

1 **State of Arkansas**

2 **79th General Assembly**

3 **Regular Session, 1993**

**H.R.**

4 **By: Representatives Beatty, Cunningham, Mahony, Purdom, and Shaver**

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## **HOUSE RESOLUTION**

8

ADOPTING THE RULES OF THE HOUSE OF REPRESENTATIVES OF THE

9

SEVENTY-NINTH GENERAL ASSEMBLY.

10

11

### **Subtitle**

12

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SEVENTY-NINTH GENERAL ASSEMBLY.

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16 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES OF THE SEVENTY-NINTH GENERAL

17 ASSEMBLY OF THE STATE OF ARKANSAS:

18

19 The following are hereby adopted as the Rules of the House of

20 Representatives of the Seventy-Ninth General Assembly:

21

"I

22

MEMBERS

23

1. Every representative shall be present within the House during the

24 session of the House, unless excused or necessarily prevented. (Apportionment

25 -- Membership in General Assembly -- Art. VIII as amended by Amendments 23 and

26 45)

27

2. Representatives and representatives-elect may select, in the order of

28 their seniority, any seat not reserved or occupied after notification by the

29 Chief Clerk of available seats. Members and members-elect shall opt for seat

30 choices at least one (1) week after notification. Failure to opt at least

31 five (5) days after receipt of a second notice by registered mail will

32 automatically allow the Speaker-designate and the Chief Clerk to place the

33 member in the same seat or a member-elect in a seat selected by them. All

34 signatures on correspondence received for seat assignments shall represent

35 final movement. The Chief Clerk shall furnish desk and locker keys.

**jmb019**

1           3. When it is necessary for seniority of in-coming members to be  
2 determined by lot, the Speaker of the House and the Speaker-designate of the  
3 House shall conduct a drawing by lots upon receiving certification from the  
4 Secretary of State of the election of membership to each General Assembly.  
5 Incoming members with previous legislative tenure shall be placed highest in  
6 seniority among the in-coming members based upon previous terms of service.  
7 Where an equivalence of terms of service exists, seniority for those with  
8 equal terms shall be asserted by drawing lots to determine their numerical  
9 standing.

10           4. A majority of all representatives elected to the House shall be  
11 necessary to transact business. When less than a quorum of House members  
12 shall assemble, those present shall be authorized to send for the absent  
13 representatives or adjourn. Penalties may be decided by a majority of the  
14 representatives present. (Art. V, Sec. 11)

15           5. Each representative is expected to vote on each question put before  
16 the House unless he/she has an immediate personal interest.

17           6. Any representative shall have the right to explain his/her vote on  
18 any bill or other question before the House, in writing. Such explanation  
19 shall not be entered upon the Journal, but shall be filed with the Chief  
20 Clerk.

21           7. Every bill or resolution in the possession of the House or of any  
22 committee thereof shall be made available to any member for his/her  
23 examination.

24           8. No member at any time shall take from the House any bill or other  
25 paper belonging to the House, without consent of the Speaker, subject to the  
26 will of the House.

27           9. It shall be the duty of each representative to know, practice and  
28 preserve Parliamentary Law.

29                                II

30                                THE SPEAKER

31           10. At the beginning of each session the members of the House of  
32 Representatives shall choose from its own membership a presiding officer  
33 designated as the Speaker of the House of Representatives. (Art. V, Secs. 11  
34 and 18)

35           11. The duties of the Speaker of the House shall be to:

- 1           (a) Take the chair each day at the hour fixed on the preceding day at  
2 adjournment. He/She shall immediately call the members to order, and on the  
3 appearance of a quorum, cause the Journal of the preceding day to be read;
- 4           (b) Have control of the area set aside for use by the House and, in  
5 case of disturbance therein, shall have the authority to have the areas  
6 cleared. He/She or his/her designee shall supervise and control the temporary  
7 employees while the legislature is in session and the permanent employees  
8 during the biennium (A.C.A. 10-2-125 -- Employees of the House of  
9 Representatives);
- 10          (c) Preserve order and decorum;
- 11          (d) Sign all acts, proceedings and orders of the House. All writs,  
12 warrants and subpoenas issued by the House shall be signed and attested by  
13 him/her and the Clerk (J.R. 10; A.C.A. 21-10-101 thru 21-10-108);
- 14          (e) Decide, with assistance of the Parliamentarian, all points of  
15 order, subject to appeal by any representative;
- 16          (f) Appoint and confirm all representatives to committees and to  
17 appoint and confirm committee chairpersons in accordance with the House Rules  
18 and Statutes;
- 19          (g) Assign all bills to their appropriate committee;
- 20          (h) The Speaker shall not be required to vote, but may do so at his/her  
21 discretion;
- 22          (i) State the question to the House before each vote is taken;
- 23          (j) Appoint, at the beginning of each session, a member of the House to  
24 serve as Speaker Pro Tempore. The Speaker Pro Tempore shall serve during the  
25 absences of the Speaker and shall perform the Speaker's duties. The Speaker  
26 Pro Tempore shall not serve more than ten (10) consecutive legislative days  
27 without the consent of the House, or beyond adjournment. The Speaker of the  
28 House may appoint Assistant Speaker Pro Tempores, one from each of the current  
29 existing Congressional Districts;
- 30          (k) Supervise and direct the preparation of the daily House calendar  
31 (J.R. 12);
- 32          (l) Administer the Oath of Office to the Chief Clerk and the  
33 Parliamentarian at the beginning of each legislative session;
- 34          (m) Vacate the Speaker's office by January 1 of the calendar year that  
35 a new General Assembly is to convene (odd-numbered years) so as to allow the

1 Speaker-designate the privilege of the use of the Office in preparation for  
2 the forthcoming General Assembly;

3 (n) Vacate the Speaker's premises by October 1 in the even-numbered  
4 years; and

5 (o) Keep a permanent register of the seniority of the members of the  
6 House of Representatives.

7 (p) When either body shall request a conference, and appoint a  
8 committee for that purpose, the other body shall also appoint a committee of  
9 equal number to confer, and such conference shall be held at any time and  
10 place agreed on by the chairpersons. (J.R. 13)

11 III

12 COORDINATOR OF HOUSE LEGISLATIVE SERVICE

13 12. The Coordinator of House Legislative Services shall be appointed by  
14 the Speaker of the House with the approval of the House Management Committee.  
15 (Art. V, Sec 11)

16 13. The duties of the Coordinator of House Legislative Services shall be  
17 to:

18 (a) Coordinate and supervise the activities of all temporary and  
19 permanent House employees, i.e., Chief Clerk, Chief Fiscal Officer, Executive  
20 Secretary, Assistant Executive Secretary, House Information Officer, and House  
21 Properties Manager;

22 (b) Keep or cause to be kept all fiscal accounts and records;

23 (c) Approve, by co-signing with the Speaker of the House, disbursements  
24 of all House funds;

25 (d) Acquire stationery, postage and other supplies and equipment for  
26 the House of Representatives and its members (A.C.A. 10-3-602 -- Joint  
27 Committee on Legislative Printing Requirements and Specifications)

28 (e) Approve for disbursement all interim expense funds;

29 (f) Act as travel supervisor;

30 (g) Act as purchasing agent;

31 (h) Act as custodian of House properties; and

32 (i) Review and approve all requests for employee leave.

33 IV

34 THE CHIEF CLERK

35 14. The Chief Clerk shall be appointed by the Speaker-designate by

1 November 1 of the even-numbered years, subject to confirmation by a majority  
2 vote of the membership of the House. (Article V, Sec. 11)

3 15. The duties of the Chief Clerk shall be to; (A.C.A. 10-2-102):

4 (a) Have custody of all bills, papers and records of the House and not  
5 to permit them to be taken out of his/her custody except by the provisions  
6 established in House Rule #8. Staff must sign a receipt for all bills taken  
7 from the Clerk;

8 (b) Keep the Journal of the proceedings of the House, and, under the  
9 direction of the Speaker, subject to the will of the House, correct errors in  
10 the Journal;

11 (c) Keep the necessary records for the House;

12 (d) Supervise the engrossment and enrollment of bills and to certify  
13 their passage, with the assistance of the appropriate committee (J.R. 6 thru  
14 9);

15 (e) Transmit bills, other documents, and messages to the Senate, as  
16 required and secure a receipt thereof and to receive communications from the  
17 Senate and receipts of bills, documents and messages (J.R. 3 and 5) (J.R. 18);

18 (f) Attend every session of the House, call or delegate the reading of  
19 the roll and the reading of all bills, resolutions and other papers as  
20 directed by the Speaker;

21 (g) Supervise and have control of session House employees, subject to  
22 the direction of the House Management Committee, (and) the Speaker, or his/her  
23 designee (A.C.A. 10-2-125 --Employees of the House of Representatives);

24 (h) Clear the House chamber and pertinent support areas of all  
25 unauthorized persons thirty (30) minutes prior to the convening of the House;  
26 and

27 (i) Be responsible for the distribution of all literature within the  
28 House chamber and other House premises. One copy of such literature which is  
29 distributed in the House chamber and House premises must bear the signature of  
30 a representative authorizing distribution and the signed copy must be filed  
31 with the Chief Clerk.

