

Stricken language would be deleted from and underlined language would be added to HOUSE Rules.

1 State of Arkansas
2 84th General Assembly
3 Regular Session, 2003

As Engrossed: H1/15/03

HR 1001

4
5 By: Representative Cleveland

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7
8 **HOUSE RESOLUTION**

9 TO ADOPT THE RULES OF THE HOUSE OF
10 REPRESENTATIVES OF THE EIGHTY-FOURTH GENERAL
11 ASSEMBLY.

12
13 **Subtitle**

14 TO ADOPT THE RULES OF THE HOUSE OF
15 REPRESENTATIVES OF THE EIGHTY-FOURTH
16 GENERAL ASSEMBLY.

17
18 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES OF THE EIGHTY-FOURTH GENERAL
19 ASSEMBLY OF THE STATE OF ARKANSAS:

20
21 The following are hereby adopted as the Rules of the House of
22 Representatives of the Eighty-Fourth General Assembly of the State of
23 Arkansas:

24 I

25 MEMBERS

26 1. Every representative shall be present within the House during the
27 session of the House, unless excused or necessarily prevented. (~~Apportionment~~
28 ~~— Membership in General Assembly — Art. VIII as amended by Amendments 23~~
29 ~~and 45)~~)

30 2. For the purpose of seating in the House chamber for an upcoming
31 regular session of the General Assembly, the Speaker of the House shall, on
32 the first Friday following the November General Election, declare all House
33 chamber seats vacant and representatives and representatives-elect must
34 select in the order of their seniority any seat not occupied after
35 notification by the Chief Clerk of available seats. Absence or failure to
36 select a seat at the assigned selection time will automatically allow the



1 Speaker to assign the member to his or her same seat if it is available or
2 the member or member-elect to a seat selected by the Speaker. Immediately
3 following the selection of a seat by a member or member-elect or assignment
4 of a seat by the Speaker, the member or member-elect's signature or Speaker's
5 signature is required. Following all seat selections or assignments, member
6 or member-elect's signatures or the Speaker's signature shall represent final
7 movement. The Chief Clerk shall furnish voting machine and desk keys.

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

17 4. A majority of all representatives elected to the House shall be
18 necessary to transact business. When less than a quorum of House members
19 shall assemble, those present shall be authorized to send for the absent
20 representatives or adjourn. Penalties may be decided by a majority of the
21 representatives present. (Art. V 5, Sec. 11)

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

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

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

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

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

36

II

THE SPEAKER

10. Selection.

10.(a) As used in this rule, the term "Speaker-designate" shall mean the member of the House of Representatives selected by the House of Representatives of each General Assembly held preceding the convening of the next-following regular session of the General Assembly, in the following manner:

10.(a)(1) A caucus of the entire House of Representatives shall be held on the first Tuesday in March ~~during each regular biennial session of~~ 2003, on the second Monday in January of 2006 and the second Monday in January of each even numbered year thereafter at which time the members of the House shall select by secret ballot a member of the House to be known as the Speaker-designate. Each candidate for Speaker-designate shall be allowed fifteen minutes to address the House before the ballot is taken. The Speaker shall announce the name and number of votes received by the candidate who received at least a majority of the votes of the membership of the House. Each candidate shall be entitled to verify the number of votes he or she received.

10.(a)(2) The candidate receiving a majority vote of the membership of the House of Representatives shall be declared the winner of such election for Speaker-designate of the House of Representatives of the next-following General Assembly.

10.(a)(3) If no candidate receives a majority vote of the membership of the House of Representatives, the names of the two (2) candidates receiving the highest number of votes cast shall be placed on a run-off ballot and distributed among the membership of the House of Representatives in the same manner provided above.

10.(a)(4) If it is determined that the Speaker-designate will not serve as a member of the House of Representatives of the next-following General Assembly due to death, resignation, failure to be a candidate for reelection in the party primary election, or failure to be reelected as a party candidate in the primary election, a vacancy in the position of Speaker-designate shall exist and be filled at the caucus of the entire House of Representatives-elect held on the Friday ~~following the November general election for the selection of members to serve on standing committees, the~~

1 ~~Legislative Council, the House Budget Committee, and the Legislative Joint~~
2 ~~Auditing Committee, of the week designated for the biennial Institute of~~
3 ~~Legislative Procedure (House Legislative Orientation),~~ and the Speaker of the
4 House of Representatives shall be elected upon convening of the next regular
5 session.

6 10.(a)(5) It is the intent of this subsection that the Speaker-
7 designate be the Speaker of the House of Representatives of the next-
8 following General Assembly, subject to selection by the membership of the
9 House upon convening of the regular session.

10 10.(a)(6) Petitions seeking pledge signatures of members of the House
11 of Representatives for a particular candidate seeking selection as Speaker-
12 designate shall not be circulated among the members of the House of
13 Representatives.

14 10.(b) At the beginning of each session the members of the House of
15 Representatives shall choose from its own membership a presiding officer
16 designated as the Speaker of the House of Representatives.

