to those committees for which the council administers financial accounts, regardless of whether created under H.C.R. 63 or by other means, and for which the council provides administrative support.

Chapter 1 covers budget submission and approval and account administration issues. Chapter 2 covers staffing issues. Chapter 3 covers administrative support, including the handling of telephones, supplies and purchasing, duplication and printing, mail and messenger service, and travel. Chapter 4 covers issues relating to committee proceedings, including meetings and the committee's final report. Appendix A contains the text of H.C.R. 63, Appendix B contains examples of forms used in committee account administration, Appendix C contains a Directory of Services, and Appendix D contains a Directory of Resources.

Chapter 1

Budget and Account Administration

Budget

Each joint committee is potentially eligible for a funding allocation from Texas Legislative Council appropriations that have been reserved for joint committee studies. The chair or co-chairs of each joint committee created by joint proclamation under the provisions of H.C.R. 63 must submit to the lieutenant governor and speaker a proposal for budget and staffing within four weeks of the creation of the committee. Council funding is not available for a joint committee created by statute unless it is specified in the statute.

The proposal must be submitted on the joint committee budget and staffing form (Form 1 in Appendix B), which is available from the accounting office of the Texas Legislative Council. The form is filled out and signed at the bottom of side one by the chair or co-chairs.

Staffing and Contract Expenses. The first two items on each side of the budget form deal with salaries and contracts. Salaried staff in Item 1 should include those staff who are placed on the Texas Legislative Council payroll specifically to work for the committee. Joint committees must use, to the greatest extent possible, existing staff resources, and the budget request should not include staff on senate, house, or other legislative agency payrolls who are being used by the committee. Item 2 should include any staff, consultants, or expert witnesses whose services will be provided under contract. More information on staffing and contract issues is provided in Chapter 2.

Administrative Expenses. Items 3 through 9 cover expenditures for various administrative and support services, including telephones, supplies and purchasing, photocopying and duplication, printing of reports, mailings, travel reimbursement, and special outlays, such as meeting site rentals.

A joint committee headquartered with a senate, house, or other legislative office may choose to rely on existing telephone lines and equipment. Incremental costs will be absorbed by the office, as charges incurred by the committee cannot be segregated. A committee anticipating heavy telephone use may wish instead to seek approval for a separate installation. Item 3 on the budget and staffing form is the appropriate place to request such funding.

A committee may have its final report printed by a legislative resource, such as the council print shop, Senate Publications and Printing, or House Reproduction (see Appendix C), or by a nonlegislative resource, which will require soliciting bids for competitive pricing. Item 6 contains spaces to indicate whether the chair or co-chairs intend to have the report printed by the Texas Legislative Council or elsewhere.

Travel expenses should include travel reimbursement for senate, house, and citizen members who are appointed by the lieutenant governor or speaker and for staff whose salaries are included within the committee's approved budget. Other state employees or officials who travel with a joint committee are eligible for travel reimbursement by their employers under provisions of the General Appropriations Act. Citizen members appointed to a committee by the governor are reimbursed by the governor's office under H.C.R. 63.

Citizen members of subcommittees or advisory panels, if not also members of the full committee, are ineligible for travel reimbursement. Legislators serving on subcommittees or

advisory panels are entitled to travel reimbursement regardless of their membership on the full committee. The committee reimburses the senate and house of representatives for this expense if the approved budget includes funds for this purpose.

When necessary to meet sound system needs and comply with taping requirements, a committee may need to rent a site for a meeting held outside Austin. The space for requesting special outlays should be used to budget for this purpose. Other expenses that would be included in Item 9 are books and other publications, furniture, and equipment.

Certain services are available at no charge to the committee. The budget request should include only those services for which the committee will incur a charge. More information on administrative and support services is provided in Chapter 3.

Authority to Approve Expenditures. The committee is asked in Item 10 to designate one or two individuals authorized to approve expenditures. This may be the chair, one or both co-chairs, an aide from the senate or house, or another committee staff person. The designee or designees are responsible for signing contracts, purchase requisitions, travel vouchers, and other forms authorizing expenditures from the committee's budget. In the absence of committee rules to the contrary, approval must be provided by the chair or co-chairs if no one is designated to approve expenses.

Submission and Approval. Copies of the completed form must be submitted, together with any supplemental information that the chair or co-chairs may wish to add, to the lieutenant governor, the speaker, and the executive director of the Texas Legislative Council. The bottom half of side two of the form contains space for clarifications regarding the budget request. Alternatively, the committee may attach a letter or memorandum.

If a joint committee continues through more than one biennium, a new budget must be submitted for each biennium.

Gifts, Grants, and Donations

A joint committee created pursuant to resolution, including a joint committee created under H.C.R. 63, may accept gifts, grants, and donations to fund or support committee activities. State law requires acceptance by a majority of the voting members of the committee in an open meeting (Section 301.032, Government Code). Acceptance must be recorded in the minutes, which must include the name of the donor and the purpose of the gift, grant, or donation. A committee may confer with the Texas Legislative Council's legal division to determine whether an offering falls within a category to which the statute applies.

A monetary gift, grant, or donation is to be forwarded to the council's accounting office, together with a signed copy of the minutes from the meeting at which acceptance occurred. The money will be combined with other council funds, and the accounting office will be responsible for keeping the committee informed of amounts spent and encumbered and for ensuring that expenditures are in keeping with the purpose of the contribution as reflected in the minutes. Any portion of a monetary gift, grant, or donation remaining unused and unencumbered after a committee's expiration will be transferred in equal proportions to the accounts of the senate and house of representatives unless otherwise provided by the grantor or donor.

Account Administration

On receipt of an approved joint committee budget, the Texas Legislative Council's accounting office will establish an account from which expenditures for salaries, contracts, administration, and travel are to be made. No expenses will be processed until an approved budget is received in the accounting office. The committee chair or co-chairs are responsible for the exercise of fiscal control to ensure that committee spending is in accordance with the approved budget. The accounting office will issue monthly reports comparing cumulative expenditures to the joint committee's budget. These reports can be anticipated between the 10th and 20th day of each month and will be current as of the last day of the preceding month, assuming travel voucher submissions are timely.

Chapter 2

Committee Staffing and Assistance

Staffing

Under the terms of H.C.R. 63, joint committees must use, to the greatest extent possible, existing staff resources. Existing staff resources that may be available to the joint committee include staff of senate or house standing committees, staff of the lieutenant governor or speaker, and staff of individual legislators who are joint committee members. Use of such staff has no impact on the committee budget as long as the staff remain on the same legislative office payroll. Employers of such staff may wish to formalize an agreement on the nature, terms, and conditions of such support. The Directory of Services in Appendix C lists important staffing resources, other than standing committees and individual legislators' offices, and contact information for each.

Staff Assistance

Staff assistance may also be requested from Senate Engrossing and Enrolling, the Senate Research Center, the House Research Organization, and the following legislative agencies:

The Texas Legislative Council's research division can provide research support, drafting of policy resolutions, assistance in writing the committee's report, preparation of statistical data and analysis, and preparation of maps for analysis or presentation. The legal division can provide drafting of proposed legislation, legal research, and limited legal counsel. Requests for assistance from the research division should be made to the research division director. Inquiries about legal staff assistance should be directed to the legal division director.

The Legislative Budget Board sometimes assists committees whose assignments relate to state finance. The board's primary responsibility is to prepare the general appropriations bill that is introduced each regular session. The board also conducts performance reviews of state agencies and institutions.

The Sunset Advisory Commission reports and staff are a useful source of information about state government organization and individual agencies. The commission each interim evaluates a number of state agencies scheduled for automatic termination unless renewed by law in the next legislative session.

The State Auditor's Office performs financial, compliance, efficiency, and effectiveness audits of state agencies and institutions. It may also conduct special audits or investigations of specific alleged problems. The auditor's personnel classification division assists in developing position listings and salary schedules used in the general appropriations bill.

The Legislative Reference Library houses copies of legislation and reports, books, periodicals, and newspaper clippings relating to state government issues. The collection includes material from other states and is valuable as a source of background information relevant to a committee's assigned study topic. Library staff are available to assist in locating appropriate materials.

Staff on Council Payroll

If a joint committee wishes to propose staff placement on or transfer to the Texas Legislative Council payroll for the duration of a study, such prospective council employees should be aware of applicable restrictions. Two of these relate to the political process. The council, as a

nonpartisan service agency, prohibits employees from taking an active part in political campaigns or political funds management.