32 (j) The Secretary of the Senate and the Clerk of the House are  
33 authorized, subject to approval by the appropriate designated committee, to  
34 correct obvious errors occurring in documents originating in the House and the  
35 Senate respectively, provided that each such correction is noted on the bill

1 jacket and is documented by a \_correction note\_ at the end of the official  
2 daily journal for the date on which the correction was made. (J.R. 21)

3 V

4 PARLIAMENTARIAN

5 16. The duties of the Parliamentarian shall be to (Art. V, Sec. 11):

6 (a) Convene the first session of the House at the time prescribed by  
7 law. The Parliamentarian shall call the members to order, call the roll,  
8 preserve order and decorum, and decide all questions of order subject to  
9 appeal by any representative pending the election of the Speaker. The  
10 Parliamentarian of the previous House shall serve as the official  
11 Parliamentarian until the appointment of a new Parliamentarian. In the  
12 absence of a Parliamentarian of the previous House, the Speaker of the House  
13 shall designate a temporary Parliamentarian to convene the first session of  
14 the House;

15 (b) Assist the Speaker in deciding all points of order;

16 (c) Advise the Speaker on the proprieties of motions and the numbers of  
17 votes necessary for passage;

18 (d) Assist the Speaker in the supervision of the preparation of the  
19 daily House calendar;

20 (e) Assist the Speaker in the selection of a Chaplain for the day;

21 (f) Assist the Speaker in the assignment of bills to their appropriate  
22 committee;

23 (g) Sit as an ex-officio non-voting member of the House Rules  
24 Committee, and serve as secretary and advisor to the House Committee on the  
25 Journal; Engrossed and Enrolled Bills;

26 (h) Prepare and distribute the House rules and amendments thereto,  
27 under the supervision of the Speaker and the House Rules Committee; and

28 (i) Have an adequate knowledge of Parliamentary Law and the Rules of  
29 the Arkansas House of Representatives.

30 VI

31 PARLIAMENTARY PRACTICE

32 17. When a question is under debate, motions shall have precedence in  
33 the following order:

34 (a) To fix the time to which the House will adjourn (non-debatable)  
35 (majority of a quorum);

- 1 (b) To adjourn (non-debatable) (majority of a quorum);
- 2 (c) To take a recess (non-debatable) (majority of a quorum);
- 3 (d) Postpone temporarily; lay on the table (non-debatable) (majority of
- 4 a quorum) To take from the table (non-debatable) (majority of a quorum);
- 5 (e) Immediate consideration (non-debatable) (2/3 of a quorum);
- 6 (f) Previous question (non-debatable) (5 seconds) (majority of a
- 7 quorum);
- 8 (g) Limit or extend debate (non-debatable) (2/3 of a quorum);
- 9 (h) To expunge (debatable) (2/3 of membership) (67);
- 10 (i) Postpone to a day certain (debatable) (majority of a quorum);
- 11 (j) Committee of the Whole, go into (non-debatable) (majority of a
- 12 quorum);
- 13 (k) Refer (debatable) (majority of a quorum);
- 14 (l) Strike the enacting clause (debatable) (2/3 of a quorum);
- 15 (m) Amend (debatable) (majority of a quorum);
- 16 (n) Substitute motion (debatable) (majority of a quorum);
- 17 (o) Postpone indefinitely (debatable) (majority of membership);
- 18 (p) Take out of proper order (non-debatable) (2/3 of a quorum);
- 19 (q) Special order of business (debatable) (2/3 of a quorum); and
- 20 (r) To suspend the rules (non-debatable) (2/3 of a quorum).

21 18. A motion to adjourn shall always be in order except when the  
22 previous question has been ordered.

23 19. The motion to recess, when the floor can be obtained for that  
24 purpose, must specify the time which shall elapse and the time for  
25 reconvening. It may be amended to alter specific time.

26 20. Previous question:

27 (a) When any debatable question is before the House, any member may  
28 move the previous question. It shall be seconded by five (5) members whether  
29 the question shall be stated. When the previous question shall have been  
30 adopted, the proponents shall be allowed fifteen (15) minutes in which to  
31 debate it, and the opponents of the main question shall be allowed fifteen  
32 (15) minutes, after which time a vote upon the main question shall be taken.

33 (b) Pending a vote on the main question, one motion to refer is  
34 permitted. A motion to refer under this rule applies to House resolutions as  
35 well as to House bills, to Senate bills and to Senate amendments to a House

1 bill, and to a motion to amend the Journal. The motion to refer under this  
2 rule is non-debatable and may not be laid upon the table.

3         21. A motion to postpone to a day certain may not specify the hour; a  
4 special order is necessary to specify the hour; the motion may be amended and  
5 it is debatable within narrow limits only, confined to the merit of the motion  
6 itself.

7         22. The simple motion to refer is debatable within its narrow limits,  
8 but the merits of the proposition to which it is proposed to refer may not be  
9 brought into the debate. The motion to refer with instructions is debatable  
10 (majority vote of a quorum). When a question is raised about the proper  
11 referral of a bill to committee, if the Speaker admits error in the referral  
12 of the bill to a committee, the bill may be re-referred by a majority vote of  
13 a quorum; however, if the Speaker does not admit error in the referral of the  
14 bill to committee, the bill may only be re-referred by a two-thirds (2/3) vote  
15 of a quorum. When a bill is re-referred to a committee, any previous  
16 committee recommendation is automatically stripped from the bill. When a  
17 motion is under consideration, only two (2) substitutes to that motion shall  
18 be in order. A substitute to the third degree shall not be in order. Only a  
19 motion of a higher precedence upon recognition may be substituted for the  
20 motion under consideration.

21         23. Amendments to bills and resolutions:

22         (a) When a bill or resolution is under consideration, amendments shall  
23 be in order. Upon adoption, amendments shall become a part of the bill or  
24 resolution. Amendments to amendments may not be offered. All amendments  
25 offered before the House or one of its committees must be typewritten on an  
26 approved amendment form and signed by the sponsor. All amendments shall be  
27 attached to the original bill, numbered by the Bill Clerk, and shall be placed  
28 upon the members' desks before being acted upon by the House. (Art. V, Sec.  
29 21)

30         (b) When a House bill has been amended in the Senate, upon return of  
31 said bill to the House, the Speaker shall re-refer the bill, together with the  
32 Senate amendment(s), to the committee to which the bill was originally  
33 referred, for review. Concurrence in the Senate amendment shall not be  
34 considered by the House until the committee report is received by the House.  
35 When a House bill is amended and passed by the Senate and is returned to the



1 House, the bill shall be re-printed with the Senate amendments included  
2 therein and specifically identified and shall be placed on each member's desk  
3 before final action is taken on the bill by the House. When the Senate  
4 amendment is before the House, the same number of votes will be required to  
5 concur in the Senate amendment as was required in the original passage of the  
6 bill in the House.

7 (c) Fifty-one (51) votes shall be required to adopt a House amendment  
8 to a House or Senate bill. When a House bill has been amended in the House,  
9 it shall not be acted upon until it has been engrossed and such engrossed bill  
10 has been printed and placed on each member's desk.

11 (d) Every amendment proposed must be germane to the subject of the  
12 proposition to be amended.

13 (e) All appropriation bills and other bills which, under the Joint  
14 Rules of the House and Senate, are required to be submitted to the Joint  
15 Budget Committee, or to another designated joint committee of the House and  
16 Senate, which are amended on the floor of either house of the General Assembly  
17 by an amendment which was not recommended favorably by the Joint Budget  
18 Committee, or by the other joint committee of the House and Senate to which  
19 referred, shall be re-referred to such joint committee of the House and Senate  
20 for consideration and recommendation before said bill may be considered for  
21 final passage or concurrence by the House of Representatives.

22 (f) Members' own bills may be amended with their own amendments  
23 beginning at a specific time set aside by the House.

24 (g) Members' own amendments to their own bills must be signed only by  
25 the sponsor of the bill whose name is listed first in the list of sponsors.

26 (h) Members' own amendments to their own bills must be presented to the  
27 House Bill Clerk only by the sponsor of the bill whose name is listed first in  
28 the list of sponsors.

29 (i) After acceptance, the House Bill Clerk shall furnish the sponsor  
30 with a stamped and numbered copy of the members' signed amendment.

31 (j) The sponsor shall present a stamped, numbered and signed copy of a  
32 proposed amendment to the Calendar Clerk in order to have the bill and  
33 amendment placed on the Members' Own Bill/Own Amendment Calendar.

34 (k) A bill to be amended by a member with his/her own amendment shall  
35 only be placed on the Members' Own Bill/Own Amendment Calendar by the

1 sponsor whose name is listed first on the bill.

2 (l) An objection by any member, written or oral, to the Speaker of the  
3 House or his/her designee, shall cause a member's own amendment to his/her own  
4 bill to not be considered and to be removed from the Members' Own Bill/Own  
5 Amendment Calendar and automatically placed on the same day's regular  
6 amendment calendar for consideration.

7 (m) A member's own bill amended with a member's own amendment shall be  
8 transmitted directly to Engrossing after having been amended.