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

18 11.(a) Take the chair each day at the hour fixed on the preceding day
19 at adjournment. After the opening prayer and pledge of allegiance, He/She
20 shall immediately call the members to order, and on the appearance of a
21 quorum, cause the Journal of the preceding day to be read;

22 11.(b) Have control of the area set aside for use by the House and, in
23 case of disturbance therein, shall have the authority to have the areas
24 cleared. He/She or his/her designee shall supervise and control the
25 temporary employees while the legislature is in session and the permanent
26 employees during the biennium (A.C.A. 10-2-125 -- Employees of the House of
27 Representatives);

28 11.(c) Preserve order and decorum;

29 11.(d) Sign all acts, proceedings and orders of the House. All writs,
30 warrants and subpoenas issued by the House shall be signed and attested by
31 him/her and the Clerk (J.R. 10; A.C.A. 21-10-101 thru 21-10-108);

32 11.(e) Decide, with assistance of the Parliamentarian, all points of
33 order, subject to appeal by any representative;

34 11.(f) Appoint and confirm all representatives to committees and to
35 appoint and confirm committee chairpersons in accordance with the House Rules
36 and Statutes;

1 permanent House employees, i.e., Chief Clerk, Chief Fiscal Officer, Executive
2 Secretary, Assistant Executive Secretary, House Information Officer, and
3 House Properties Manager;

4 13.(b) Keep or cause to be kept all fiscal accounts and records;

5 13.(c) Approve, by co-signing with the Speaker of the House,
6 disbursements of all House funds;

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

10 13.(e) Approve for disbursement all interim expense funds;

11 13.(f) Act as travel supervisor;

12 13.(g) Act as purchasing agent;

13 13.(h) Act as custodian of House properties; and

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

15
16 IV

17 THE CHIEF CLERK

18 14. The Chief Clerk shall be appointed by the Speaker-designate by
19 November 1 of the even-numbered years, subject to confirmation by a majority
20 vote of the membership of the House. (Article V 5, Sec. 11)

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

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

26 15.(b) Keep the Journal of the proceedings of the House, and, under
27 the direction of the Speaker, subject to the will of the House, correct
28 errors in the Journal;

29 15.(c) Keep the necessary records for the House;

30 15.(d) Supervise the engrossment and enrollment of bills and to
31 certify their passage, with the assistance of the appropriate committee (J.R.
32 6 thru 9);

33 15.(e) Transmit bills, other documents, and messages to the Senate, as
34 required and secure a receipt thereof and to receive communications from the
35 Senate and receipts of bills, documents and messages (J.R. 3 and 5) (J.R.
36 19);

- 1 numbers of votes necessary for passage;
- 2 16.(d) Assist the Speaker in the supervision of the preparation of the
3 daily House calendar;
- 4 16.(e) Assist the Speaker in the selection of a Chaplain for the day;
- 5 16.(f) Assist the Speaker in the assignment of bills to their
6 appropriate committee;
- 7 16.(g) Sit as an ex-officio non-voting member of the House Rules
8 Committee, and serve as secretary and advisor to the House Committee on the
9 Journal; Engrossed and Enrolled Bills;
- 10 16.(h) Prepare and distribute the House rules and amendments thereto,
11 under the supervision of the Speaker and the House Rules Committee; and
- 12 16.(i) Have an adequate knowledge of Parliamentary Law and the Rules
13 of the Arkansas House of Representatives.

VI

PARLIAMENTARY PRACTICE

- 17 17. When a question is under debate, motions shall have precedence in
18 the following order:
- 19 17.(a) To fix the time to which the House will adjourn (non-debatable)
20 (majority of a quorum);
- 21 17.(a)(1) (A majority of a quorum is a majority of those voting when
22 at least a majority of the members are present and voting;)
- 23 17.(b) To adjourn (non-debatable) (majority of a quorum);
- 24 17.(c) To take a recess (non-debatable) (majority of a quorum);
- 25 17.(d) Postpone temporarily; lay on the table (non-debatable)
26 (majority of a quorum) To take from the table (non-debatable) (majority of a
27 quorum);
- 28 17.(e) Immediate consideration (non-debatable) (2/3 of a quorum);
- 29 17.(f) Previous question (non-debatable) (5 seconds) (majority of a
30 quorum);
- 31 17.(g) Limit or extend debate (non-debatable) (2/3 of a quorum);
- 32 17.(h) To expunge (debatable) (2/3 of membership) (67);
- 33 17.(i) Postpone to a day certain (debatable) (majority of a quorum);
- 34 17.(j) Committee of the Whole, go into (non-debatable) (majority of a
35 quorum);
- 36 17.(k) Refer (debatable) (majority of a quorum);

- 1 17.(l) Strike the enacting clause (debatable) (2/3 of a quorum);
2 17.(m) Amend (debatable) (majority of a quorum);
3 17.(n) Substitute motion (debatable) (majority of a quorum);
4 17.(o) Postpone indefinitely (debatable) (majority of membership);
5 17.(p) Take out of proper order (non-debatable) (2/3 of a quorum);
6 17.(q) Special order of business (debatable) (2/3 of a quorum); and
7 17.(r) To suspend the rules (non-debatable) (2/3 of a quorum).

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

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

13 20. Previous question:

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

20 20.(b) Pending a vote on the main question, one motion to refer is
21 permitted. A motion to refer under this rule applies to House resolutions as
22 well as to House bills, to Senate bills and to Senate amendments to a House
23 bill, and to a motion to amend the Journal. The motion to refer under this
24 rule is non-debatable and may not be laid upon the table.

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

29 22. The simple motion to refer is debatable within its narrow limits,
30 but the merits of the proposition to which it is proposed to refer may not be
31 brought into the debate. The motion to refer with instructions is debatable
32 (majority vote of a quorum). When a question is raised about the proper
33 referral of a bill to committee, if the Speaker admits error in the referral
34 of the bill to a committee, the bill may be re-referred by a majority vote of
35 a quorum; however, if the Speaker does not admit error in the referral of the
36 bill to committee, the bill may only be re-referred by a two-thirds (2/3)

1 vote of a quorum. When a bill is re-referred to a committee, any previous
2 committee recommendation is automatically stripped from the bill. When a
3 motion is under consideration, only two (2) substitutes to that motion shall
4 be in order. A substitute to the third degree shall not be in order. Only a
5 motion of a higher precedence upon recognition may be substituted for the
6 motion under consideration.