Other restrictions relate to employee benefits. Council employees accrue vacation and sick leave but may forfeit leave if they transfer to certain senate or house payrolls on expiration of the committee. Accumulated vacation and sick leave can be transferred if an employee separates from employment and is reemployed within 30 calendar days by a state agency to a position that accrues leave. If a 30-day break occurs, a transferring or terminating employee may be paid a lump sum for unused vacation leave if the employee has six months' continuous state employment and if sufficient funds remain in the committee's budget for that purpose. Accumulated compensatory time cannot be transferred or reimbursed monetarily. Personnel questions should be addressed to the council's human resources department.

Hiring or placement of committee staff on the council's payroll requires completion of a council personnel action form, or PAF (Form 2 in Appendix B). The completed PAF, signed by the committee's designee for expenditure approval, must be submitted to the accounting office for processing. All joint committee PAFs are subject to approval by the Texas Legislative Council executive director.

When an employee joins the council, the human resources department will provide a new employee orientation explaining the documents needed for adding the employee to the council's payroll.

A committee employee paid by the council must fill out a time sheet each month (Form 3 in Appendix B), have it signed by the committee's designee for expenditure approval, and forward it to the council's human resources department. Time sheet forms are available from the human resources department.

Consulting Contracts

Consulting contracts with engineers, accountants, architects, physicians, and other specified professionals are governed by the Professional Services Procurement Act (Subchapter A, Chapter 2254, Government Code), which provides for the award of contracts without competitive bidding on the basis of demonstrated competence and qualifications and for a fair and reasonable price. Contract-related paperwork will be prepared by the committee in conjunction with the council's legal division and accounting office and will be forwarded to the committee designee for signature. All joint committee consulting contracts are subject to approval by the Texas Legislative Council executive director.

Chapter 3

Administrative Support

This chapter covers administrative support, including telephone service, supplies and purchasing support, duplicating and printing services, mail and messenger service, and travel support. The Directory of Services in Appendix C lists these administrative services and contact information for each.

Telephones

A joint committee headquartered with a senate, house, or other legislative office may choose to rely on existing telephone lines and equipment. Incremental costs will be absorbed by the office, as charges incurred by the committee cannot be segregated.

Legislative offices are served by the Capitol Complex Telephone System (CCTS) for calls within the Capitol Complex and by the AT&T network for other calls in Austin and for long-distance calls. The Department of Information Resources offers CCTS hookups, provides access to local Austin telephone service, and sells and installs telephone units. Joint committees are limited to these services. Telephones or telephone services ordered directly from the private sector are not reimbursable, and no state funds may be encumbered for their use.

A committee anticipating heavy telephone use may wish to seek approval for a separate installation. Item 3 on the budget and staffing form (Form 1 in Appendix B) is the appropriate place to request such funding. If the joint committee is approved for a separate installation, it must be requested through Senate Support Services or House Business Operations.

Supplies and Purchasing

TIBH Industries operates a supply store for state governmental entities. The Texas Legislative Council obtains supplies from that store and other sources and operates an internal supply room that stocks routine office supplies. Stationery and business cards are printed by the council's print shop. All other procurement occurs through special purchases.

Joint committees must obtain routine office supplies and other purchases through the Texas Legislative Council. These will be charged against the committee's budget. A committee may not independently obtain supplies or services or make purchases from outside or unauthorized sources. Such expenditures are not reimbursable and will not be treated as a commitment of state funds.

To obtain routine office supplies, a joint committee must submit a list of all items desired to the accounting office, indicating the committee to which they are to be charged.

To obtain an item not available through the council supply room, including furniture, books, and publications, a joint committee must contact the council purchasing supervisor, and the council will purchase the item as a special order. On delivery, the committee must complete the receiving report (Form 4 in Appendix B) included with the supply delivery and return it to the accounting office.

Duplicating and Printing

The Texas Legislative Council provides copy services through house document distribution. Charges for duplicating jobs of intermediate size are assessed against the committee budget. To request a large job requiring the use of the council print shop, contact the document production division director. Materials costs for such jobs are charged against the committee budget, so a committee should contact the council's accounting office about any job that will have a cost.

The committee also has the option to use senate or house duplicating or printing facilities. The senate or house may charge joint committees for some or all duplicating and printing services or may offer those services for free. If the senate or house charges for services, it may confer with the council's accounting office and provide for interagency billing of charges according to a mutually agreeable schedule. Appendix C lists council, senate, and house facilities and the types of duplicating and printing services they offer.

Texas Legislative Council employees have checkout privileges at the Legislative Reference Library, Texas State Library, and State Law Library. They also may apply for a courtesy borrower's card for The University of Texas library system through the circulation desk of the Perry-Castañeda Library (495-4350). If materials at the Legislative Reference Library cannot be checked out, the library staff may make copies. The library will bill the cost of the copies to the committee. Senate, house, and legislative agency staff who are assisting a committee should inform the librarian if copies are for a joint committee rather than for their usual employers. Use of the coin-operated Legislative Reference Library copier is not a reimbursable expense.

If materials at the Texas State Library or State Law Library cannot be checked out, consult the reference librarian regarding duplication and fees.

Mail and Messengers

For incoming mail delivered by the U.S. Postal Service, a joint committee may use the same address as the senate, the house, or a legislative agency, depending on where the committee and its staff are headquartered. A centralized address may be preferable for coordination if the staff is dispersed among several locations. A joint committee may not rent its own post office box.

Outgoing postal mail should include a committee return address to establish that it is official state business and to enable the Texas Legislative Council to assess postage charges. The council is responsible for metering and sending outgoing committee mail. A committee may call the council's accounting office for pickup or may bring the mail to the REJ Building, Plaza Level.

State law generally prohibits use of the U.S. Postal Service for mail that can be delivered within Travis County by interagency or interoffice means (Sections 2176.051 and 2176.052, Government Code). The Texas Comptroller of Public Accounts operates an interagency mail system free of cost to joint committees. It covers all state agency and University of Texas locations in Austin except for TG, the Texas Municipal Retirement System, and the Texas County and District Retirement System. To send interagency mail, committee staff must indicate the recipient and the street or building address and mark the envelope or package "Interagency Mail" in the upper right corner. The senate mail staff pick up outgoing interagency mail from senate offices, and Texas Legislative Council messengers pick up such mail from council offices. Outgoing interagency mail from house offices must be taken to the house post office.

Faster service is available within the Capitol Complex, where legislative messengers make direct interoffice deliveries. Joint committee staff housed in senate or house offices served by the

senate or house sergeant-at-arms use the sergeant's messengers for interoffice mail. Committee staff housed with the Texas Legislative Council use council messenger services.

To arrange for overnight or express mail, contact the council's accounting office. Council mail staff will fill out associated paperwork and bill the joint committee. They will need the name, street or building address, and telephone number of both the committee and the recipient. Federal Express packages can go out as late as 3:30 p.m. Overnight or express items sent via the U.S. Postal Service must be ready by 2 p.m.

The Texas Office of State-Federal Relations offers courtesy overnight pouch service to and from Washington, D.C., every Monday, Wednesday, and Friday, primarily for communications with Texas congressional offices. Mail for this purpose must be delivered to Room 2.100 of the State Insurance Building by 4:30 p.m. on those days.

Travel

Travel Eligibility and Budgetary Responsibility. Joint committee members and staff are eligible for reimbursement of travel expenses incurred for attending meetings or for other committee-related business. From its budget with the Texas Legislative Council, the committee pays travel reimbursement for senate, house, and citizen members who are appointed by the lieutenant governor or speaker and for staff whose salaries are included within the committee's approved budget.

Other state employees or officials who travel with a joint committee are eligible for travel reimbursement by their employers under provisions of the General Appropriations Act. They are subject to the senate, house, or agency travel policies that apply to other state government travel. Citizen members appointed to a committee by the governor are reimbursed by the governor's office under H.C.R. 63. Citizen members appointed by the governor to joint committees should contact the appointments office (463-1828) for applicable travel policies and instructions.

Citizen members of any subcommittees or advisory panels appointed by the chair or co-chairs are entitled to reimbursement for associated travel if they are also members of the full committee. The committee or governor's office, as appropriate, pays this expense. Legislators serving on subcommittees or advisory panels are entitled to travel reimbursement regardless of their membership on the full committee. The committee reimburses the senate and house of representatives for this expense if the approved budget includes funds for this purpose. Citizen members of subcommittees or advisory panels, if not also members of the full committee, are ineligible for travel reimbursement.