9 (n) No bills having been amended shall be considered by any committee  
10 or the full House until such bills have been engrossed, proofed and reported  
11 correctly engrossed. The Speaker or presiding officer shall not accept a  
12 motion to suspend this rule.

13 (o) Members' own bills to be amended with their own amendments shall be  
14 placed on the Members' Own Bill/Own Amendment Calendar no later than 4:30  
15 p.m. the day preceding the day they are to be considered.

16 (p) When a bill has a committee recommendation and is subsequently  
17 amended to change the title and/or the list of sponsors, such amendment shall  
18 not cause the bill to be re-referred to committee.

19 (q) Members' Own Bills may be withdrawn at a specific time set aside by  
20 the House by placing them on the Withdrawal Calendar no later than 4:30  
21 p.m., the day preceding the day they are to be withdrawn. Bills for  
22 withdrawal may be placed on the Withdrawal Calendar only by the member whose  
23 name is listed first as author of the bill. The member requesting withdrawal  
24 may recommend the bill to be studied by the same committee to which the bill  
25 was assigned at the time of request for withdrawal.

26 24. The motion to postpone indefinitely opens to debate all the merits  
27 of the proposition to which it is applied. It may not be applied to the  
28 motion to refer, or to suspend the rules, or to motions relating to the order  
29 of business.

30 (a) The motion for indefinite postponement and possible consideration  
31 by a joint interim committee shall be as follows: Mr. Speaker, I move that  
32 consideration of \_\_\_\_\_ be postponed indefinitely and that consideration  
33 be given by the joint interim committee on \_\_\_\_\_ for a study  
34 of \_\_\_\_\_. (majority of membership).

35 25. The motion to limit or extend debate must specify time limitations.

1 A substitute motion specifying a lesser time may be accepted.

2 26. Reconsideration:

3 (a) When a proposition has been made and carried or lost, it shall be  
4 in order for any member of the majority on the same or succeeding legislative  
5 day to move for the reconsideration thereof, or give notice of his/her  
6 intentions to do so and such motion shall take precedence over other questions  
7 except consideration of a conference report or a motion to adjourn: Provided,  
8 the motion or proposition shall only be considered during the period reserved  
9 for regular bills. The notice shall not be withdrawn after the said  
10 succeeding legislative day without the consent of the House, and thereafter  
11 any member may call it up for consideration: Provided, the notice to  
12 reconsider must be disposed of within three (3) legislative days following the  
13 day the vote was taken; provided, that such notice to reconsider cannot be  
14 given after the fifty-fourth (54th) day of a regular session or during a  
15 special session, during which times the motion to reconsider must be disposed  
16 of immediately.

17 (b) The provisions of the rule that the motion may be made by any  
18 member of the majority is construed, in case of a tie, to mean the member of  
19 the prevailing side, and the same construction applies in the case of a two-  
20 thirds (2/3) vote. Where the yeas and nays have not been ordered recorded in  
21 the Journal, any member, irrespective of whether he/she voted with the  
22 majority or not, may make the motion to reconsider or give notice thereof; but  
23 a member who was absent or who was paired in favor of the majority contention  
24 and did not vote may not make a motion.

25 (c) A bill in the possession of the House is not considered passed or  
26 an amendment agreed to if a motion to reconsider is pending; the effect of the  
27 motion being to suspend the original proposition. A notice or motion to  
28 reconsider shall not be allowed unless the bill is in the House. A bill shall  
29 not leave the House once notice of reconsideration is given. When the motion  
30 to reconsider is decided in the affirmative, the question immediately recurs  
31 on the motion reconsidered. However, prior to consideration of the question  
32 at hand, the Speaker shall have the title, expressing the main contents of the  
33 proposition being reconsidered, read to the House. When the motion to  
34 reconsider is defeated, a second motion to reconsider may not be made unless  
35 the nature of the proposition has been changed by amendments.

1 (d) The motion to reconsider is agreed to by a majority of a quorum,  
2 even though the vote reconsidered requires a majority or more of the  
3 membership.

4 (e) A notice to reconsider is not debatable. A motion to reconsider is  
5 debatable when the item to which it applies is debatable.

6 (f) No bill, petition, memorial, or resolution referred to a committee  
7 or reported therefrom for recommitment shall be brought back into the House on  
8 a motion to reconsider.

9 (g) The Clincher motion is two (2) motions in one; it is a motion to  
10 reconsider and to lay on the table. Having prevailed, the proposition shall  
11 not be again considered except by expunging the record. The clincher motion  
12 is adopted by a majority of the membership.

13 (h) No clincher motion shall be entertained on a bill passed during  
14 the morning hour or which has been represented to be non-controversial  
15 regardless of when passed. Prior to the 60th day of a session, no bill passed  
16 during the morning hour, or a bill appearing on the non-controversial bill  
17 calendar which has passed, shall be transmitted to the Senate until the  
18 expiration of the morning hour of the day next following its passage in which  
19 the House is in session.

20 27. No dilatory motion shall be entertained by the Speaker.

21 28. Two-thirds (2/3) of a quorum may suspend the rules, other than  
22 rules that require a two-thirds (2/3) vote of the membership. (J.R. 14 --  
23 Suspending Joint Rules)

24 29. No standing rule or order shall be revised without one (1) day's  
25 notice being given thereof.

26 30. In every case not provided for in the House rules, the Speaker, the  
27 Parliamentarian, and the members shall be guided by Mason's Manual of  
28 Legislative Procedure. Each member of the Rules Committee may be furnished a  
29 copy of the current edition and of each new or revised edition of Mason's  
30 Manual of Legislative Procedure and additional copies may be available to  
31 other members from the Parliamentarian, upon approval of the Rules Committee.

32 VII

33 DAILY ORDER OF BUSINESS

34 31. The House shall convene at 1:30 p.m., unless otherwise ordered by  
35 the House membership.

- 1        32. The daily order of business shall be:
- 2        (a) Prayer
- 3        (b) Pledge of Allegiance
- 4        (c) Roll call
- 5        (d) Leaves of absence
- 6        (e) Reading and approval of the previous day's Journal
- 7        (f) Petitions and memorials
- 8        (g) Reports from select committees
- 9        (h) Reports from standing committees
- 10       (i) Motions, resolutions and notices
- 11       (j) Unfinished business
- 12       (k) Executive communications
- 13       (l) Introduction, reading and advancement of bills and resolutions
- 14            1. Senate communications and amendments to House bills
- 15            2. Introduction, reading and advancement of bills and joint
- 16 resolutions
- 17            3. Bills and resolutions from the Senate on first reading
- 18            4. Bills and resolutions from the Senate on second reading
- 19            5. Senate bills and joint resolutions on third reading
- 20        (m) Announcement of committee meetings, and
- 21        (n) Adjournment.
- 22       33. Introduction and reading of bills and resolutions may be ordered by
- 23 the Speaker of the House at his/her discretion.
- 24       34. Items (a) through (j) shall take no more than one (1) hour of
- 25 House time each day unless extended by a majority vote of the House members
- 26 present. These items may not be extended on those designated Senate days
- 27 beyond the one (1) hour limit. (J.R. 12--Senate days)
- 28       35. Unfinished business items, except items (a) through (j), take
- 29 up where the House left the day before when it adjourned. Items (a) through
- 30 (j) begin new each day.
- 31       36. Privileged matters may interrupt the order of business. These
- 32 privileged matters are:
- 33        (a) Appropriation bills and revenue bills, sponsored by the committees
- 34 on Budget, Revenue and Taxation and the Committee on Rules (J.R. 15);
- 35        (b) Conference reports;

- 1 (c) Special orders reported by the Committee on Rules for consideration
- 2 by the House;
- 3 (d) Consideration of amendments between the House and Senate after
- 4 disagreement;
- 5 (e) Question of privilege;
- 6 (f) Privileged resolutions reported under the right to report any time;
- 7 and
- 8 (g) Bills returned with the objections of the Governor.

9 VIII

10 Bills

11 37. Any representative may introduce bills, petitions, resolutions and

12 memorials by filing them with the Clerk of the House. (A.C.A. 10-2-112 -- Pre-

13 session filing)

14 (a) Each measure must have an original and twelve (12) copies and ten

15 (10) captions of the title either typewritten or photocopies. (J.R. 17 [B])

16 (b) The Clerk shall take the original and perforate or stamp it as the

17 original.

18 (c) No action shall be taken on any bill, resolution, or amendment that

19 is not physically in the House. However, the motion to recall a bill or

20 resolution may be made regardless of the location of the bill or resolution.

21 (d) No alterations or erasures or otherwise defacement of the bill

22 shall be permitted.

23 (e) All amendments shall be entered on a separate sheet of paper noting

24 the line or lines to be changed and the words to be deleted or inserted.

25 (f) All bills, resolutions, amendments, petitions and memorials must be

26 signed by the author.

27 (g) The improper introduction of a bill, resolution, amendment,

28 petition or memorial involves a question of privilege. Such measures

29 improperly introduced shall be returned to the representative who introduced

30 them.