7 23. The motion to postpone indefinitely opens to debate all the merits
8 of the proposition to which it is applied. It may not be applied to the
9 motion to refer, or to suspend the rules, or to motions relating to the order
10 of business.

11 23.(a) The motion for indefinite postponement and possible
12 consideration by a joint interim committee shall be as follows: Mr. Speaker,
13 I move that consideration of _____ be postponed indefinitely and that
14 consideration be given by the joint interim committee on _____ for a study
15 of _____. (majority of membership).

16 24. The motion to limit or extend debate must specify time
17 limitations. A substitute motion specifying a lesser time may be accepted.

18 25. Reconsideration:

19 25.(a) When a proposition has been made and carried or lost, it shall
20 be in order for any member of the majority on the same or succeeding
21 legislative day to move for the reconsideration thereof, or give notice of
22 his/her intentions to do so and such motion shall take precedence over other
23 questions except consideration of a conference report or a motion to adjourn:
24 Provided, the motion or proposition shall only be considered during the
25 period reserved for regular bills. The notice shall not be withdrawn after
26 the said succeeding legislative day without the consent of the House, and
27 thereafter any member may call it up for consideration: Provided, the notice
28 to reconsider must be disposed of within three (3) legislative days following
29 the day the vote was taken; provided, that such notice to reconsider cannot
30 be given within three (3) days of the scheduled adjournment of a regular
31 session or during a special session, during which times the motion to
32 reconsider must be disposed of immediately.

33 25.(b) The provisions of the rule that the motion may be made "by any
34 member of the majority" is construed, in case of a tie, to mean the member of
35 the prevailing side, and the same construction applies in the case of a two-
36 thirds (2/3) vote. Where the yeas and nays have not been ordered recorded in

1 the Journal, any member, irrespective of whether he/she voted with the
2 majority or not, may make the motion to reconsider or give notice thereof;
3 but a member who was absent or who was paired in favor of the majority
4 contention and did not vote may not make a motion.

5 25.(c) A bill in the possession of the House is not considered passed
6 or an amendment agreed to if a motion to reconsider is pending; the effect of
7 the motion being to suspend the original proposition. A notice or motion to
8 reconsider shall not be allowed unless the bill is in the House. A bill
9 shall not leave the House once notice of reconsideration is given. When the
10 motion to reconsider is decided in the affirmative, the question immediately
11 recurs on the motion reconsidered. However, prior to consideration of the
12 question at hand, the Speaker shall have the title, expressing the main
13 contents of the proposition being reconsidered, read to the House. When the
14 motion to reconsider is defeated, a second motion to reconsider may not be
15 made unless the nature of the proposition has been changed by amendments.

16 25.(d) The motion to reconsider is agreed to by a majority of a
17 quorum, even though the vote reconsidered requires a majority or more of the
18 membership.

19 25.(e) A notice to reconsider is not debatable. A motion to
20 reconsider is debatable when the item to which it applies is debatable.

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

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

28 25.(h) No "clincher" motion shall be entertained on a bill passed
29 during the morning hour or which has been represented to be non-controversial
30 regardless of when passed. Prior to the 60th day of a session, no bill passed
31 during the morning hour, or a bill appearing on the non-controversial bill
32 calendar which has passed, shall be transmitted to the Senate until the
33 expiration of the morning hour of the day next following its passage in which
34 the House is in session.

35 26. No dilatory motion shall be entertained by the Speaker.

36 27. Two-thirds (2/3) of a quorum may suspend the rules, other than

1 rules that require a two-thirds (2/3) vote of the membership. (J.R. 14 –
2 Suspending Joint Rules)

3 28. No standing rule or order shall be revised without one (1) day's
4 notice being given thereof.

5 29. In every case not provided for in the House rules, the Speaker,
6 the Parliamentarian, and the members shall be guided by Mason's Manual of
7 Legislative Procedure. Each member of the Rules Committee may be furnished a
8 copy of the current edition and of each new or revised edition of Mason's
9 Manual of Legislative Procedure and additional copies may be available to
10 other members from the Parliamentarian, upon approval of the Rules Committee.
11

12 VII

13 DAILY ORDER OF BUSINESS

14 30. The House shall convene at 1:30 p.m., unless otherwise ordered by
15 the House membership.

16 31. The daily order of business shall be:

17 (a) Prayer

18 (b) Pledge of Allegiance

19 (c) Roll call

20 (d) Leaves of absence

21 (e) Reading and approval of the previous day's Journal

22 (f) Petitions and memorials

23 (g) Reports from select committees

24 (h) Reports from standing committees

25 (i) Motions, resolutions and notices

26 (j) Unfinished business

27 (k) Executive communications

28 (l) Introduction, reading and advancement of bills and resolutions

29 31.(1) 1. Senate communications and amendments to House bills

30 2. Introduction, reading and advancement of bills and joint
31 resolutions

32 3. Bills and resolutions from the Senate on first reading

33 4. Bills and resolutions from the Senate on second reading

34 5. Senate bills and joint resolutions on third reading

35 31.(m) Announcement of committee meetings, and

36 31.(n) Adjournment.

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

2 36.(d) No alterations or erasures or otherwise defacement of the bill
3 or amendments shall be permitted.

4 36.(e) All amendments shall be entered on a separate sheet of paper
5 noting the page number, the line or lines to be changed and the words to be
6 deleted or inserted.

7 36.(f) All bills, resolutions, amendments, petitions and memorials
8 must be signed by the author.