Advance Approval. Neither legislators nor citizen-member appointees of the lieutenant governor or speaker normally require chair, co-chair, or Texas Legislative Council advance approval for travel associated with a committee meeting. Approval is required for travel involving a rental car, travel outside Texas, or travel unassociated with a committee meeting (e.g., conference attendance or separate subcommittee or advisory panel meetings), but the chair or co-chairs may waive this requirement for subcommittee or advisory panel meetings held in Texas by written notice to the council's accounting office. Travel by council employees in conjunction with joint committees always requires advance approval.

The appropriate form for travel approval, when required, is Form 5 in Appendix B, which may be obtained from the council's accounting office. It requires an estimate of transportation costs and any conference registration fees. The prospective traveler must forward to the council's accounting office a completed form signed by the committee chair, co-chair, or individual

designated for expenditure approval. For council employees loaned to the committee, the appropriate division director's signature substitutes for that of the committee designee. The completed and signed form may be delivered to the council's accounting office in the REJ Building or mailed to the Texas Legislative Council, Accounting Office, P.O. Box 12128, Austin, Texas 78711-2128.

Transportation, Meals, and Lodging. Reimbursement for transportation expenses relating to committee travel is based on H.C.R. 63, if applicable, and the General Appropriations Act enacted by the 82nd Legislature. Each fiscal year, the comptroller's office publishes travel reimbursement rates on its website.

In addition to automobile mileage rates for legislators and state employees, rates for personally owned or leased aircraft are listed. Travel by commercial airline is reimbursable at cost, with the restriction that the traveler must fly at the lowest available coach airfare unless only first class is available. Travel by rental car, taxi, shuttle, or mass transit is also reimbursable at cost.

Legislators and citizen members traveling on joint committee business are reimbursed for meals and lodging at rates established by the lieutenant governor and speaker, consistent with the General Appropriations Act. Meal reimbursements apply only when an overnight stay is required.

An attorney general's opinion rules out payment from state funds for coffee or refreshments consumed by members or staff during a committee meeting (Op. Tex. Att'y Gen. No. C-557 (1965)). The General Appropriations Act expressly prohibits the expenditure of state funds for alcoholic beverages, and tips are not reimbursable. Tips and charges for alcohol consequently must be subtracted from one's tab when calculating meal expenses.

Restrictions under the General Appropriations Act prohibit group billing and reimbursement for group meals held in conjunction with committee meetings. Participants in group dinners, lunches, or breakfasts must be billed individually to obtain state reimbursement. Restaurants or caterers should be advised of this policy if a group meal is arranged or scheduled.

Table 1 summarizes miscellaneous travel expenses that are reimbursable. The table also indicates which receipts and expense itemizations are necessary for repayment purposes. Travel expense questions should be directed to the council's accounting office.

Travel Expense Form Preparation. From receipts and expense itemizations, joint committee travelers fill out travel expense forms for reimbursement. Texas Legislative Council employees use the employee travel expense information sheet (Form 6 in Appendix B), and citizen members use the committee travel expense information sheet (Form 7 in Appendix B). Both forms are available from the council's accounting office. Senate and house members should follow the travel procedures of their respective house, and the council will reimburse that house through an interagency payment voucher.

The claimant's social security number is required on the form; it is essential for processing reimbursement. All original receipts must be attached, as summarized in Table 1. Citizen members should include in the blank space on the back of the form a description of duties performed or meetings attended, giving dates and locations. The form must include the signature of the committee chair, co-chair, or individual designated for expenditure approval. The completed form may be delivered to the council's accounting office or mailed to the Texas Legislative Council, Accounting Office, P.O. Box 12128, Austin, Texas 78711-2128.

**Table 1
Travel Expenses, Receipts, and Recordkeeping**

	Reimbursable		Keep Receipts		Comments/Other Recordkeeping Requirements	
Commercial Air:						
Airfare	Yes		Yes		Must retain original ticket.	
Excess Baggage Charges (Business)	Yes		Yes		Committee-related charges are reimbursable.	
Rental Car:						
Rental Fee and Taxes	Yes		Yes		Main rental receipt must itemize.	
Collision Damage Waiver Insurance	Yes/1		Yes			
Other Insurance Surcharges	No/2		Not Applicable			
Gasoline	Yes		Yes			
Parking	Yes		Yes			
Tolls	Yes		Yes		Must be itemized on a daily basis.	
Personal Car:						
Mileage	Yes		Not Applicable		Determined by odometer or by a readily available online mapping service.	
Parking	Yes		Yes			
Gasoline	No		Not Applicable		Mileage reimbursement covers this expense.	
Repairs or Maintenance	No		Not Applicable		Mileage reimbursement covers this expense.	
Tolls	No		Not Applicable		Mileage reimbursement covers this expense.	
Taxi, Shuttle, Transit:						
Fare (less than \$10)	Yes		No		Must be itemized by trip, with fare and destination.	
Fare (\$10 or more)	Yes		Yes		Must itemize each destination.	
Tips	No		Not Applicable			
Lodging:						
Room Rate (Legislators)	Yes*		No			
Room Rate (Citizen Members/Staff)	Yes*		Yes		Hotel receipt must itemize.	
Hotel Occupancy Taxes	Yes		Yes			
Cleaning or Laundry	No		Not Applicable		Examples: personal phone calls, movie rentals.	
Personal Expenses or Entertainment	No		Not Applicable			
Meals (Individually Billed Only):						
Food and Drink (Nonalcoholic)	Yes*		No		Must be itemized by meal.	
Alcohol	No		Not Applicable			
Tips	No		Not Applicable			
Meetings:						
Meeting Site Rentals/3	Yes		Yes		Reimbursable if funded in committee budget.	
Coffee or Refreshments	No		Not Applicable			
Other:						
Conference Registration	Yes		Yes			
Phone Calls (Committee Business)	Yes		Yes		Must be itemized on a daily basis.	
Photocopies (Committee Business)	Yes		Yes		Must be itemized on a daily basis.	
Postage (Committee Business)	Yes		Yes		Must be itemized on a daily basis.	
Freight (Committee Materials)	Yes		Yes		Must be itemized on a daily basis.	
<p>1/ This expense may be unnecessary. Rental car companies with which the state has contracts provide CDW coverage automatically. Other companies may also provide coverage, depending on separate contracts with the legislative branch.</p> <p>2/ Liability insurance supplements, safe trip insurance, personal accident insurance, or personal effects insurance.</p> <p>3/ Purchase requisition must be processed through the council's accounting office.</p> <p>* Pursuant to H.C.R. 63, reimbursement rates for rooms and meals will be determined by the lieutenant governor and speaker in accordance with the General Appropriations Act.</p>						

From the information provided by the claimant, the accounting office fills out a travel voucher and sends it to the claimant for verification and signature. The claimant returns the signed voucher to the accounting office for processing.

Reservations, Discounts, and Direct Billing. This section does not apply to citizen members of joint committees.

Senate members traveling on joint committee business may make reservations, obtain discounts, and use their corporate travel cards in the same manner as for other legislative travel. House members traveling on joint committee business should follow the same reservation and direct billing procedures as are applicable to other house member travel.

Texas Legislative Council employees traveling on joint committee business can schedule airline reservations, rental car reservations, and hotel lodging reservations through the state's contracted travel agency. Use of this agency gives the council access to cheaper airfares, discount car rental rates, and state government hotel rates and enables the agency to directly bill some of the costs (airfare and car rental) to the council rather than having the employee pay them out of pocket. The council has discount and direct billing car rental arrangements with Enterprise. For information on hotels offering state government rates or for assistance, contact the council's accounting office.

When making an airline reservation for an employee, the travel agency will bill the council directly for the airfare. Rental car costs can be directly billed to the council as well. Hotel costs are not billed directly to the council but are paid by the employee and reimbursed.

Chapter 4

Committee Proceedings

The proceedings of joint committees created by proclamation are subject to the provisions of H.C.R. 63. That resolution confers all powers and duties provided generally to senate and house select committees under Subchapter B, Chapter 301, Government Code, and the senate and house rules of procedure, unless the proclamation creating the joint committee modifies the committee's powers and duties. Like all other legislative committees, a joint committee is also subject to the public information law (Chapter 552, Government Code) and certain other state laws.