31 (h) The style of the laws of the State of Arkansas shall be: Be it

32 enacted by the General Assembly of the State of Arkansas. (Art. V, Sec. 19)

33 (i) The General Assembly of Arkansas shall not pass any local or

34 special act. This amendment shall not prohibit the repeal of local or special

35 acts. (Amendment 14)

1 (j) No bill shall be passed by either house containing more than one  
2 subject, which shall be expressed in the title. (J.R. 4)

3 (k) In making appropriations for any biennial period, the General  
4 Assembly shall first pass the General Appropriation Bill provided for in  
5 Section 30 of Article V of the Constitution, and no other appropriation bill  
6 may be enacted before that shall have been done. (As added to Article V by  
7 Amendment No. 19; Sec. 4)

8 (l) No money shall be drawn from the treasury except in pursuance of  
9 specific appropriation made by law, the purpose of which shall be distinctly  
10 stated in the bill, and the maximum amount which may be drawn shall be  
11 specified in dollars and cents; and no appropriation shall be for a longer  
12 period than two years. (Art. V, Sec 29)

13 The general appropriation bill shall embrace nothing but appropriations  
14 for the ordinary expense of the executive, legislative and judicial  
15 departments of the State; all other appropriations shall be made by separate  
16 bills, each embracing but one subject. (Art. V, Sec. 30) No state tax shall  
17 be allowed, or appropriation of money made, except to raise means for the  
18 payment of the just debts of the State, for defraying the necessary expenses  
19 of government, to sustain common schools, to repel invasion and suppress  
20 insurrection, except by a majority of two-thirds of both houses of the General  
21 Assembly. (Art. V, Sec. 31)

22 None of the rates for property, excise, privilege or personal taxes, now  
23 levied shall be increased by the General Assembly except after the approval of  
24 the qualified electors voting thereon at an election, or in case of emergency,  
25 by the votes of three-fourths of the members elected to each House of the  
26 General Assembly. (Amend. 19, Sec. 2)

27 Excepting monies raised or collected for educational purposes, highway  
28 purposes, to pay Confederate pensions and the just debts of the State, the  
29 General Assembly is hereby prohibited from appropriating or expending more  
30 than the sum of Two and One-Half Million Dollars for all purposes, for any  
31 biennial period; provided the limit herein fixed may be exceeded by the votes  
32 of three-fourths of the members elected to each house of the General Assembly.  
33 (Amend. 19, Sec. 3)

34 (m) No appropriation bill shall be filed for introduction in either the  
35 House of Representatives or the Senate later than the fiftieth (50th) day of a

1 regular session except upon consent of two-thirds of the members elected to  
2 each house; and, no other bill shall be filed for introduction in either the  
3 House of Representatives or the Senate later than the fifty-fifth (55th) day  
4 of a regular session, except upon consent of two-thirds of the members elected  
5 to each house. (J.R. 16)

6 (n) The Joint Committee on Constitutional Amendments shall consist of  
7 the members of the Senate Committee on State Agencies and Governmental Affairs  
8 and the members of the House Committee on State Agencies and Governmental  
9 Affairs. No proposed constitutional amendment can be recommended to either  
10 house of the General Assembly except upon the affirmative vote of a majority  
11 of the members of the Senate Committee on State Agencies and Governmental  
12 Affairs and an affirmative vote of a majority of the members of the House  
13 Committee on State Agencies and Governmental Affairs. No resolution proposing  
14 a constitutional amendment shall be filed in either the House of  
15 Representatives or the Senate after the thirty-first (31st) day of each  
16 regular session of the General Assembly. All resolutions proposing  
17 constitutional amendments shall be referred to the Joint Committee on State  
18 Agencies and Governmental Affairs and said Joint Committee shall report its  
19 recommendations of not more than three (3) proposed constitutional amendments  
20 to the House and the Senate not later than the fifty-fifth (55th) day of the  
21 regular session. Other resolutions proposing constitutional amendments shall  
22 not be reported to or considered by either house of the General Assembly until  
23 the original recommendations of the Joint Committee on State Agencies and  
24 Governmental Affairs are disposed of. (J.R. 19)

25 (o) (a) Any proposed legislation affecting any publicly supported  
26 retirement system or pension plan to be considered by the General Assembly at  
27 a regular biennial session shall be introduced in the General Assembly during  
28 the first thirty (30) calendar days of a regular biennial session.

29 (b) No such bill shall be introduced after the thirtieth day of a  
30 regular biennial session unless its introduction is first approved by a three-  
31 fourths (3/4) vote of the full membership of each house of the General  
32 Assembly.

33 (c) A bill affecting any publicly supported retirement system or  
34 systems shall not be introduced or considered at any special session of the  
35 General Assembly unless the introduction and consideration of the bill is



1 first approved by a three-fourths (3/4) vote of the full membership of each  
2 house of the General Assembly. (A.C.A. 10-2-115)

3 (p) Definition. -- As used in this subchapter, unless the context  
4 otherwise requires, fiscal impact statement means a realistic statement of  
5 the estimated financial cost of implementing or complying with the proposed  
6 law, regulation, rule, policy, order, or administrative law upon  
7 municipalities or counties to which the proposed law, regulation, rule,  
8 policy, order or administrative law applies. (A.C.A. 19-1-301)

9 Before adoption of regulation, etc.--No regulation, rule, policy, order,  
10 or administrative law which would have a fiscal impact on any municipality or  
11 county in this state shall be valid unless 30 days prior to its adoption by a  
12 board, commission, agency, department, office or other authority of the  
13 government of the State of Arkansas, except the General Assembly, the Courts  
14 and the Governor, such board, commission, agency, department, officer or other  
15 authority shall file a Fiscal Impact Statement with the Secretary of State.  
16 Any municipality or county which will be affected by the proposed regulations,  
17 rule, policy, order or administrative law upon request shall immediately be  
18 furnished with a copy of the Fiscal Impact Statement by the board, commission,  
19 agency, department, officer or other authority. (A.C.A. 19-1-302)

20 Bills imposing new or additional costs on municipality or county.

21 1. When any House or Senate bill requiring an expenditure of public  
22 funds or otherwise imposing a new or increased cost obligation on any  
23 municipality or county is pending before any committee of the House of  
24 Representatives, any member of the committee may request that a fiscal impact  
25 statement for such bill be placed on the desk of each member of the committee  
26 before the bill is called up for final action in the committee. If such  
27 request is made, the chairperson of the committee shall refer the bill to the  
28 appropriate state agency or to the legislative staff for the preparation of a  
29 fiscal impact statement, to be returned to the committee in writing not later  
30 than five (5) days from the date of the request.

31 2. Any time before such bill is read for the third time in the House of  
32 Representatives, any member of the House may request that a fiscal impact  
33 statement for the bill be prepared and placed on the desk of each member.  
34 When a member of the House of Representatives so requests a fiscal impact  
35 statement on any bill, the Speaker shall furnish the member a fiscal impact

1 statement signature form which shows the number of the bill for which the  
2 statement is requested and the date and time the request was made. If the  
3 member returns the form containing the signature of the requesting member and  
4 the signatures of at least nine (9) other House members within thirty (30)  
5 minutes of the time shown on the form, the fiscal impact statement shall be  
6 prepared and placed on the desk of each member of the House before the bill is  
7 read the third time.

8         3. If a bill is called up for final passage in the House of  
9 Representatives and a fiscal impact statement has not been provided for the  
10 bill, any member of the house in which the bill is being considered may move  
11 that a final vote on the passage of the bill be delayed until a fiscal impact  
12 statement is prepared and made available on the desk of each member of the  
13 House at least one (1) full day prior to the bill being called up for final  
14 passage. If such motion is made and is adopted by a majority vote of the  
15 membership of the House, the Speaker of the House shall cause the bill to be  
16 referred to the appropriate state agency or to the designated legislative  
17 staff for the preparation of a fiscal impact statement, which shall be filed  
18 with the House within five (5) days of the date of the request.

19         4. Failure of the sponsor of a bill to provide the fiscal impact  
20 statement required in this rule shall not prohibit the consideration of it in  
21 the committee to which referred or on the floor of the house in which the bill  
22 is called up for final passage, if no objection to it is made at the time such  
23 action is taken.

24         5. Nothing in this rule shall prohibit a committee to which a bill is  
25 referred or the house in which the bill is being considered from suspending  
26 the requirement of the filing of a fiscal impact statement on any such bill in  
27 the same manner as provided for the suspension of the rules in the house in  
28 which the bill is being considered.

29         6. Copies of the fiscal impact statements prepared in compliance with  
30 the provisions of this rule shall be made available, upon request for them, to  
31 representatives of municipal or county governments. A fiscal impact statement  
32 filed or prepared in compliance with this rule is declared to be a public  
33 record within the meaning of the Freedom of Information Act of 1967, §  
34 25-19-101 et seq.