9 36.(g) The improper introduction of a bill, resolution, amendment,
10 petition or memorial involves a question of privilege. Such measures
11 improperly introduced shall be returned to the representative who introduced
12 them.

13 36.(h) The style of the laws of the State of Arkansas shall be: "Be it
14 enacted by the General Assembly of the State of Arkansas." (Art. ¶ 5, Sec.
15 19)

16 36.(i) The General Assembly of Arkansas shall not pass any local or
17 special act. This amendment shall not prohibit the repeal of local or
18 special acts. (Amendment 14)

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

21 36.(k) In making appropriations for any biennial period, the General
22 Assembly shall first pass the General Appropriation Bill provided for in
23 Section 30 of Article ¶ 5 of the Constitution, and no other appropriation
24 bill may be enacted before that shall have been done. (As added to Article ¶
25 5, Sec. 40 by Amendment No. 19; ~~Sec. 4~~)

26 36.(l) No money shall be drawn from the treasury except in pursuance
27 of specific appropriation made by law, the purpose of which shall be
28 distinctly stated in the bill, and the maximum amount which may be drawn
29 shall be specified in dollars and cents; and no appropriation shall be for a
30 longer period than two years. (Art. ¶ 5, Sec. 29)

31 The general appropriation bill shall embrace nothing but appropriations
32 for the ordinary expense of the executive, legislative and judicial
33 departments of the State; all other appropriations shall be made by separate
34 bills, each embracing but one subject. (Art. ¶ 5, Sec. 30)

35 No state tax shall be allowed, or appropriation of money made, except
36 to raise means for the payment of the just debts of the State, for defraying

1 the necessary expenses of government, to sustain common schools, to repel
2 invasion and suppress insurrection, except by a majority of two-thirds (2/3)
3 of both houses of the General Assembly. (Art. V 5, Sec. 31)

4 None of the rates for property, excise, privilege or personal taxes,
5 now levied shall be increased by the General Assembly except after the
6 approval of the qualified electors voting thereon at an election, or in case
7 of emergency, by the votes of three-fourths (3/4) of the members elected to
8 each House of the General Assembly. (Art. 5, Sec. 38 added by Amend. 19, Sec.
9 2)

10 Excepting monies raised or collected for educational purposes, highway
11 purposes, to pay Confederate pensions and the just debts of the State, the
12 General Assembly is hereby prohibited from appropriating or expending more
13 than the sum of Two and One-Half Million Dollars for all purposes, for any
14 biennial period; provided the limit herein fixed may be exceeded by the votes
15 of three-fourths (3/4) of the members elected to each house of the General
16 Assembly. (Art. 5, Sec. 39 added by Amend. 19, Sec. 3)

17 36.(m) No appropriation bill shall be filed for introduction in either
18 the House of Representatives or the Senate later than the fiftieth (50th) day
19 of a regular session except upon consent of two-thirds (2/3) of the members
20 elected to each house; and, no other bill shall be filed for introduction in
21 either the House of Representatives or the Senate later than the fifty-fifth
22 (55th) day of a regular session, except upon consent of two-thirds (2/3) of
23 the members elected to each house. When the filing deadline for any bills or
24 resolutions ends on Saturday or Sunday, the deadline is hereby extended until
25 the close of business the following Monday. (J.R. 16)

26 36.(n) The Joint Committee on Constitutional Amendments shall consist
27 of the members of the Senate Committee on State Agencies and Governmental
28 Affairs and the members of the House Committee on State Agencies and
29 Governmental Affairs. No proposed constitutional amendment can be
30 recommended to either house of the General Assembly except upon the
31 affirmative vote of a majority of the members of the Senate Committee on
32 State Agencies and Governmental Affairs and an affirmative vote of a majority
33 of the members of the House Committee on State Agencies and Governmental
34 Affairs. No resolution proposing a constitutional amendment shall be filed
35 in either the House of Representatives or the Senate after the thirty-first
36 (31st) day of each regular session of the General Assembly. All resolutions

1 proposing constitutional amendments shall be referred to the Joint Committee
2 on State Agencies and Governmental Affairs. Other resolutions proposing
3 constitutional amendments shall not be reported to or considered by either
4 house of the General Assembly until the original recommendations of the Joint
5 Committee on State Agencies and Governmental Affairs are disposed of. (J.R.
6 ~~20~~ 21)

7 36.(o)(a) Any proposed legislation affecting any publicly supported
8 retirement system or pension plan to be considered by the General Assembly at
9 a regular biennial session shall be introduced in the General Assembly during
10 the first fifteen (15) calendar days of a regular biennial session. (A.C.A.
11 10-2-115)

12 36.(o)(b) No such bill shall be introduced after the fifteenth day of
13 a regular biennial session unless its introduction is first approved by a
14 three-fourths (3/4) vote of the full membership of each house of the General
15 Assembly. (A.C.A. 10-2-115)

16 36.(o)(c) A bill affecting any publicly supported retirement system or
17 systems shall not be introduced or considered at any special session of the
18 General Assembly unless the introduction and consideration of the bill is
19 first approved by a three-fourths (3/4) vote of the full membership of each
20 house of the General Assembly. (A.C.A. 10-2-115)

21 36.(p) Definition. -- As used in this subchapter, unless the context
22 otherwise requires, "fiscal impact statement" means a realistic statement of
23 the estimated financial cost of implementing or complying with the proposed
24 law, regulation, rule, policy, order, or administrative law upon
25 municipalities or counties to which the proposed law, regulation, rule,
26 policy, order or administrative law applies. (A.C.A. 19-1-301)