House and senate rules for committee procedures are similar, but not identical. H.C.R. 63 leaves the adoption of joint committee rules to the discretion of the committee, with exceptions as discussed below.

Committee members and staff may consult with the senate and house parliamentarians if procedural questions arise. The chair or co-chairs of a committee, including a citizen member, may wish to do so at the outset of the committee's formation.

The Committee Proceedings Support section of Appendix C lists sources and contact information for assistance in planning, scheduling, and conducting the committee's business.

Meetings and Hearings

Open Meetings. All meetings of a joint committee must be open to the public in accordance with the rules of the two houses of the legislature. H.C.R. 63 makes no specific mention of the procedures to be used by a joint committee when conducting a meeting.

Rule 4, Section 12, House Rules, states the general rule that almost all house committee meetings are open. That rule provides:

All meetings of a committee or subcommittee, including a calendars committee, shall be open to other members, the press, and the public unless specifically provided otherwise by resolution adopted by the house. . . .

Rule 4, Section 12, House Rules, also sets out a narrow set of circumstances in which a house committee may conduct a meeting in executive session. While the Senate Rules contain no provision that is precisely parallel to Rule 4, Section 12, House Rules, it may be assumed that meetings will be open to the public except where those rules authorize an executive session. For example, Senate Rule 11.10 expressly requires that each committee give a public, 24-hour notice of the time and place of a meeting, while Senate Rule 11.07 requires the adoption of committee rules providing for news coverage of all meetings. Senate Rule 11.11 further requires that all meetings be recorded and available to the public.

A joint committee that desires to conduct a closed meeting or a meeting in executive session should consult with the senate and house parliamentarians and legal counsel.

Posting of Notice. Notice of a legislative committee meeting is given in the manner provided by the house or senate rules (see Section 551.046, Government Code). H.C.R. 63 adopts a joint rule of the senate and house requiring that notice of joint committee hearings or meetings be posted publicly at least five calendar days in advance. According to that rule, notice is to be posted with the senate committee coordinator and the house committee coordinator. Notice for

subcommittee and advisory panel meetings is to be posted in the same manner as for committee meetings.

Although publication of committee meeting notices in the Texas Register is not required, committees may wish to make arrangements with the office of the secretary of state (463-5561) for publication of notice of meetings outside of Austin.

Meeting Sites. Senate and house meeting rooms with various seating capacities for committee members and an audience are available for committee use in the Capitol, Capitol Extension, and John H. Reagan (JHR) Building. Available rooms can be scheduled without charge to the committee by contacting the senate or house committee coordinator. Joint committees have the same access and privileges to senate and house meeting rooms as senate and house standing or select committees, except during legislative sessions.

When scheduling a meeting room, a committee should check with the committee coordinator from the appropriate house for any applicable food, beverage, or smoking restrictions. For house meeting rooms, committee members may order coffee, cream, and sweetener from House Special Services and must pay for those items from personal funds. For senate meeting rooms, the senate committee coordinator will arrange for coffee, cream, sweetener, and water.

The senate or house committee coordinator will contact an outside resource to arrange for sign language interpreting services, the cost of which will be paid from the joint committee budget. All meeting rooms in the Capitol, Capitol Extension, and JHR Building meet the standards established by the federal Americans with Disabilities Act, and committees are encouraged to contact the senate or house committee coordinator at least 72 hours in advance if they have questions about available accommodations or if they need to arrange for a sign language interpreter.

Personal assistive listening devices are available for public use in the senate chamber and senate committee hearing rooms. The listening devices may be obtained from the secretary of the senate's office, Room 2E.22, Capitol Building. For more information about obtaining a listening device, contact the senate committee coordinator.

Meeting rooms are usually unlocked for committee members and staff before their arrival. If doors are locked or if the temperature of the room is uncomfortable, committee members should contact the house or senate committee coordinator.

To identify meeting sites outside Austin, a committee is advised to solicit assistance from local legislators, especially those who serve on the committee. Joint committees planning a hearing outside of Austin may also obtain a list of preferred meeting sites from the senate committee coordinator. These preferred sites accommodate sound system, recording, and other needs of committee meetings. When necessary to meet sound system needs and comply with audio recording requirements, a committee, in conformance with its budget, may rent a meeting site. The budget request form (Form 1 in Appendix B) has a space for requesting special outlays for this purpose. The chair or co-chairs may pay the rental expense and submit a receipt with the travel voucher or may initiate council prepayment of the expense by contacting the council's accounting office.

Electronic Recording and Minutes. Senate rules require both electronic recording and minutes of all meetings, while house rules require minutes of all meetings and audio recordings of any testimony. Beyond this public record, media representatives and other attendees have the right to record an open meeting by means of tape recorder, video camera, or other means, limited only by reasonable committee rules to maintain order.

Committees are responsible for providing recording supplies for all meetings. These may be obtained, in the same manner as routine office supplies, from the Texas Legislative Council supply room and will be charged against the joint committee budget.

Senate Media Services will provide recording supplies for hearings that take place in a senate hearing room. Should an office in the house of representatives or a state agency need copies of the recorded proceedings, a representative of the office or agency may contact Senate Staff Services at the conclusion of the hearing. A fee of \$5 per audio recording will be assessed.

Committee meeting rooms in the Capitol, Capitol Extension, and JHR Building are fully equipped for sound and recording. After reserving a senate hearing room, a committee representative should contact the senate committee coordinator for special equipment needs. The coordinator will arrange with Senate Media Services to record and monitor the meeting electronically, operate the sound system, and set up requested special equipment. The senate committee coordinator or Senate Media Services should be contacted if sound levels during the meeting are inadequate.

Committees using house meeting rooms are responsible for their own audio recording, although they may request staff from the House Sergeant-At-Arms Office to oversee the recording. Committee staff should obtain advance instructions from the house committee coordinator in using house recording and sound systems. The house committee coordinator or House Video/Audio Services may be contacted regarding problems with audio recording or sound. For special equipment needs, the house committee coordinator should be notified well in advance.

A committee must make arrangements for audio recording, sound, and technical needs at meetings outside Austin. The committee should seek a public meeting site that satisfies its requirements free of charge. If none is available, a committee for which meeting site rental funds have been approved may pay for a site and for use of any recording, sound, or other special equipment that it may require.

The chair or co-chairs are the official custodians of all meeting recordings. After recording or assisting in the recording of meetings, legislative staff should return the recordings to the chair or co-chairs or follow their instructions as to disposition.

Minutes should be prepared in the manner requested by the chair or co-chairs. House rules prescribe some matters of form, but senate rules do not. Three copies of the minutes go to the Legislative Reference Library, which is the official custodian for joint committee minutes. If the minutes reflect receipt of a gift, grant, or donation, a fourth copy goes to the Texas Legislative Council's accounting office.

Testimony. Senate and house rules of procedure require that witnesses before legislative committees take an oath or file a sworn statement. Joint committees may satisfy the requirement by oral or written means, or both. Form 8 in Appendix B is an example of a witness affirmation form that allows for witness sign-in and simultaneously satisfies the oath requirement. Copies of this form may be obtained from the council's house document distribution office. Similar forms are available from the senate or house committee coordinator.

An open meeting is open to public attendance but not necessarily to public testimony. If a committee allows public testimony, it may not discriminate unreasonably between witnesses or prospective witnesses. Within such parameters, the chair may set constraints on the number, length, and frequency of witness presentations.

H.C.R. 63 provides that a joint committee, by two-thirds record vote of members present and voting, a quorum being present, may issue process to compel the attendance of witnesses or to gain access to specified books, records, or documents. Committee subpoena powers are outlined in Sections 301.024-301.027, Government Code. The Texas Legislative Council’s legal division can assist in preparing the necessary legal papers and may, in addition to senate, house, or joint committee legal counsel, be consulted on any matters relating to committee subpoenas.

Many witnesses submit written copies of their testimony or other material to support their presentations. Retention of written copies of testimony or other supporting materials is not required by house or senate rules or by the concurrent resolution authorizing the appointment of joint committees. A joint committee, on compiling written submissions from a meeting, may choose to forward an assembled copy of the submissions to the Legislative Reference Library. Published material may be omitted at the committee’s discretion.