35         7. For the purposes of this rule, the term \_fiscal impact statement\_

1 means a realistic statement of the estimated financial cost to municipalities  
2 or counties of implementing or complying with a proposed law and regulations  
3 promulgated under it. (A.C.A. 19-1-303)

4       38. (a) The first reading of a bill shall be for information and  
5 unless otherwise ordered by the House, it shall be placed on the second  
6 reading calendar. (Every bill shall be read at length on three different days  
7 in each house, unless the rules be suspended by two-thirds of the house, when  
8 the same may be read a second or third time on the same day;... (Art. V, Sec.  
9 22)

10       (b) No bill shall be read and considered either a first, second or  
11 third time which does not contain a bill number, at least one author, a title  
12 expressing the main contents of the bill, a subtitle, an enacting clause and  
13 at least one section which shall be expressed in the title and the subtitle.  
14 The Speaker shall not entertain a motion to suspend this rule.

15       39. Second reading

16       (a) A bill shall be read a second time and the Speaker shall assign the  
17 bill to its appropriate committee.

18       (b) A bill or resolution may not be divided for assignment to committee  
19 although it may contain certain matters properly within the jurisdiction of  
20 several committees.

21       (c) Before consideration by a committee, any representative may attach  
22 an amendment to the bill which shall be referred to the committee with the  
23 bill, without debate. It is the author's responsibility to have the amendment  
24 properly numbered by the Bill Clerk, not the committee staff. An amendment  
25 must be properly filed by the author and properly numbered by the Bill Clerk  
26 prior to being voted on by the House.

27       (d) In order to amend a bill, it shall be necessary to adopt a motion  
28 to place the bill back on second reading for the purpose of submitting an  
29 amendment.

30       (e) When a bill has a committee recommendation, it is the author's  
31 responsibility to place the bill on the calendar for consideration.

32       40. A bill shall not be called for a third reading and final passage  
33 until a photocopied or printed copy of same shall have been placed on every  
34 representative's desk for twenty-four (24) hours, and no bill or resolution  
35 may be brought up for a third reading and final passage on the floor of the

1 House until it has been on the calendar of the House for at least one (1) day.

2 41. A calendar of bills and resolutions to be considered in the order  
3 of business during any legislative day shall be printed and placed on the  
4 members' desks prior to the adjournment of the preceding legislative day.

5 42. A bill ordered to be engrossed or enrolled shall be typed or  
6 photocopied.

7 43. A bill having been rejected may not be brought up again during the  
8 same legislative session unless it be an appropriation bill. Appropriation  
9 bills may be considered a total of two times during any calendar day.  
10 Following a second consideration during the same calendar day, a motion to  
11 reconsider or a motion to expunge must be adopted before an appropriation bill  
12 may be considered.

13 44. When a bill has been passed and transmitted to the Senate, it may  
14 be recalled from the Senate by the same vote that was necessary to pass the  
15 bill.

16 45. A committee may receive a bill, resolution, amendment, petition and  
17 memorial only through the House, and the House may receive same only through a  
18 member. (Art. V, Sec. 34 -- No new bill shall be introduced into either house  
19 during the last three days of the session.)

20 IX

21 RESOLUTIONS

22 46. Resolutions shall follow the same procedure as bills.

23 47. A House resolution shall be directed at some matter for the sole  
24 action of the House and may be introduced in extraordinary sessions, lack of  
25 germaneness notwithstanding. Fifty-one (51) votes shall be required to adopt  
26 a House resolution.

27 48. Joint resolutions are for incidental, unusual, or informal  
28 objectives of legislation (i.e., as extending the thanks of the state to  
29 individuals; invitations to celebrities to visit the state), or to submit  
30 proposed amendments to the United States Constitution, ratifying United States  
31 Constitutional amendments and proposing amendments to the Arkansas  
32 Constitution.

33 49. Concurrent resolutions shall be a means of expressing fact,  
34 principles, opinions, purposes, and all other matters requiring concurrence of  
35 both houses except the subject matter provided for in the joint resolution. A

1 concurrent resolution is binding on neither house until agreed to by both.

2 50. Resolutions of Inquiry:

3 (a) All resolutions of inquiry addressed to the heads of executive  
4 departments shall be reported to the House within one (1) week after  
5 presentation.

6 (b) A House resolution authorizing a committee to request information  
7 is treated as a resolution of inquiry.

8 (c) A resolution of inquiry from a committee shall have a privileged  
9 status to report.

10

X

11

STANDING, SELECT, AND SPECIAL COMMITTEES

12

(Interim Committees) (A.C.A. 10-3-203 thru 10-3-212)

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51. The committees of the House of Representatives shall consist of ten  
(10) standing committees, eight (8) select committees, and three (3) special  
committees. The standing committees shall be five (5) Class A committees and  
five (5) Class B committees. The eight (8) select committees shall be five  
(5) joint select committees and three (3) House select committees. The three  
(3) special committees shall be two (2) joint committees and one (1) House  
committee. The House standing, joint select, select and special committees  
are as follows:

21

(a) HOUSE STANDING COMMITTEES

22

Class A Committees

23

Education

24

Judiciary

25

Public Health, Welfare and Labor

26

Public Transportation

27

Revenue and Taxation

28

Class B Committees

29

Aging and Legislative Affairs

30

Agriculture and Economic Development

31

City, County and Local Affairs

32

Insurance and Commerce

33

State Agencies and Governmental Affairs

34

(b) JOINT SELECT COMMITTEES

35

(1) Joint Budget -- (to consist of twenty (20) members of the

1 House and twenty (20) members of the Senate). (A.C.A. 10-3-501 thru 10-3-508)

2 (2) Joint Committee on Children and Youth -- (to consist of ten  
3 (10) members of the House and ten (10) members of the Senate). (A.C.A.  
4 10-3-1302 thru 10-3-1322)

5 (3) Joint Committee on Energy -- (to consist of nine (9) members  
6 of the House and five (5) members of the Senate). (A.C.A. 10-3-802 thru  
7 10-3-822)

8 (4) Joint Committee on Public Retirement and Social Security  
9 Programs -- (to consist of ten (10) members of the House and seven (7) members  
10 of the Senate). (A.C.A. 10-3-701 thru 10-3-703)

11 (5) Joint Performance Review Committee -- (to consist of twenty  
12 (20) members of the House and seven (7) members of the Senate). (A.C.A.  
13 10-3-901 thru 10-3-903)

14 (c) HOUSE SELECT COMMITTEES

15 House Affairs Committee shall consist of no more than ten (10) members.

16 House Management Committee shall consist of no more than twenty (20)  
17 members.

18 House Rules Committee shall consist of no more than seventeen (17)  
19 members).

20 (d) SPECIAL COMMITTEES

21 (1) Joint Interim Committee on Legislative Facilities -- (to consist of  
22 fourteen (14) members of the General Assembly, as follows:

23 (a) The Chairperson of the House Joint Budget Committee and  
24 the Chairperson of the Senate Joint Budget Committee;

25 (b) Two (2) members of the House of Representatives to be  
26 appointed by the Speaker of the House of Representatives and one (1) member of  
27 the Senate to be appointed by the President Pro Tempore of the Senate;

28 (c) Four (4) members of the Senate to be appointed by the  
29 Chairperson of the Senate Efficiency Committee;

30 (d) The Chairperson of the House Management Committee and  
31 two (2) additional members of the House Management Committee to be designated  
32 by its chairperson; and

33 (e) The President Pro Tempore of the Senate and the Speaker  
34 of the House of Representatives.) (A.C.A. 10-3-1101 thru 1110)

35 (2) House Committee on the Journal; Engrossed and Enrolled Bills shall

1 consist of not more than five (5) members. The House Committee on the  
2 Journal; Engrossed and Enrolled Bills shall not be considered a standing or  
3 select committee. The committee shall consist of the Speaker of the House of  
4 Representatives who shall be chairperson, the chairperson of the House Rules  
5 Committee who shall be the vice chairperson, the chairperson of the House  
6 Management Committee, and two (2) members of the House appointed by the  
7 Speaker of the House; and, the House Parliamentarian shall serve as secretary  
8 and advisor to the committee.

9 (3) Joint Committee on Legislative Printing Requirements and  
10 Specifications -- (to consist of the chairperson and vice-chairperson of the  
11 House Management Committee, the chairperson and vice-chairperson of the Senate  
12 Efficiency Committee, the Speaker of the House of Representatives and the  
13 President Pro Tempore of the Senate). (A.C.A. 10-3-601 thru 10-3-605).

14 52. (a) Standing Committees.

15 (1) Members of the standing committees shall be appointed and  
16 confirmed by the Speaker on a seniority basis.

17 (2) Members of the House of Representatives who are committee  
18 chairpersons who have been assigned an office shall vacate the committee  
19 chairperson's office by December 1 following the general election in the even-  
20 numbered years if the House member is not to be a member of the House during  
21 the forthcoming General Assembly or if the member, for whatever reason, will  
22 no longer be chairperson of the committee during the forthcoming General  
23 Assembly.

24 (3) Each standing committee shall consist of twenty (20) members.  
25 Each member of the House shall serve on two (2) standing committees, one (1)  
26 of which shall be a Class A committee and one (1) of which shall be a Class B  
27 committee.

