

# EXHIBIT F

## LEGISLATIVE TASK FORCE ON THE BEST PRACTICES FOR SPECIAL EDUCATION

### RULES OF PROCEDURE

**PURPOSE:** The purpose of these rules is to establish rules and procedures for conducting the business of the **Legislative Task Force on the Best Practices for Special Education** and to inform the members of the Arkansas General Assembly and the public of the procedures and rules of the task force.

**DUTIES:**

1. The task force is required to study and research ways to improve special education and how special education can positively impact student education and achievement outcomes.
2. Consider the strengths and challenges for children who are developmentally delayed, have severe behavioral challenges or have physical disabilities.
3. Review the financial support provided for special education services and programs, including whether or not the financial support provided is adequate to meet the needs of students in special education programs or receiving special education services.
4. On or before February 1, 2016, the task force shall file with the Governor, the Speaker of the House of Representatives, and the President Pro Tempore of the Senate and the chairs of the House and Senate Committees on Education a written preliminary report of the task force's activities, findings, and recommendations.
5. On or before September 1, 2016, the task force may file with the Governor, the Speaker of the House of Representatives, and the President Pro Tempore of the Senate and the chairs of the House Committee on Education and Senate Committee a written report, final report of the task force's activities, findings, and recommendations.
6. The task force may file an updated report on or before July 1, 2017 the task force expires on July 1, 2017.

**PARLIAMENTARY PROCEDURE:** Except as otherwise specified by these rules, the rules of the Arkansas House of Representatives and the Arkansas Senate shall be observed by the task force, insofar as they are applicable. If an applicable rule does not exist or the House and Senate rules are incompatible, the chair shall decide the issue.

1. **Quorum.** The task force is made up of twenty-two (22) members. A majority of the voting members of the task force shall constitute a quorum for transacting business of the task force. A majority of a quorum is 12 for this taskforce.

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2. Action. An affirmative vote of a majority of a quorum present shall be required for the passage of a motion or other task force action.
3. Roll Call. The task force shall vote by voice vote unless a roll call vote is requested by two (2) or more task force members. Roll call votes shall be recorded in the meeting minutes.
4. Motions. A motion shall receive a second to be considered for action by the task force.
5. Public Comment. The chair may provide the public an opportunity to speak during a task force meeting to allow for public comment on issues before the task force.
6. Minutes. Staff shall produce minutes of each task force meeting to be adopted by the task force at the subsequent scheduled meeting.
7. Meetings. Meetings shall be held at least one time every three months but may occur more often at the call of the chair (the recommended meeting times for task forces should be the Wednesday prior to Legislative Audit meetings or the Monday prior to the Arkansas Legislative Council meetings).