27 Before adoption of regulation, etc. -- No regulation, rule, policy,
28 order, or administrative law which would have a fiscal impact on any
29 municipality or county in this state shall be valid unless 30 days prior to
30 its adoption by a board, commission, agency, department, office or other
31 authority of the government of the State of Arkansas, except the General
32 Assembly, the Courts and the Governor, such board, commission, agency,
33 department, officer or other authority shall file a fiscal impact statement
34 with the Secretary of State. Any municipality or county which will be
35 affected by the proposed regulations, rule, policy, order or administrative
36 law upon request shall immediately be furnished with a copy of the fiscal

1 impact statement by the board, commission, agency, department, officer or
2 other authority. (A.C.A. 19-1-302)

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

4 36.(p) 1. When any House or Senate bill requiring an expenditure of
5 public funds or otherwise imposing a new or increased cost obligation on any
6 municipality or county is pending before any committee of the House of
7 Representatives, any member of the committee may request that a fiscal impact
8 statement for such bill be placed on the desk of each member of the committee
9 before the bill is called up for final action in the committee. If such
10 request is made, the chairperson of the committee shall refer the bill to the
11 appropriate state agency or to the legislative staff for the preparation of a
12 fiscal impact statement, to be returned to the committee in writing not later
13 than five (5) days from the date of the request. (A.C.A. 19-1-303)

14 36.(p) 2. Any time before such bill is read for the third time in the
15 House of Representatives, any member of the House may request that a fiscal
16 impact statement for the bill be prepared and placed on the desk of each
17 member. When a member of the House of Representatives so requests a fiscal
18 impact statement on any bill, the Speaker shall furnish the member a fiscal
19 impact statement signature form which shows the number of the bill for which
20 the statement is requested and the date and time the request was made. If
21 the member returns the form containing the signature of the requesting member
22 and the signatures of at least nine (9) other House members within thirty
23 (30) minutes of the time shown on the form, the fiscal impact statement shall
24 be prepared and placed on the desk of each member of the House before the
25 bill is read the third time. (A.C.A. 19-1-303)

26 36.(p) 3. If a bill is called up for final passage in the House of
27 Representatives and a fiscal impact statement has not been provided for the
28 bill, any member of the house in which the bill is being considered may move
29 that a final vote on the passage of the bill be delayed until a fiscal impact
30 statement is prepared and made available on the desk of each member of the
31 House at least one (1) full day prior to the bill being called up for final
32 passage. If such motion is made and is adopted by a majority vote of the
33 membership of the House, the Speaker of the House shall cause the bill to be
34 referred to the appropriate state agency or to the designated legislative
35 staff for the preparation of a fiscal impact statement, which shall be filed
36 with the House within five (5) days of the date of the request. (A.C.A. 19-

1 1-303)

2 36.(p) 4. Failure of the sponsor of a bill to provide the fiscal
3 impact statement required in this rule shall not prohibit the consideration
4 of it in the committee to which referred or on the floor of the house in
5 which the bill is called up for final passage, if no objection to it is made
6 at the time such action is taken. (A.C.A. 19-1-303)

7 36.(p) 5. Nothing in this rule shall prohibit a committee to which a
8 bill is referred or the house in which the bill is being considered from
9 suspending the requirement of the filing of a fiscal impact statement on any
10 such bill in the same manner as provided for the suspension of the rules in
11 the house in which the bill is being considered. (A.C.A. 19-1-303)

12 36.(p) 6. Copies of the fiscal impact statements prepared in
13 compliance with the provisions of this rule shall be made available, upon
14 request for them, to representatives of municipal or county governments. A
15 fiscal impact statement filed or prepared in compliance with this rule is
16 declared to be a public record within the meaning of the Freedom of
17 Information Act of 1967, § 25-19-101 et seq. (A.C.A. 19-1-303)

18 36.(p) 7. For the purposes of this rule, the term "fiscal impact
19 statement" means a realistic statement of the estimated financial cost to
20 municipalities or counties of implementing or complying with a proposed law
21 and regulations promulgated under it. (A.C.A. 19-1-303)

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

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

33 38. Second reading

34 38.(a) A bill shall be read a second time and the Speaker shall assign
35 the bill to its appropriate committee.

36 38.(b) A bill or resolution may not be divided for assignment to

1 committee although it may contain certain matters properly within the
2 jurisdiction of several committees.

3 38.(c) Before consideration by a committee, any representative may
4 attach an amendment to the bill which shall be referred to the committee with
5 the bill, without debate. It is the author's responsibility to have the
6 amendment properly numbered by the Bill Clerk, not the committee staff. An
7 amendment must be properly filed by the author and properly numbered by the
8 Bill Clerk prior to being voted on by the House.

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

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

14 39. A bill shall not be called for a third reading and final passage
15 until a photocopied or printed copy of same shall have been placed on every
16 representative's desk for twenty-four (24) hours, and no bill or resolution
17 may be brought up for a third reading and final passage on the floor of the
18 House until it has been on the calendar of the House for at least one (1)
19 day.

20 40. A calendar of bills and resolutions to be considered in the order
21 of business during any legislative day shall be printed and placed on the
22 members' desks prior to the adjournment of the preceding legislative day.

23 41. A bill ordered to be engrossed or enrolled shall be typed or
24 photocopied.

25 42. A bill having been rejected may not be brought up again during the
26 same legislative session unless it be an appropriation bill. Appropriation
27 bills may be considered a total of two times during any calendar day.

28 Following a second consideration during the same calendar day, a motion to
29 reconsider or a motion to expunge must be adopted before an appropriation
30 bill may be considered.

31 43. When a bill has been passed and transmitted to the Senate, it may
32 be recalled from the Senate by the same vote that was necessary to pass the
33 bill.