28 (4) Members and members-elect of the House of Representatives  
29 shall opt for biennial standing committee choices at least one (1) week after  
30 notification from the Speaker-designate. Failure to opt at least five (5)  
31 days after receipt of a second notice by registered mail will automatically  
32 allow the Speaker-designate to place the member on the same committees or the  
33 member-elect on standing committees of the Speaker-designate's choice. All  
34 signatures on correspondence received for committee assignment represent final  
35 movement. There shall be no transfers from one standing committee to another

1 during the biennium following initial biennial confirmation. After  
2 confirmation to standing committees, and if a vacancy occurs on any standing  
3 committee during the biennium because of the death, resignation, impeachment,  
4 etc., of a member, following the election of a new member to fill the  
5 unexpired term, the newly elected member shall be assigned temporarily, by the  
6 Speaker, for the remainder of the biennium, to the A and B standing  
7 committees previously held by their predecessor. At the end of the biennium,  
8 the temporary positions held on the A and B committees will be declared  
9 vacant and will be available for choosing in accordance with a member's  
10 seniority.

11           (5) Subcommittees on subject matters may be created from a  
12 standing committee and may be directed to complete specific assignments and  
13 report its findings to the parent standing committee.

14           (b) Select Committees. (1) The Speaker shall appoint members to fill  
15 only vacancies on all House select committees and all Joint Select Committees  
16 except the Joint Budget Committee.

17           (2) The House members of the Joint Budget Committee shall consist  
18 of five (5) members of the House of Representatives and two (2) alternates  
19 chosen from each congressional district as the same exists on March 1, 1991.  
20 At the time the alternates are selected, one shall be designated as first  
21 alternate and the other as second alternate. The selections shall be made by  
22 caucus of the House members residing within each district. The term of office  
23 of the members shall be from sine die adjournment of the regular session or  
24 July 1 of the odd-numbered year, whichever is earlier, until sine die  
25 adjournment of the next regular session or July 1 of the next odd-numbered  
26 year, whichever is earlier. The members of the Joint Budget Committee shall  
27 select one of their number to serve as chairperson and one to serve as vice  
28 chairperson. Vacancies in either a member or alternate member position shall  
29 be filled in the same manner as the initial member or alternate member  
30 position was filled.

31           (3) No member of the House of Representatives shall serve on more  
32 than two (2) select committees. The Legislative Council, the Legislative  
33 Joint Auditing Committee, and the House Committee on the Journal; Engrossed  
34 and Enrolled Bills, are excluded therefrom.

35           (c) (1) There shall be a chairperson and a vice chairperson of each



1 standing committee and each select committee. No member of the House shall be  
2 chairperson or vice-chairperson of more than one standing or select committee.  
3 Chairpersons or vice chairpersons of select committees, except the Joint  
4 Budget Committee, serving on the effective date of this rule amendment shall  
5 be entitled to retain their positions regardless of their seniority on the  
6 committee. Thereafter, when vacancies occur in the position of chairperson or  
7 vice chairperson of a standing or select committee, except the Joint Budget  
8 Committee, the member of the committee having the highest rank in seniority on  
9 the committee shall be chairperson and the member of the committee having the  
10 second highest rank in seniority on the committee shall be the vice  
11 chairperson.

12           (2) The rules or proceedings of the House of Representatives  
13 shall be observed in all select committees, standing committees, and  
14 subcommittees of the House so far as they may be applicable.

15           (3) The House Committee on the Journal; Engrossed and Enrolled  
16 Bills shall serve as the supervisory committee over the preparation of the  
17 Journal and engrossing and enrolling of bills.

18           (4) Provided, that after the membership of a standing or select  
19 committee, except the Joint Budget Committee, is established, seniority on  
20 such committee shall be on the basis of service on the committee, and no  
21 member shall be removed from any standing or select committee other than the  
22 Joint Budget Committee except:

23                   (i) upon failure of re-election to the House of  
24 Representatives, or

25                   (ii) upon consent or request of the member. New members  
26 appointed to a committee shall start from the bottom of the list of seniority  
27 on such committee, according to their House seniority. (A.C.A. 10-3-101 --  
28 Pre-session assignment)

29           53. Committee Operations. (a) Each committee of the House shall be  
30 provided a secretary who shall maintain a current record of all bills,  
31 resolutions, petitions, memorials, or other matters filed in committee. A  
32 record of committee actions (committee reports, committee adopted amendments,  
33 etc.) shall be filed with the Chief Clerk of the House as the first priority  
34 upon adjournment of the committee. The secretary shall post, on a bulletin  
35 board, a current list of all measures pending before the committee.

1 (b) All committees shall consider the bills and resolutions, petitions,  
2 and memorials referred to them and make one of the following reports in  
3 writing to the House:

4 (1) That a bill, resolution, petition or memorial do pass;

5 (2) That a bill, resolution, petition or memorial do not pass,  
6 in which event the measure shall not be considered;

7 (3) That a bill, resolution, petition or memorial do pass as  
8 amended. No bill, resolution, petition or memorial shall be acted upon  
9 without a do pass or a do pass as amended recommendation. No bills shall  
10 be placed on the non-controversial calendar or deemed to be non-controversial  
11 in any way unless a motion is adopted in the committee to which the bill was  
12 referred. With a quorum present, the motion is considered adopted if there are  
13 no negative votes.

14 (c) The appropriate subject matter standing committees of the House and  
15 the Senate may meet as joint committees whenever agreed by said committees,  
16 for the purposes of holding public hearings or considering any proposed or  
17 pending legislation but upon conclusion of the joint meeting of said  
18 committees, each standing committee of the House of Representatives and the  
19 Senate shall take such action and report to their respective houses as  
20 determined by said committees. Whenever the appropriate subject committees of  
21 the House and Senate hold hearings or meetings, the chairperson of the House  
22 committee and the chairperson of the Senate committee shall by agreement  
23 determine which of them shall preside at the joint meeting.

24 54. The Speaker of the House shall keep a permanent register of the  
25 seniority of the members of the House of Representatives. When it is  
26 necessary for the seniority of in-coming members to be determined by lot, the  
27 Speaker of the House and the Speaker-designate of the House shall conduct a  
28 drawing by lots upon receiving certification from the Secretary of State of  
29 the election of membership to each General Assembly.

30 55. Seniority shall be based on the total consecutive uninterrupted  
31 terms served in the House of Representatives. In the event a member has been  
32 elected that has had previous non-continuous service, he/she shall rank ahead  
33 of members elected in the year his/her uninterrupted services began. In the  
34 event that two (2) or more members have equal terms of non-continuous service,  
35 their seniority shall be asserted by drawing lots to determine their numerical

1 standing in rank ahead of members elected in the year his/her uninterrupted  
2 services begin.

3         56. Seniority ranking for new members elected for the first time to  
4 serve in the General Assembly shall be determined by lot.

5         57. The chairperson shall appoint the clerk or clerks or other  
6 employees of his/her committee, subject to committee approval, who shall be  
7 paid at the public's expense, the House having first provided therefor.

8         58. Meetings and Hearings:

9         (a) All committee and subcommittee meetings including but not limited  
10 to hearings at which public testimony is to be taken, (normally called public  
11 hearings) shall be open to the public (Art. V, Sec. 13) and shall be  
12 scheduled at least twenty-four (24) hours in advance; agendas of bills,  
13 resolutions, and other proposals to be considered at such meetings shall be  
14 posted in a designated place at least twenty-four (24) hours in advance; but  
15 in case of an emergency, a two-thirds (2/3) majority of the membership of the  
16 committee may bring bills up for consideration upon notice of not less than  
17 four (4) hours.

18         (b) Special meetings of a standing committee may be called by the  
19 chairperson of the committee or by a majority of the members of the committee  
20 for conducting any business of the committee; provided, a special meeting of  
21 the committee may not conflict with regularly scheduled meetings of any  
22 standing committee; provided further, special meetings shall be subject to the  
23 same procedures regarding the publishing of agendas and notices of meetings  
24 that apply to regular standing committee meetings. (J.R. 20 -- Joint  
25 Committees)

26         (c) The Speaker of the House shall establish a regular schedule of  
27 committee meetings in order that each Class A committee shall meet at a  
28 scheduled time on the mornings of Tuesday and Thursday of each legislative  
29 week, and all Class B committees shall meet at a scheduled time on the  
30 mornings of Wednesday and Friday of each legislative week.

31         (d) The Speaker of the House shall establish a schedule of House  
32 standing and select committee meetings so as to minimize conflicts.

33         59. All persons wishing to offer testimony to a committee hearing shall  
34 be given a reasonable opportunity to do so as determined by a majority of the  
35 committee. An oral or written statement shall not be a prerequisite to offer

1 testimony before a committee.

2       60. All contested elections cases entertained by the House shall be  
3 referred to the Rules Committee which shall make its final recommendation not  
4 later than two (2) weeks from the first day of the session.

5       61. No committee shall sit while the House is in session except the  
6 Committee on Rules or a Conference Committee, which shall notify the House.