The public is frequently interested in recordings of testimony from committee meetings. A committee that receives a request to listen to a recording of a meeting may arrange with House Video/Audio Services or Senate Staff Services to provide that opportunity. Either of those offices can also duplicate recordings on request for a charge of \$5 for each tape or CD-R.

Final Committee Report

The final report of a joint committee must be approved by a majority of the voting membership of the committee. Dissenting voting members may attach statements to the report, subject to any limitations specified in rules adopted by the committee. The table below lists previous legislative committee reports that serve as potential models for the inclusion of dissenting statements.

Table 2		
Examples of Dissenting Statements		
Committee Report (Year)	Legislative Reference Library Call Number	Page
House-Senate Joint Interim Committee on Child Support (1988)	L1836.70 C436	p. 36
Select Committee on Tax Equity (1989)	L1836.70 T199	Volume 1, pp. 81-85
Joint Select Committee on State Guaranty Funds (1991)	L1836.71 G931	p. 53
Joint Select Committee on Toxic Air Emissions and the Greenhouse Effect (1991)	L1836.71 T667R	p. 22
Joint Interim Committee on Proprietary Schools (1991)	L1836.71 P945R	Transmittal letter

A committee may have the final report printed by a legislative resource, such as the council print shop, Senate Publications and Printing, or House Reproduction, or by a nonlegislative resource. The budget request form item for printing of the final report (Form 1, Item 6, in Appendix B) contains blanks to indicate whether the chair or co-chairs intend to have the report printed by the Texas Legislative Council or another source. On selecting a nonlegislative source, a committee should contact the council's purchasing office, which will solicit bids for competitive pricing.

The number of final report copies is limited by the committee's budget. State law and agency regulations (Sections 441.101-441.106, Government Code; 13 T.A.C. Section 3.3) require that four copies of state publications be deposited with the State Publications Depository Program of the Texas State Library and Archives Commission. Committee publications are likewise subject to this requirement.

From the total number of publications printed, a joint committee should reserve five copies each for the Legislative Reference Library, the lieutenant governor, the speaker, and the governor. If the council prints the report, the council's house document distribution office will handle all required distribution, including deposit with the State Publications Depository Program. If the report is printed elsewhere, the committee chair or co-chairs are responsible for distribution.

When the Texas Legislative Council prints a joint committee report, it may provide for extra copies to be placed with the council's house document distribution office for sale to the public. The committee chair or co-chairs will be the custodians and distributors of all remaining report copies. A committee that prints its report outside the council may arrange similarly with house document distribution for public sale. The committee chair or co-chairs become the custodians and distributors of copies the committee chooses to retain. No committee may charge for the copies it distributes; public sales, if any, must be channeled through house document distribution. The sales price, if any, shall be set by the Texas Legislative Council, and proceeds shall be returned to the council's interim committee funds for reappropriation or other disposition by the 83rd Legislature.

Appendix A
House Concurrent Resolution 63
82nd Legislature

House Concurrent Resolution

WHEREAS, The Texas Legislature for each of the last 14 regular sessions has adopted a concurrent resolution authorizing the creation and appointment of joint interim legislative study committees by the lieutenant governor and speaker of the house of representatives; and

WHEREAS, Renewal of the prior authorizations to the presiding officers enables the legislature to address and study issues that remain unresolved on sine die adjournment or that emerge subsequent to that time; and

WHEREAS, It is also desirable to adopt by resolution various rules and policies regarding the operation of joint committees to supplement, and reconcile differences between, the senate and house rules of procedure; now, therefore, be it

RESOLVED, That the 82nd Legislature of the State of Texas hereby authorize the lieutenant governor and speaker of the house of representatives to create by mutual agreement such joint committees as they consider necessary during the term of this legislature; and, be it further

RESOLVED, That each joint committee created pursuant to this resolution be composed of such combination of legislators, state officials, or citizen members as shall be determined mutually by the presiding officers of each house; and, be it further

RESOLVED, That on the request of the presiding officers, the governor may appoint members to a joint committee created pursuant to this resolution; and, be it further

RESOLVED, That the presiding officers issue for each committee so created a joint proclamation identifying the issue or issues to be studied and listing the committee membership or describing the committee composition and that the proclamation be filed with the secretary of the senate and the chief clerk of the house of representatives; and, be it further

RESOLVED, That the presiding officers designate jointly a chair, or designate alternatively two co-chairs, from among the committee membership; and, be it further

RESOLVED, That the chair or co-chairs, acting jointly and within four weeks of the proclamation, prepare and present to the presiding officers a proposal for budget and staffing; and, be it further

RESOLVED, That the chair or co-chairs be directed to use to the greatest extent possible the existing staff and administrative resources of committee members, standing committees, officers of the senate and house, and legislative service agencies; and, be it further

RESOLVED, That the presiding officers jointly review each budget and staffing proposal, adopt budgetary and staffing allocations, and determine the manner in which each joint committee is to be funded; and, be it further

RESOLVED, That the joint committee chair, or the co-chairs acting by mutual agreement, have authority to create and appoint subcommittees or affiliated advisory panels and to designate respective chairs for each, contingent on the advance approval of the presiding officers for the creation and appointment of subcommittees or advisory panels containing membership external to the committee; and, be it further

RESOLVED, That each joint committee, and its subcommittees and advisory panels, convene at the call of its chair or co-chairs; provided that no joint committee, nor its subcommittees or advisory panels, shall convene in a public hearing or other meeting for the transaction of business

unless public notice has been posted by its chair or co-chairs at the locations specified by the senate and house rules of procedure for posting of notice of standing committee meetings at least five calendar days in advance of the hearing or meeting; and, be it further

RESOLVED, That the preceding clause be construed, for purposes of Section 551.046, Government Code, as a joint rule of the senate and house of representatives controlling the posting of notice for joint committees, and their subcommittees and advisory panels, in lieu of required posting with the secretary of state; and, be it further

RESOLVED, That each joint committee have authority to issue process as provided in Sections 301.024-301.027, Government Code, provided that any motion for the issuance of process must receive the record vote of at least two-thirds of those present and voting, a quorum being present; and, be it further

RESOLVED, That each joint committee be entitled to accept grants and donations as provided by Subsections (b) and (c), Section 301.032, Government Code, and that, on expiration of a joint committee, any unexpended funds remaining from a grant or donation be transferred in equal proportions to the accounts of the senate and house of representatives unless otherwise provided by the grantor or donor; and, be it further

RESOLVED, That each joint committee, except as modified by or pursuant to this resolution, have all other powers and duties provided to special committees by Subchapter B, Chapter 301, Government Code, and the senate and house rules of procedure; and, be it further

RESOLVED, That the operating accounts for each joint committee created pursuant to this resolution and any grants and donations that such committee may receive be administered by the accounting and purchasing sections of the Texas Legislative Council; and, be it further

RESOLVED, That the Texas Legislative Council accounting and purchasing sections prepare, under the guidance of the presiding officers, a manual of procedures for joint committees and other entities created by the legislature for which funds are to be administered by the Texas Legislative Council establishing requirements as to printing needs, accounting procedures, ultimate disposition of records, and other administrative and financial matters; and, be it further

RESOLVED, That citizen members appointed by the lieutenant governor or speaker of the house of representatives to joint committees created pursuant to this resolution be reimbursed from funds appropriated to the Texas Legislative Council for expenses of transportation, meals, lodging, and incidentals for travel on official committee business, at rates established by the joint chairs of the Texas Legislative Council consistent with provisions of the General Appropriations Act; and, be it further

RESOLVED, That citizen members appointed by the governor to joint committees created pursuant to this resolution be reimbursed from funds appropriated to the office of the governor for expenses of travel on official committee business, at rates established by the joint chairs of the Texas Legislative Council consistent with provisions of the General Appropriations Act; and, be it further

RESOLVED, That citizen members appointed by the lieutenant governor to senate select committees and citizen members appointed by the speaker of the house of representatives to house committees expanded or created under House Rule 4, Sections 24, 57, and 58, when engaged in travel on official committee business, be reimbursed for (1) transportation expenses at the same rates as authorized for state employees by the General Appropriations Act, and (2) actual expenses for meals, lodging, and incidentals, subject to any maximum reimbursement

limitations for meals and lodging set by the Senate Administration Committee for senate select committees and by the Committee on House Administration for house select committees; and, be it further

RESOLVED, That the Texas Legislative Council be authorized to reimburse the senate and house of representatives for expenses incurred by members of the senate and house for transportation, meals, lodging, and incidentals for travel on official business of joint committees created pursuant to this resolution; and, be it further

RESOLVED, That the final report of each joint committee be approved by a majority of the voting membership of the committee; dissenting voting members may attach statements to the final report subject to any limitations specified in the rules adopted by the committee; and, be it further

RESOLVED, That each joint committee created pursuant to this resolution expire on January 8, 2013, or an earlier date specified in the proclamation creating the committee.