34 44. A committee may receive a bill, resolution, amendment, petition
35 and memorial only through the House, and the House may receive same only
36 through a member. (Art. V 5, Sec. 34 -- No new bill shall be introduced into

1 either house during the last three days of the session.)

2 45. Amendments to bills and resolutions:

3 45.(a) When a bill or resolution is under consideration, amendments
4 shall be in order. Upon adoption, amendments shall become a part of the bill
5 or resolution. Amendments to amendments may not be offered. All amendments
6 offered before the House or one of its committees must be typewritten on an
7 approved amendment form and signed by the sponsor. All amendments shall be
8 attached to the original bill, numbered by the Bill Clerk, and shall be
9 placed upon the members' desks before being acted upon by the House. ~~(Art. V,
10 Sec. 21)~~

11 45.(b) When a House bill has been amended in the Senate, upon return
12 of said bill to the House, the Speaker shall re-refer the bill, together with
13 the Senate amendment(s), to the committee to which the bill was originally
14 referred, for review. Concurrence in the Senate amendment shall not be
15 considered by the House until the committee report is received by the House.
16 When a House bill is amended and passed by the Senate and is returned to the
17 House, the bill shall be re-printed with the Senate amendments included
18 therein and specifically identified and shall be placed on each member's desk
19 before final action is taken on the bill by the House. When the Senate
20 amendment is before the House, the same number of votes will be required to
21 concur in the Senate amendment as was required in the original passage of the
22 bill in the House.

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

27 45.(d) Every amendment proposed must be germane to the subject of the
28 proposition to be amended.

29 45.(e) All appropriation bills and other bills which are required to
30 be submitted to the Budget Committee, or to another designated committee of
31 the House and Senate, which are amended on the floor of either house of the
32 General Assembly by an amendment which was not recommended favorably by the
33 Budget Committee, or by any other committee of the House and Senate to which
34 referred, shall be re-referred to such committee of the House and Senate for
35 consideration and recommendation before said bill may be considered for final
36 passage or concurrence by the House of Representatives.

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

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

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

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

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

14 45.(k) A bill to be amended by a member with his/her own amendment
15 shall only be placed on the "Members' Own Bill/Own Amendment Calendar" by the
16 sponsor whose name is listed first on the bill.

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

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

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

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

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

34 45.(q) Members' Own Bills may be withdrawn at a specific time set
35 aside by the House by placing them on the "Withdrawal Calendar" no later than
36 4:30 p.m., the day preceding the day they are to be withdrawn. Bills for

1 withdrawal may be placed on the "Withdrawal Calendar" only by the member
2 whose name is listed first as author of the bill. The member requesting
3 withdrawal may recommend the bill to be studied by the same committee to
4 which the bill was assigned at the time of request for withdrawal.

5 45.(r) Budget bills sponsored by members but recommended to be amended
6 to delete the sponsor and substitute the Joint Budget Committee as sponsor
7 may be amended during the period set aside to amend Members Own Bills with
8 their Own Amendments.

9 45.(s) The Rules governing members amending their Own Bills with their
10 Own Amendments shall be in effect for Budget bills so far as they are
11 applicable.

12 45.(t) Budget bills to be amended deleting the sponsor and
13 substituting the Joint Budget Committee shall be placed on the Joint Budget
14 Calendar by the Joint Budget Calendar Clerk.

15 45.(u) The House Chairman of the Joint Budget Committee shall sign all
16 amendments deleting the sponsor and substituting the Joint Budget Committee
17 as sponsor.

18

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IX

20

RESOLUTIONS

21

46. Resolutions shall follow the same procedure as bills.

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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.

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

49. Concurrent resolutions shall be a means of expressing fact,
principles, opinions, purposes, and all other matters requiring concurrence
of both houses except the subject matter provided for in the joint
resolution. A concurrent resolution is binding on neither house until agreed
to by both.

1 50. Resolutions of Inquiry:

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

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

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

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11

STANDING, SELECT, AND SPECIAL COMMITTEES

12

(Interim Committees) (A.C.A. ~~10-3-203 thru 10-3-212~~ 10-3-201 thru

13

10-3-220)

14

51. The committees of the House of Representatives shall consist of
15 ten (10) standing committees, seven (7) select committees, and three (3)
16 special committees. The standing committees shall be five (5) Class A
17 committees and five (5) Class B committees. The seven (7) select committees
18 shall be five (5) joint select committees and two (2) House select
19 committees. The three (3) special committees shall be two (2) joint
20 committees and one (1) House committee. The House standing, joint select,
21 select and special committees are as follows:

22

51.(a) HOUSE STANDING COMMITTEES

23

Class A Committees

24

Education

25

Judiciary

26

Public Health, Welfare and Labor

27

Public Transportation

28

Revenue and Taxation

29

Class B Committees

30

Aging, Children and Youth, Legislative and Military Affairs

31

Agriculture, Forestry and Economic Development

32

City, County and Local Affairs

33

Insurance and Commerce

34

State Agencies and Governmental Affairs

35

51.(b) JOINT SELECT COMMITTEES

36

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

1 House and twenty (20) members of the *Senate, and the immediate past co-chairs*
 2 *of the Legislative Council*). (A.C.A. 10-3-501 thru ~~10-3-508~~ 10-3-509) The
 3 House members of the Joint Budget Committee shall be known as the House
 4 Budget Committee.