7       62. The following subject areas shall be within the jurisdiction of  
8 each of the respective House standing committees:

9       (1) Committee on Education -- matters pertaining to public  
10 kindergarten, elementary, secondary, and adult education, vocational  
11 education, vocational-technical schools, vocational rehabilitation, higher  
12 education, private educational institutions, and similar legislation;

13       (2) Committee on Judiciary -- matters pertaining to state and local  
14 courts, court clerks and stenographers and other employees of the courts,  
15 civil and criminal procedures, probate matters, civil and criminal laws, and  
16 similar matters;

17       (3) Committee on Public Health, Welfare and Labor -- matters pertaining  
18 to public health, mental health, mental retardation, public welfare, human  
19 relations and resources, environmental affairs, water and air pollution, labor  
20 and labor relations, and similar legislation;

21       (4) Committee on Public Transportation -- matters pertaining to roads  
22 and highways, city streets, county roads, highway safety, airports and air  
23 transportation, common and contract carriers, mass transit, and similar  
24 legislation;

25       (5) Committee on Revenue and Taxation -- matters pertaining to the  
26 levy, increase, reduction, collection, enforcement and administration of taxes  
27 and other revenue-producing measures;

28       (6) Committee on Aging and Legislative Affairs -- To this committee  
29 shall be referred bills and resolutions affecting the aged and problems of  
30 aging; memorials and resolutions; and other matters whenever the subject  
31 matter is not germane to the subject matter of any other standing committee;

32       (7) Committee on Agriculture and Economic Development -- matters  
33 pertaining to agriculture, livestock, forestry, industrial development,  
34 natural resources, oil and gas, publicity and parks, levee and drainage,  
35 rivers and harbors, and similar legislation;

1           (8) Committee on City, County and Local Affairs -- matters pertaining  
2 to city and municipal affairs, county affairs, local improvement districts,  
3 interlocal government cooperation, and similar legislation;

4           (9) Committee on Insurance and Commerce -- matters pertaining to banks  
5 and banking, savings and loan associations, stock, bonds, and other  
6 securities, securities dealers, insurance, public utilities, partnerships and  
7 corporations, home mortgage financing and housing, and similar legislation;

8           (10) Committee on State Agencies and Governmental Affairs -- matters  
9 pertaining to state government and state agencies, except where the subject  
10 matter relates more appropriately to another committee, proposed amendments to  
11 the Constitution of the State of Arkansas or the Federal government, election  
12 laws and procedures, Federal and interstate relations, and similar  
13 legislation;

14           63. (a) Committee on Rules:

15                   (1) All proposed action touching the rules, joint rules, and  
16 order of business shall be referred to the Committee on Rules.

17                   (2) It shall always be in order to call up, for consideration, a  
18 report from the Committee on Rules.

19                   (3) The Committee on Rules shall present to the House reports  
20 concerning rules, joint rules, and order of business on the third day after  
21 convening of the House. The permanent rules shall be adopted by a majority of  
22 the members and thereafter they may be changed only by a vote of sixty-seven  
23 (67) members.

24                   (4) The Speaker shall refer to the Committee on Rules, any  
25 matters dealing with alcohol, cigarettes, tobacco, tobacco products, coin  
26 operated amusement devices, vending machines, lobbying, code of ethics, pari-  
27 mutuel betting and similar legislation.

28                   (5) Rules of the preceding General Assembly shall automatically  
29 be adopted as temporary rules of the current assembly and may be amended or  
30 suspended by a majority vote of the membership.

31           (b) Joint Budget Committee. All appropriation bills coming before the  
32 House shall be assigned to and considered by the Joint Budget Committee.

33           64. No committee shall transact business without a quorum (a majority  
34 of the committee membership present). All final action on bills, and on  
35 proposed amendments to bills, shall be decided by a majority vote of the

1 committee. Provided, however, that the Speaker of the House shall not be  
2 included for the purpose of determining what is a majority of a standing  
3 committee, unless present at the time of the vote. A member of the committee  
4 must be present at the time of the vote for his/her vote to be counted on any  
5 matter considered by the committee (no pairs, no proxies).

6 (a) A bill, resolution or amendment in a House committee having been  
7 rejected twice may not be brought up again during the same legislative  
8 session.

9 65. Upon written request by the author of a bill directed to the  
10 chairperson of the committee, a bill shall be considered by the full committee  
11 within ten (10) days of the time of such request, but the committees may delay  
12 final action on a bill by a majority vote of the committee.

13 66. No bill shall be introduced with a committee as the author of said  
14 bill unless that committee has voted unanimously to sponsor the bill.

15 67. Committee Records and Reports:

16 (a) The chairperson of each committee of the House shall keep or cause  
17 to be kept a record in which there shall be entered:

18 1. The time and place of each hearing and each meeting of the  
19 committee.

20 2. The number and title of the bill with one of the following  
21 three recommendations: \_do pass\_, \_do pass as amended\_, or \_do not pass\_. If  
22 a committee recommends a bill \_do pass as amended\_ and any of the amendments  
23 recommended by the committee are not adopted on the floor, the bill shall be  
24 re-referred to the same committee for further consideration and  
25 recommendation.

26 3. A summary of each bill's major provision which may be several  
27 paragraphs in length in case of major bills or simply the title of the bill in  
28 the case of minor bills.

29 4. The reason for the committee's action on the bill, including a  
30 brief minority report, if requested by any two (2) committee members.

31 5. A record of how every member voted on each bill when action is  
32 taken by the committee, including votes on a motion to postpone consideration  
33 on the bill and a recorded vote on any other motion, if requested by any  
34 committee member.

35 6. A list of all people testifying before a committee on each

1 bill, the interest that they represent, and an indication of their position on  
2 the bill.

3 (b) Such records shall be approved by the chairperson before the  
4 expiration of a seven (7) day period, with the exception of those records  
5 referred to in (a) 1. and 2., hereinabove which shall be filed immediately  
6 with the Clerk of the House.

7 (c) Other reports may be filed with the Clerk of the House.

8 68. Consent Calendar -- In addition to the regular calendar of the  
9 House of Representatives, there shall be a consent calendar on which shall be  
10 placed bills that have been recommended do pass by committee, which are  
11 deemed by the committee or by the Speaker to be non-controversial, and may be  
12 used for other non-controversial matters such as resolutions and amendments to  
13 bills proposed by the author of the bill, if the Speaker deems such matter to  
14 be non-controversial. The Speaker of the House shall maintain the consent  
15 calendar. On Thursday of each week, and such other times as the Speaker may  
16 deem advisable, the House shall consider bills and other matters on the  
17 consent calendar. Provided, that a list of bills and other matters on the  
18 consent calendar which are to be considered on a particular day shall be  
19 circulated among the members of the House of Representatives the day prior to  
20 the date on which the consent calendar is to be considered. If as many as  
21 five (5) members object to a bill or other matter on the consent calendar  
22 being considered as non-controversial, the Speaker of the House shall remove  
23 the same from the consent calendar and shall place it on the regular calendar  
24 of the House business. No bill or resolution may be placed for consideration  
25 on any more than one (1) House calendar.

26 69. A vote of two-thirds (2/3) of the elected membership of the House  
27 of Representatives shall be necessary to remove a bill from a committee. A  
28 bill may be reported by a committee at any time as provided by the House Rules  
29 except for bills introduced after the fiftieth (50th) day of the Regular  
30 Session, or during a special session, which shall, upon written request by the  
31 author, be acted on at the next regular meeting of the committee, but  
32 committees may delay final action on a bill by a majority vote of the  
33 committee.

34 COMMITTEE OF THE WHOLE

35 70. All measures involving a tax or an appropriation of money, or

1 property, shall be first considered in a Committee of the Whole, amendments  
2 can be offered in the Committee of the Whole.

3         71. The Speaker of the House, in setting the calendar of budgets or  
4 appropriation bills to be considered in the House shall, from time to time,  
5 confer with the chairperson of the Joint Budget Committee on the appropriation  
6 bills pending and may designate specific days or times to be set aside in the  
7 House to be devoted solely to consideration of appropriation bills and other  
8 budget matters. At least by 3:00 p.m. on the previous day before any  
9 appropriation bill may be considered in the Committee of the Whole, the  
10 chairperson of the Joint Budget Committee shall cause to be prepared and  
11 placed on each member's desk, a listing of appropriation bills to be  
12 considered in the Committee of the Whole, broken down as follows:

13         (a) Appropriation bills sponsored by the Joint Budget Committee,  
14 prepared in accordance with Legislative Council recommendations;

15         (b) All other appropriation bills sponsored by the Joint Budget  
16 Committee which were not considered by the Legislative Council;

17         (c) Bills introduced by members of the House (or Senate) that shall  
18 have been recommended by the Joint Budget Committee do pass or do pass as  
19 amended; and

20         (d) Appropriation bills amended in the Senate without Joint Budget  
21 Committee action. The aforementioned list of appropriation bills shall  
22 include the number of the bill, the author of the bill, and the name and  
23 agency and/or program for which the appropriation is to be made. In the event  
24 the Joint Budget Committee recommendations in regard to the appropriation  
25 shall differ, in any respect, from the recommendations made by the Legislative  
26 Council in regard thereto, said list shall identify each such change in the  
27 appropriation bill which differs from the recommendation of the Legislative  
28 Council.

29         72. In forming a Committee of the Whole House, the Speaker may leave  
30 his/her chair after appointing a Chairperson to preside, who shall have the  
31 same power as the Speaker to preserve order. A majority of a quorum is  
32 required to resolve the House into a Committee of the Whole.