Geren

Appendix B

Forms

Form 1

JOINT SELECT COMMITTEE BUDGET AND STAFFING

COMMITTEE NAME: _____

1.	SALARIES: Salaried Staff (item 1 on page 2)		\$0.00
2.	CONTRACTS: Contractual committee staff (item 2 on page 2) Consultative and professional (item 2 on page 2) Expert witnesses (compensation and/or travel reimbursement)		\$0.00
3.	TELEPHONES: Monthly Charges AT&T (long-distance charges)		\$0.00
4.	SUPPLIES AND PURCHASING: Paper Stationery and business cards Basic office supplies Cassette tapes Miscellaneous consumables Magazine and journal subscriptions		\$0.00
5.	PHOTOCOPYING AND DUPLICATION:		\$0.00
6.	PRINTING OF REPORTS (check one): ____ Texas Legislative Council ____ Other		\$0.00
7.	MAILINGS: Postage Express deliveries Fax communications		\$0.00
8.	TRAVEL REIMBURSEMENT: Senate and House members of committee Citizen members appointed by Lieutenant Governor and Speaker Salaried staff listed on reverse Subpoenaed witnesses (but not expert witnesses -- see item 2)		\$0.00
9.	SPECIAL OUTLAYS (itemize below):		\$0.00
	Meeting place rentals	\$ _____	
	Books and publications	\$ _____	
	Furniture and equipment	\$ _____	
	TOTAL		\$0.00

10 **PLEASE DESIGNATE INDIVIDUAL(S) AUTHORIZED TO APPROVE EXPENDITURES**

Authorized: _____

CHAIR OR COCHAIR	DATE	LIEUTENANT GOVERNOR	DATE
------------------	------	---------------------	------

CHAIR OR COCHAIR	DATE	SPEAKER	DATE
------------------	------	---------	------

Obtain from Texas Legislative Council accounting, 463-1155.

Form 1 (reverse)

JOINT SELECT COMMITTEE BUDGET AND STAFFING

COMMITTEE:

1. Itemize salaried committee staff positions to be funded by the Texas Legislative Council, if any, and who (if known) you contemplate to fill them. Give in each case the expected duration of employment, the expected work week, and the expected compensation rate.

2. Describe any contractual expenditures that you anticipate (See item 2 on page 1)

3. Include any other clarification regarding the committee budget and staffing proposal that you feel will help justify your budget request.

Form 2

TEXAS LEGISLATIVE COUNCIL Personnel Action Form											
Name: _____ (Last) (First) (Initial)											
Request for:	<input type="checkbox"/> Approval To Employ <input type="checkbox"/> Promotion <input type="checkbox"/> Merit Increase	<input type="checkbox"/> Transfer <input type="checkbox"/> Work Schedule Change <input type="checkbox"/> Reclassification <input type="checkbox"/> Demotion <input type="checkbox"/> Resignation <input type="checkbox"/> Approval to Post <input type="checkbox"/> Other: _____									
Effective Date: _____		Employment Date (TLC): _____									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 2px;">Present</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Division/Section: _____</td> </tr> <tr> <td style="padding: 2px;">Position: _____</td> </tr> <tr> <td style="padding: 2px;">Seq. No.: _____</td> </tr> <tr> <td style="padding: 2px;">Salary: _____ (Monthly) (Annual)</td> </tr> </tbody> </table>	Present	Division/Section: _____	Position: _____	Seq. No.: _____	Salary: _____ (Monthly) (Annual)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 2px;">Proposed</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Division/Section: _____</td> </tr> <tr> <td style="padding: 2px;">Position: _____</td> </tr> <tr> <td style="padding: 2px;">Seq. No.: _____</td> </tr> <tr> <td style="padding: 2px;">Salary: _____ (Monthly) (Annual) (Change)</td> </tr> </tbody> </table>	Proposed	Division/Section: _____	Position: _____	Seq. No.: _____	Salary: _____ (Monthly) (Annual) (Change)
Present											
Division/Section: _____											
Position: _____											
Seq. No.: _____											
Salary: _____ (Monthly) (Annual)											
Proposed											
Division/Section: _____											
Position: _____											
Seq. No.: _____											
Salary: _____ (Monthly) (Annual) (Change)											
		Budget approval required for all budget and salary actions. Budget Approval _____ (Authorized Signature) (Date)									
Last Promotion or Merit Increase (if applicable) Date of Last Action: _____ Was it a promotion or merit increase? (If so, complete the appropriate section below.)											
<u>Promotion</u>		<u>Merit Increase</u>									
To: _____ Position Title Salary (monthly)	To: _____ Salary (monthly)										
From: _____ Position Title Salary (monthly)	From: _____ Salary (monthly)										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Remarks</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"></td> </tr> </tbody> </table>	Remarks		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Payroll</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Payroll Rec'd (Initial/Date): _____</td> </tr> <tr> <td style="padding: 2px;">Job Class (new): _____</td> </tr> <tr> <td style="padding: 2px;">Position No. (prev.): _____</td> </tr> <tr> <td style="padding: 2px;">Org. Code (new): _____</td> </tr> <tr> <td style="padding: 2px;">Org. Code (prev.): _____</td> </tr> <tr> <td style="padding: 2px;">Reason Code: _____</td> </tr> </tbody> </table>	Payroll	Payroll Rec'd (Initial/Date): _____	Job Class (new): _____	Position No. (prev.): _____	Org. Code (new): _____	Org. Code (prev.): _____	Reason Code: _____	
Remarks											
Payroll											
Payroll Rec'd (Initial/Date): _____											
Job Class (new): _____											
Position No. (prev.): _____											
Org. Code (new): _____											
Org. Code (prev.): _____											
Reason Code: _____											
Approval Requested by: _____ Date: _____ Division Director: _____ Date: _____ Exec Director/Asst: _____ Date: _____ Exec Director: _____ Date: _____											
TLCHR Form 001 (11/10), 07A 93		Page 1 of 1									

Obtain from Texas Legislative Council human resources, 463-1155.

Form 3

TEXAS LEGISLATIVE COUNCIL Monthly Time Report

Social Security No.: _____ Name: _____
(Last) (First) (Initial)

 Month & Year

Hours Worked			Leave Taken						
Day	Reg	Comp	Sick	Annual	Comp	Jury Duty	Emergency	Military	LWOP
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Employee Signature: _____ Date: _____

Reviewer Signature: _____ Date: _____

Form 3 (reverse)

Instructions for Completing Monthly Time Report

- 1 Fill in the number of hours worked up to the maximum scheduled hours for that day (for example, 8 hours per day for a full-time employee) in the *Reg Hours Worked* column. Any time worked in excess of scheduled hours, as well as all hours worked on a holiday, should be written in the *Comp Hours Worked* column. Holiday time taken (if applicable to your division policy) does not need to be recorded under *Leave Taken* and may be recorded as 0 in the *Reg Hours Worked* column.
- 2 If a complete day is not worked, hours absent must be charged to one of the *Leave Taken* columns.
- 3 All leave taken must be approved by your manager.

Application for Advance Approval of Leave

Dates Covered by Leave		Leave Type (Hours)		Leave Requested
<u>From</u>	<u>To</u>	<u>Vacation</u>	<u>Compensatory</u>	
_____	_____	_____	_____	0.00
_____	_____	_____	_____	0.00
_____	_____	_____	_____	0.00
_____	_____	_____	_____	0.00
Total Hours:				0.00

Approve Disapprove

Reviewer Signature

Date

Application for Approval of Sick Leave

Dates Covered by Sick Leave		Hours Taken	Explanation
<u>From</u>	<u>To</u>		(Please describe the nature of illness and statement of facts below:)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Hours: 0.00

I certify that the above statements are true and correct:

Employee Signature

Date

Physician Signature

Date

Approve Disapprove

Reviewer Signature

Date

Note: Each employee must submit a sick leave application immediately on returning to duty after any absence because of illness. To be eligible for accumulated sick leave with pay for a continuous period of more than three working days, it is necessary to submit a doctor's certificate (or some written statement of facts) showing the nature of the illness.