5 (2) Joint Committee on Energy -- (to consist of ~~thirteen (13)~~
 6 fifteen (15) members of the House, fifteen (15) House alternates, and ~~seven~~
 7 ~~(7)~~ (ten (10)) members of the Senate). (A.C.A. ~~10-3-802~~ 10-3-801 thru 10-3-
 8 822)

9 (3) Joint Committee on Public Retirement and Social Security
 10 Programs -- (to consist of ten (10) members of the House, ten (10) House
 11 alternates, and seven (7) members of the Senate). (A.C.A. 10-3-701 thru 10-3-
 12 703)

13 (4) Joint Performance Review Committee -- (to consist of twenty
 14 (20) members of the House and ~~seven (7)~~ ten (10) members of the Senate).
 15 (A.C.A. 10-3-901 thru 10-3-903)

16 (5) Joint Committee on Advanced Communications and Information
 17 Technology -- (to consist of ten (10) members of the House, ten (10) House
 18 alternates, and seven (7) members of the Senate). (A.C.A. 10-3-1701 thru 10-
 19 3-1707).

20 51.(c) HOUSE SELECT COMMITTEES

21 House Rules Committee shall consist of no more than fifteen (15)
 22 members.

23 House Management Committee shall consist of the Speaker and no more
 24 than six (6) additional members.

25 51.(d) SPECIAL COMMITTEES

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

28 51.(d)(1)(a) The chairperson of the House Budget Committee;

29 51.(d)(1)(b) Two (2) members of the House of Representatives appointed
 30 by the Speaker;

31 51.(d)(1)(c) The chairperson of the House Management Committee and two
 32 (2) additional members of the House Management Committee to be designated by
 33 its chairperson;

34 51.(d)(1)(d) The Speaker of the House of Representatives; and

35 51.(d)(1)(e) Seven (7) members of the Senate to be named by the Senate
 36 Committee on Committees. (A.C.A. 10-3-1101 thru ~~1110~~ 10-3-1111)

1 51.(2) House Committee on the Journal; Engrossed and Enrolled Bills
2 shall consist of not more than five (5) members. The House Committee on the
3 Journal; Engrossed and Enrolled Bills shall not be considered a standing or
4 select committee. The committee shall consist of the Speaker of the House of
5 Representatives who shall be chairperson, the chairperson of the House Rules
6 Committee who shall be the vice chairperson, the chairperson of the House
7 Management Committee, and two (2) members of the House appointed by the
8 Speaker of the House; and, the House Parliamentarian shall serve as secretary
9 and advisor to the committee.

10 51.(3) Joint Committee on Legislative Printing Requirements and
11 Specifications -- (to consist of the chairperson and vice-chairperson of the
12 House Management Committee, the chairperson and vice-chairperson of the
13 Senate Efficiency Committee, the Speaker of the House of Representatives and
14 the President Pro Tempore of the Senate). (A.C.A. 10-3-601 thru 10-3-605).

15 52.(a) STANDING COMMITTEES

16 52.(a)(1) Members of the standing committees shall be selected by
17 House District Caucuses of members-elect on the Friday following the November
18 general election with each caucus selecting five (5) members for each "A"
19 standing committee and five (5) members for each "B" standing committee. The
20 members-elect of the Second District Caucus shall select up to three (3)
21 members for each standing committee from within the Pulaski County membership
22 and the remaining members for each standing committee from without the
23 Pulaski County membership; this provision may be waived by majority vote of
24 the members-elect from without Pulaski County. Standing committee membership
25 shall be confirmed at the same time that representatives are administered the
26 oath of office.

27 52.(a)(2) Each member of the House who is serving a first or second
28 term in the House shall be entitled to serve as a non-voting member of one of
29 the ten joint interim committees designated as "A" and "B" committees. The
30 non-voting members of each of the ten joint interim committees shall be
31 selected by the four House caucuses at a time designated by the Speaker
32 sometime before the adjournment of each regular session. Each caucus shall
33 select not to exceed three (3) first or second term members to serve as non-
34 voting members of each of the ten joint interim committees designated as "A"
35 and "B" committees. The non-voting members shall be entitled to attend
36 meetings of the committees, to serve on subcommittees of the committee, to

1 participate in the deliberations of the committee or subcommittee, and to
2 receive per diem and mileage for attending meetings of the committee or
3 subcommittee, but shall not have a vote in the committee or a subcommittee.

4 52.(a)(3) Members of the House of Representatives who are committee
5 chairpersons who have been assigned an office shall vacate the committee
6 chairperson's office by December 1 following the general election in the
7 even-numbered years if the House member is not to be a member of the House
8 during the forthcoming General Assembly or if the member, for whatever
9 reason, will no longer be chairperson of the committee during the forthcoming
10 General Assembly.

11 52.(a)(4) Each standing committee shall consist of twenty (20)
12 members. Each member of the House shall serve on two (2) standing
13 committees, one (1) of which shall be a Class "A" committee and one (1) of
14 which shall be a Class "B" committee. From within each standing committee
15 there shall be created three (3) permanent subcommittees consisting of eight
16 (8) members. Each member of the House shall serve on two (2) permanent
17 subcommittees, one from a Class "A" standing committee and one from a Class
18 "B" standing committee. The Speaker and the chairperson of each standing
19 committee shall jointly appoint from the membership of ~~his/her~~ the standing
20 committee six (6) persons for each permanent subcommittee available, provided
21 further the chairperson and vice chairperson of each standing committee shall
22 be ex-officio, voting members of each permanent subcommittee created from
23 within their standing committee. The permanent subcommittees of the standing
24 committees may meet after having first obtained prior approval of the
25 standing committee chairperson.