33         73. When the House resolves itself into the Committee of the Whole,  
34 non-members who are to participate in the matters to be discussed may be  
35 invited into the House Chambers by the proponents or opponents of the



1 proposals to be discussed but all such non-members shall leave at the time the  
2 Committee arises.

3 74. A Committee of the Whole cannot report a measure without a quorum of  
4 its members present.

5 75. The rules and proceedings of the House shall be observed in  
6 Committee of the Whole House so far as they may be applicable. Decisions will  
7 be made by voice or standing votes.

8 76. No motion which has as its effect the limiting of debate in the  
9 Committee of the Whole shall be entertained by the Chairperson. The motion  
10 for the disposition of any matter referred to the committee shall be, Mr.\Ms.  
11 Chairman, I move the Committee do now rise and report. If the committee had  
12 no specific report, the motion should be to rise and report progress.

13 XI

14 DEBATE

15 77. When a representative desires to speak or to have the attention of  
16 the House, he/she shall rise from his/her seat and respectfully address  
17 himself/herself to Mr. Speaker, (or in the Committee of the Whole, Mr./Ms.  
18 Chairperson) and upon recognition, he/she may address the House from his/her  
19 seat or the well of the House. Representatives must be at their seats before  
20 obtaining recognition. Any representative who receives recognition from the  
21 Chair must confine himself/herself to the question before the House, or a  
22 privileged motion. No representative shall proceed until recognized by the  
23 Speaker. When two (2) or more representatives arise at once, the Speaker  
24 shall name the member who shall be first to speak.

25 78. When a representative desires to interrupt a representative having  
26 the floor, he/she shall first obtain recognition of the Speaker and permission  
27 of the representative occupying the floor; and when so recognized and such  
28 permission is obtained, he/she may ask questions of the representative  
29 occupying the floor; but shall not propound a series of interrogatives or  
30 otherwise badger the representative having the floor.

31 79. No representative shall occupy more than thirty (30) minutes in  
32 debate on any question in the House. The representative reporting a measure  
33 under consideration from a committee or the author may open and close debate.  
34 If debate shall extend beyond one (1) day, the author or sponsor shall be  
35 entitled to thirty (30) minutes to close. The right to close may not be

1 automatically exercised after the previous question is voted.

2       80. No representative shall speak more than once on the same question  
3 without leave of the House. One mover, proposer or introducer of the question  
4 pending may speak and close but not until every representative choosing to  
5 speak shall have been heard.

6       81. A representative having the floor may not yield it to another for  
7 any purpose including making a motion; but, if he\she desires to allow a  
8 motion to be made, he/ must yield the floor.

9                               XII

10                              DECORUM

11       82. No person other than a member of the Arkansas General Assembly,  
12 designated legislative staff, or on special and certain occasions those  
13 persons specifically invited by the Speaker of the House, shall be permitted  
14 on the Floor of the House Chamber while the House is in session or in brief  
15 recess. A pool arrangement for the media shall be established in the well of  
16 the House, the direction and control of which shall be regulated by the  
17 Speaker of the House. No one in the House Chamber other than a member of the  
18 Legislature may advocate or oppose passage of a measure while the House is in  
19 session. No legislative aides, lobbyists or unauthorized persons shall be  
20 permitted access to the House Floor, lounges or House support areas. This  
21 Rule shall be enforced by the Speaker of the House and/or the House Management  
22 Committee. The House Management Committee and the Rules Committee shall  
23 recommend punishment to the House for violation of this Rule. (A.C.A. 10-2-110  
24 -- Disorderly Conduct)

25       83. The House Chamber during regular and special sessions shall be used  
26 only for the legislative business of the House and for the caucus meetings of  
27 its members, except upon occasions where the House, by Resolution, agrees to  
28 take part in any ceremonies to be observed therein; and the Speaker shall not  
29 entertain a motion for suspension of this rule.

30       84. No representative shall use intemperate language with reference to  
31 the House or its members.

32       85. If any representative, in speaking or otherwise, transgresses the  
33 rules of the House, the Speaker shall or any representative may, call him/her  
34 to order. He/she shall immediately be seated unless permitted, on a motion of  
35 another representative, to explain. The House shall, if called upon, decide

1 on the issue without debate. If the decision is in favor of the representative  
2 called to order, he/she shall be free to continue; and, if the dispute shall  
3 warrant, a representative shall be open to censure or such punishment as the  
4 House shall impose.

5       86. Normal conformity to good manners and taste shall be expected of  
6 each member of the House. Representatives shall avoid references to  
7 personalities and extend to each representative courtesies which they wish for  
8 themselves.

9       87. Introduction of and recognition of family, constituents, or groups  
10 shall not become excessive. Members should be extremely reluctant in using  
11 the time of the House for these personal courtesies.

12       88. The smoking of cigarettes, cigars and pipes shall not be permitted  
13 in the chamber of the House of Representatives.

14       89. A roll call shall not be interrupted by a motion or other order of  
15 business from the time the Speaker calls up the ballot until he/she casts up  
16 the ballot and announces the result of said ballot.

17   XIII  
18   VOTING

19       90. No person not a representative shall cast a vote for a  
20 representative.

21       91. Any question or motion, except final passage of a bill or final  
22 action on a joint resolution, may be put to the House by a voice vote at the  
23 discretion of the Speaker.

24       92. Any five (5) representatives shall have the right to call for the  
25 ayes and nays and have the result entered on the Journal. (Art. V, Sec. 12)

26       93. Any representative who will be absent from the House may pair  
27 his/her vote with a representative who shall be present.

28       (a) These representatives must be casting opposite votes.

29       (b) Dated pairs reflecting the bill number are counted when signed by  
30 both representatives,

31               (1) in the presence of each other, and witnessed by another  
32 representative, or

33               (2) when the member who will not be present for the vote signs  
34 the pair form in the presence of a person authorized by law to take  
35 acknowledgements and who verifies the identity of the signor.

1 (c) Pairs shall be presented to the Speaker only on the day of the vote  
2 for which the representatives are paired is to be taken.

3 (d) Pairs shall be announced by the Speaker immediately prior to the  
4 roll call from a Pair Form presented to the Speaker by the representative pre-  
5 sent. At the time of the announcement the Speaker shall (1) determine that  
6 the member who is required to be present is present, and (2) provide the  
7 membership with an opportunity to express procedural objections to the pairs.

8 (e) The representative may not cast his/her vote by other methods when  
9 he/she is paired.

10 94. The demand to Sound the Ballot (a device to determine how each  
11 representative voted) may be accomplished by any five (5) members rising and  
12 requesting the Speaker to have the names called and the way the member voted  
13 repeated. When contested, any representative (except a representative voting  
14 by pair vote) who is not present and at his/her seat shall have his/her vote  
15 eliminated.

16 95. After a voice vote, the Speaker or any five (5) representatives  
17 that doubt the result may call for a division of the House.

18 (a) Representatives voting aye shall stand at their seats until  
19 counted.

20 (b) Then, representatives voting no shall stand at their seats until  
21 counted.

22 (c) No representative shall be counted that is not at his/her assigned  
23 voting station (his/her seat on the House Floor).

24 (d) The Speaker or his/her designee shall be responsible for counting  
25 the vote and the Speaker shall announce the result of the vote.

26 96. The Electronic Voting System shall have the same force and effect  
27 as a Roll Call. (Not less than a majority of the members of each house of the  
28 General Assembly may enact a law.) (Amend. 19, Sec. 1)

29 97. The Speaker, with three (3) representatives, is sufficient to  
30 adjourn, or recess to a time certain, or sine die. (Neither house shall,  
31 without the consent of the other, adjourn for more than three days, nor to any  
32 other place than that in which the two houses shall be sitting.) (Art. V, Sec.  
33 28) (Governor's power to adjourn) In cases of disagreement between the two  
34 houses of the General Assembly, at a regular or special session, with respect  
35 to the time of adjournment, the Governor may, if the facts be certified to

1 him/her by the presiding officers of the two houses, adjourn them to a time  
2 not beyond the day of their next meeting; and, on account of danger from an  
3 enemy or disease, to such other place of safety as he/she may think proper.

4 (Art. VI, Sec. 20)

5 98. Vetoes. (Art. VI, Secs. 15 thru 17; A.C.A. 10-2-116)

6 99. Extraordinary sessions of the General Assembly. (Art. VI, Sec. 19)

7 100. Homestead exemption increase (3/4 vote) (Amend. 59, Secs. 16 and  
8 17)

9 101. Workmen's Compensation laws (Art. V, Sec. 32 as amended by Amend.  
10 26)

11 XIV

12 MISCELLANEOUS

13 102. Every former member of the Arkansas House of Representatives shall  
14 be invited to attend a special ceremony to be held in the House Chamber on the  
15 third Thursday of January, 1995 and on the third Thursday in January each four  
16 years thereafter. Prior to adjournment of the regular session preceding each  
17 session at which such ceremony is to be held, the Speaker of the House shall  
18 appoint a committee to set the agenda and make other necessary arrangements  
19 for the ceremony."

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