Form 5

TEXAS LEGISLATIVE COUNCIL ADVANCE TRAVEL/REGISTRATION REQUEST FORM

Requestor's Name (print): _____ Division/Section: _____

Signature: _____

Name of training or conference: _____

What benefit will the Council gain from your attending this training? (Reason for travel)

Location/ City, State: _____	Registration fee: \$0.00	For Accounting Use Only
<i>Note: Registration information MUST be attached for consideration.</i>		
Conf/Training dates: _____	Travel dates: _____	
Meal per diem: \$ _____ per day X _____ days	Total meal estimate: \$0.00	
Lodging per diem: \$ _____ per day X _____ nights	Total lodging estimate: \$0.00	
<i>If travel location is not specifically listed on GSA website, meal per diem is \$36/day and lodging per diem is \$85/night.</i>		
Travel Mode: TLC Van: Yes <input type="checkbox"/>		
Airfare: Yes <input type="checkbox"/>	Estimated airfare cost: \$0.00	
Personal Vehicle: Yes <input type="checkbox"/>	Total miles: 0.00 @ \$0.555 \$0.00	
Incidental Expenses (parking, rental car gas, baggage fees, etc.)	Estimated incidentals: \$0.00	
Rental car needed? Yes <input type="checkbox"/> No <input type="checkbox"/>	Estimated rental car cost: \$0.00	
If rental car is needed, please give explanation: _____		
TOTAL ESTIMATED TRAVEL EXPENSES: \$0.00		

If multiple attendees, please list additional attendees:

APPROVAL

Section Manager: _____ Date: _____

Division Director: _____ Date: _____

Chief Financial Officer: _____ Date: _____

07/01/2011

Form 5 (reverse)

Basic Travel Guidelines for Legislative Council Employees

An Advance Travel/Registration Request Form must be **filled out completely and approved prior** to travel on official state business. For all registrations, a completed registration form must be submitted with the request form.

The Texas State Comptroller has adopted the *State of Texas Travel Allowance Guide* under authority of the General Appropriations Act and the Travel Regulations Act to help state employees comply with the travel regulations enacted by the legislature. Some guidelines for claiming travel reimbursement follow:

1. **AIRFARE:** Economy class must be used unless First class is the only space available. Airline tickets must be approved before purchasing either through the contracted state travel vendor or via personal funds to be reimbursed. The airline ticket stub/boarding pass must be submitted regardless of how the ticket is obtained. Attach the airline ticket to your Travel Expense Information Sheet. Airport parking fees may also be claimed. An original receipt needs to be submitted with the expense form.
2. **PERSONAL AUTO MILEAGE:** Effective July 1, 2011, the reimbursement rate for use of personal vehicles is 55.5 cents per mile.
3. **TAXI, RENTAL CAR, OR PUBLIC TRANSPORTATION:** Original receipts **MUST** be provided for rental cars. Rental cars (after the Advance Travel Form is completed and approved) should be charged to the Legislative Council through state contracted rental car agencies. Rental car reservations can be made by the travel agency. Original rental car gasoline receipts **MUST** be turned in. An itemized list of all claims for taxi, bus, and limousine fares showing destinations and amounts of each trip **MUST** be submitted for reimbursement. **NOTE:** If the amount of the fare is \$10.00 or more, an original receipt is required.
4. **LODGING AND MEALS:** expenses are limited to current U.S. General Services Administration (GSA) rate per day for in-state and out-of-state travel; this includes a daily maximum for lodging and meals. The GSA website is: <http://www.gsa.gov/portal/category/21287>
Original lodging receipts must be attached. **NOTE:** The maximum reimbursable lodging rate does not include hotel taxes, but employees will be reimbursed for all taxes paid. If two employees share a room, the rate will be divided between the two employees, not to exceed the allowable rate. Meals must be itemized on the expense form but no receipts are needed and reimbursement cannot exceed the daily allowable rate. **If the travel location is not specifically listed, the per diem is \$36 per day for meals and \$85 per night for lodging.**
5. **BUSINESS CALLS:** Official state business calls will be reimbursed.

Upon return from travel, request for reimbursement of travel expenses must be submitted on the Employee Travel Expense Information Sheet. This can be found at <http://webtlc/admin/forms/forms.htm>

NOTE:

- **Original receipts for airfare, lodging, rental car, gasoline for rental cars and TLC van, and registration fees are required. These receipts must be attached even if the expenses were charged directly to the council.**
- **Please contact the TLC Accounting office at 463-1155 for assistance.**

07/01/2011

Form 6

Texas Legislative Council Employee Travel Expense Information Sheet

This form **must** be filled out completely

Please attach receipts for transportation, lodging, parking, and miscellaneous expenses

Name: _____ Section: _____ Title: _____

Purpose of Trip: _____

Travel Dates: From: _____ To: _____

Destination: _____

I Transportation

A. Personal Car: Yes No **If Yes:** From: _____ To: _____

Total Miles: _____ @ 0.555 = 0.00

B. Airfare: Yes No **If Yes:** Was the ticket charged to the Council? Yes No

What was the cost of the ticket? _____

C. Rental Car: Yes No **If Yes:** Was the rental charged to the Council? Yes No

What was the cost of the rental? _____

D. Taxi Yes No **If Yes:** Was the taxi fee charged to the Council? Yes No

Please itemize taxi expenses below. Attach receipt if taxi expense was \$10.00 or more.

From: _____ To: _____ Cost: _____

From: _____ To: _____ Cost: _____

II Meals & Lodging Please attach hotel receipt even if it was charged to the Council

How was the hotel paid? Personal Credit Card Council Credit Card

	Daily Rate	Hotel Tax	Meal 1	Meal 2	Meal 3	Meal Total	Daily Total
Day 1						0.00	0.00
Day 2						0.00	0.00
Day 3						0.00	0.00
Day 4						0.00	0.00
Day 5						0.00	0.00
Day 6						0.00	0.00
Day 7						0.00	0.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00

III Parking Location: _____ Cost: _____

Location: _____ Cost: _____

IV Miscellaneous Expenses Expenses that are not covered above (Official phone calls, gas for TLC van or rental car, etc.)

_____ Cost: _____

07/01/2011

Form 6 (reverse)

Texas Legislative Council Employee Travel Expense Information Sheet

This form **must** be filled out completely

****Please attach receipts for transportation, lodging, parking, and miscellaneous expenses****

V Travel Record **Give a daily description of your agenda including transportation**

Left Base: Date: _____ Time: _____

Returned to Base: Date: _____ Time: _____

Date	Description

Employee Signature: _____ Date: _____

Accounting Reviewer: _____ Date: _____

Form 7

TRAVEL EXPENSE INFORMATION SHEET

COMMITTEE NAME: _____

PLEASE ATTACH RECEIPTS FOR PUBLIC TRANSPORTATION, RENTAL CARS, AND LODGING.

NAME: _____

SOCIAL SECURITY NUMBER: _____

ADDRESS: Street _____

City _____ County _____ Zip Code _____

1 PURPOSE OF TRIP:

2 LEFT HEADQUARTERS: DATE _____ TIME _____ AM/PM

3 RETURNED: DATE _____ TIME _____ AM/PM

4 TRANSPORTATION EXPENSES:

A COMMERCIAL AIRLINES (Cannot pay for first class.) ATTACH TICKET RECEIPT - AMOUNT: _____

B RENTAL CAR: ATTACH RECEIPT - AMOUNT: _____
 (Note: State will only pay for CDW Insurance)

C PERSONAL CAR: FROM: _____ TO: _____
 RETURN: FROM: _____ TO: _____
 (Mileage is calculated from the Official State Mileage Guide.)

D TAXI TRIPS: FROM: _____ TO: _____ AMOUNT \$ _____
 FROM: _____ TO: _____ AMOUNT \$ _____
 FROM: _____ TO: _____ AMOUNT \$ _____

E AIRPORT PARKING: \$ _____ OTHER PARKING: \$ _____

5 MEALS & HOTEL EXPENSES: ATTACH RECEIPTS FOR LODGING AND LIST LODGING, HOTEL TAX AND MEAL COSTS BELOW:

	DAY I	DAY II	DAY III	DAY IV	DAY V	DAY VI	DAY VII	DAY VIII	DAY IX	DAY X
MEAL I	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
MEAL II	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
MEALS III	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
LODGING	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
HOTEL TAX	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
DAILY TOTAL	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

MEAL TOTAL \$ _____ LODGING TOTAL: \$ _____ HOTEL TAX TOTAL \$ _____

6 OTHER EXPENSES: Official phone calls, gas for rental cars, etc. - attach necessary receipts)
 _____ \$ _____
 _____ \$ _____

APPROVED BY: _____ DATE: _____
 Committee Chair or Designated Co-Chair

Form 8



Witness Affirmation



Instructions:

1. Please print.
2. Please complete a separate form for EACH bill, resolution, or subject.
3. Turn in your witness affirmation(s) before you testify. You will not be recognized to testify until your form has been filed with the chair of the committee.

Committee on: _____ **Subcommittee on:** _____

Bill, Resolution, or Subject Matter: _____

Name: _____

Address: _____

Phone: (____) _____

I am appearing on behalf of/representing: (You must check one)

____ Myself, and my occupation, profession, or business is _____

____ A person, firm, corporation, class, or group whose name is _____

What is your position? (You must check one)

____ For

____ Against

____ Neutral (Under state law, all state agency personnel appearing on behalf of the agency must select "Neutral.")

Do you wish to be recognized to testify? (You must check one)

____ Yes

____ No

I hereby swear that the above statements by me are true and accurate, and that I have listed all persons or entities that I am authorized to represent in reference to the matters on which I am appearing. I further swear that the testimony I give before this body will be true and accurate.

Signature of Witness

Committee Use Only: _____ Recognized to testify _____ Did testify _____ Did not testify

Chair

Date

Obtain from the council's house document distribution office, 463-1144. Similar forms are available from the senate committee coordinator or house committee coordinator.

Appendix C
Directory of Services

Directory of Services

Staff Resources and Support		
Service	Source	Contact Information
General	Senate	
	Lieutenant Governor	463-0001
	Secretary of the Senate	463-0100
	Senate Engrossing and Enrolling	463-0321
	Senate committee coordinator	463-0070
	House of Representatives	
	Speaker of the House	463-1000
	Chief Clerk	463-0845
	House Business Operations	463-0835
House committee coordinator	463-0850	
Research	TLC Research Division	Patricia McLeod 463-1143
	Senate Research Center	463-0087
Legal	TLC Legal Division	Deborah Fulton 463-1155
Information or services specific to the agency	Legislative Budget Board	463-1200
	Sunset Advisory Commission	463-1300
	State Auditor's Office	936-9500
	Legislative Reference Library	463-1252
Administrative Support		
Service	Source	Contact Information
Budget and Account Administration		
Budget forms Account administration Contract administration Gifts, grants, donations administration	TLC Accounting	Plaza Level, REJ Building 463-1155
Contract approval	TLC executive director or designee	3rd floor, REJ Building 463-1151

Personnel on Council Payroll		
Personnel action forms (PAFs) Monthly time report forms Personnel questions (leave, benefits, etc.)	TLC Human Resources	Plaza Level, REJ Building 463-1155
Hiring (PAF) approval	TLC executive director or designee	3rd Floor, REJ Building 463-1151
Payroll questions	TLC Accounting	Plaza Level, REJ Building 463-1155
Telephone		
Requests for separate telephone installations	Senate Support Services House Business Operations	463-0333 463-0835
Supplies and Purchasing		
Routine office supplies Receiving report forms Tapes or CDs for meetings	TLC Purchasing	Plaza Level, REJ Building 463-1155
Purchases (other than routine supplies)	TLC Purchasing	Plaza Level, REJ Building 463-1155 or tlcpurchasing@tlc.state.tx.us
Stationery and business cards	TLC Print Shop	463-1155
Mail Services		
Outgoing mail pickup and metering Overnight or express mail processing	TLC mail House Post Office	Plaza Level, REJ Building 463-1155 Room E1.206, Capitol Extension
Printing and Duplicating		
Small photocopiers for staff housed in the REJ Building	Texas Legislative Council	various locations
Small photocopiers for staff housed elsewhere	Senate Purchasing House Business Operations	various locations; 463-0222 various locations; 463-0835
Intermediate-size jobs	TLC House Document Distribution Senate Staff Services House Reproduction	Room B.324, REJ Building 463-1144 Room 175, Sam Houston Building 463-0430 Room G.20, JHR Building 463-0885

Large printing jobs	TLC Document Production Division Senate Publications and Printing House Reproduction	463-1155 Room B.407, REJ Building 463-0080 Room G.20, JHR Building 463-0885
Travel		
Advance travel request forms Travel allowance guide Travel expense questions Hotel discount information Travel voucher processing Rental car direct billing Meeting site direct billing	TLC Accounting	Plaza Level, REJ Building 463-1155
Committee Proceedings Support		
Service	Source	Contact Information
Legal Issues		
Rules and other procedural questions	Senate parliamentarian House parliamentarian	463-0248 463-2003
Subpoena assistance	TLC Legal Division	463-1155
Meeting Services—General		
Blank tapes or CD-Rs	TLC Purchasing	Plaza Level, REJ Building 463-1155 or tlcpurchasing@tlc.state.tx.us
Witness affirmation forms	TLC House Document Distribution Senate committee coordinator House committee coordinator	463-1144 463-0070 463-0850
Recorded proceedings (arrange listening opportunities, obtain copies)	Senate Staff Services House Video/Audio	463-0430 463-0920

Meeting Services—Austin		
Post notice	Senate committee coordinator	463-0070
Schedule meeting room	House committee coordinator	463-0850
Schedule sign language interpreter services		
Unlock meeting room		
Adjust room temperature		
Special equipment needs		
Personal assistive listening devices (senate rooms only)	Senate committee coordinator	463-0070
Recording and monitoring of meeting (senate rooms only)	Senate Media Services	463-0300
Assistance in overseeing recording (house rooms only)	House Sergeant-At-Arms	463-0910
Troubleshoot sound or recording problems	Senate committee coordinator	463-0070
	Senate Media Services	463-0300
	House committee coordinator	463-0850
	House Video/Audio	463-0920
Coffee and condiments	Senate committee coordinator	463-0070
	House Special Services	463-0844 or special.services@house.state.tx.us
Meeting Services—Outside Austin		
List of preferred sites	Senate committee coordinator	463-0070
Post notice	Senate committee coordinator	463-0070
	House committee coordinator	463-0850
	Secretary of State's Office	463-5561
Final Committee Report		
Printing	TLC Document Production Division	463-1155
	Senate Publications and Printing	Room B.407, REJ Building 463-0080
	House Reproduction	Room G.20, JHR Building 463-0885

Appendix D
Directory of Resources

Directory of Resources

Senate	
Lieutenant Governor	463-0001
Secretary of the Senate	463-0100
Senate Committee Coordinator	463-0070
Senate Engrossing and Enrolling	463-0321
Senate Media Services	463-0300
Senate Parliamentarian	463-0248
Senate Publications and Printing	Room B.407, REJ Building 463-0080
Senate Purchasing	463-0222
Senate Research Center	463-0087
Senate Staff Services	Room 175, Sam Houston Building 463-0430
Senate Support Services	463-0333
House of Representatives	
Speaker of the House	463-1000
Chief Clerk	463-0845
House Video/Audio	463-0920
House Business Operations	463-0835
House Committee Coordinator	463-0850
House Parliamentarian	463-2003
House Post Office	Room E1.206, Capitol Extension
House Reproduction	Room G.20, JHR Building 463-0885
House Sergeant-At-Arms	463-0910
House Special Services	463-2488 or special.services@house.state.tx.us
Legislative Agencies	
Legislative Budget Board	463-1200
Legislative Reference Library	463-1252
State Auditor's Office	936-9500
Sunset Advisory Commission	463-1300

Texas Legislative Council	
Executive director	3rd Floor, REJ Building 463-1151
Accounting and Purchasing	Plaza Level, REJ Building 463-1155
Document Production Division	463-1155
House Document Distribution	Room B.324, REJ Building 463-1144
Human Resources	Plaza Level, REJ Building 463-1155, ext. 1152
Legal Division	463-1155
Mail	Plaza Level, REJ Building 463-1155
Print Shop	463-1155
Research Division	463-1143
Staff Services	Plaza Level, REJ Building 463-1155