26 52.(a)(5) A signed report from the chairperson of a caucus district
27 will represent final movement to a standing committee. A signed report from
28 the chairperson of a standing committee will represent final movement to a
29 permanent subcommittee. There shall be no transfers from one standing
30 committee to another or from one permanent subcommittee to another during
31 the biennium following initial biennial appointment and or confirmation.
32 After selection of standing committee members and permanent subcommittee
33 members, a vacancy occurring on a standing committee or permanent
34 subcommittee during the biennium because of the death, resignation,
35 impeachment, etc., of a member, shall be temporarily filled by the Speaker of
36 the House assigning the newly elected member, for the remainder of the

1 biennium, to the "A" and "B" standing committees, and the permanent
2 subcommittees previously held by their predecessor. At the end of the
3 biennium, the temporary positions held on the "A" and "B" committees and the
4 permanent subcommittees will be declared vacant and will be available for
5 choosing in accordance with House rules.

6 52.(b) SELECT COMMITTEES

7 52.(b)(1) The Speaker shall appoint all members and all alternates on
8 all House select committees and all Joint Select Committees except the Joint
9 or House Budget Committee.

10 52.(b)(2) The House Budget Committee shall consist of five (5) members
11 of the House of Representatives and two (2) alternates chosen from each
12 caucus district on the first Friday following the November general election
13 before each regular biennial session. At the time the alternates are
14 selected, one shall be designated as first alternate and the other as second
15 alternate. The selections shall be made by caucus of the House members-elect
16 residing within each caucus district. Members-elect chosen for membership on
17 the House Budget Committee shall select one of their number to serve as
18 chairperson-elect and one to serve as vice chairperson-elect. The term of
19 office of the members shall be from January 1 of odd-numbered years through
20 December 31 of the following even-numbered year. Vacancies in either a
21 member or alternate member position shall be filled in the same manner as the
22 initial member or alternate member position was filled. House Budget
23 Committee membership shall be confirmed at the same time that representatives
24 are administered the oath of office. Prior to confirmation, however,
25 members-elect chosen to serve on the House Budget Committee shall conduct
26 pre-session budget hearings, either standing alone or in conjunction with the
27 Legislative Council.

28 52.(b)(3) No member of the House of Representatives shall serve on
29 more than one (1) select committee. The Legislative Council, the Legislative
30 Joint Auditing Committee, the House Budget Committee, the House Committee on
31 the Journal; Engrossed and Enrolled Bills, and the House Management Committee
32 are excluded therefrom.

33 52.(c)(1) The Speaker of the House shall appoint a chairperson and a
34 vice chairperson of each standing committee and each select committee. The
35 chairperson of each standing committee shall appoint from the membership of
36 each permanent subcommittee, a chairperson and vice chairperson, provided

1 however that the vice chairperson of the standing committee shall
2 automatically be the chairperson of the permanent subcommittee of his/her
3 choosing. No member of the House, with the exception of each House standing
4 committee vice chairperson, shall be chairperson or vice chairperson of more
5 than one (1) standing committee, select committee, or permanent subcommittee.

6 52.(c)(2) The rules or proceedings of the House of Representatives
7 shall be observed in all select committees, standing committees, and
8 subcommittees of the House so far as they may be applicable.

9 52.(c)(3) The House Committee on the Journal; Engrossed and Enrolled
10 Bills shall serve as the supervisory committee over the preparation of the
11 Journal and engrossing and enrolling of bills.

12 52.(c)(4) After the membership of a standing committee or a permanent
13 subcommittee is established, no member shall be removed from any standing
14 committee or any permanent subcommittee during the biennium for which he/she
15 was selected.

16 53. Committee Operations.

17 53.(a) Each committee of the House shall be provided a secretary who
18 shall maintain a current record of all bills, resolutions, petitions,
19 memorials, or other matters filed in committee. A record of committee
20 actions (committee reports, committee adopted amendments, etc.) shall be
21 filed with the Chief Clerk of the House as the first priority upon
22 adjournment of the committee. The secretary shall post, on a bulletin board
23 and/or electronically, a current list of all measures pending before the
24 committee.

25 53.(b) All committees shall consider the bills and resolutions,
26 petitions, and memorials referred to them and make one of the following
27 reports in writing to the House:

28 53.(b)(1) That a bill, resolution, petition or memorial "do pass";

29 53.(b)(2) That a bill, resolution, petition or memorial "do not pass",
30 in which event the measure shall not be considered;

31 53.(b)(3) That a bill, resolution, petition or memorial "do pass as
32 amended". No bill, resolution, petition or memorial shall be acted upon
33 without a "do pass" or a "do pass as amended" recommendation. No bills shall
34 be placed on the non-controversial calendar or deemed to be non-controversial
35 in any way unless a motion is adopted in the committee to which the bill was
36 referred. With a quorum present, the motion is considered adopted if there

1 are no negative votes.

2 53.(c) The appropriate subject matter standing committees of the House
3 and the Senate may meet as joint committees whenever agreed by said
4 committees, for the purposes of holding public hearings or considering any
5 proposed or pending legislation but upon conclusion of the joint meeting of
6 said committees, each standing committee of the House of Representatives and
7 the Senate shall take such action and report to their respective houses as
8 determined by said committees. Whenever the appropriate subject committees
9 of the House and Senate hold hearings or meetings, the chairperson of the
10 House committee and the chairperson of the Senate committee shall by
11 agreement determine which of them shall preside at the joint meeting.

12 54. The Speaker of the House shall keep a permanent register of the
13 seniority of the members of the House of Representatives. When it is
14 necessary for the seniority of in-coming members to be determined by lot, the
15 Speaker of the House and the Speaker-designate of the House shall conduct a
16 drawing by lots upon receiving certification from the Secretary of State of
17 the election of membership to each General Assembly. Such seniority drawings
18 shall be effective for the purposes of determining legislative license tag
19 numbers, chamber seating, and State Capitol parking.

20 55. Seniority shall be based on the total consecutive uninterrupted
21 terms served in the House of Representatives. In the event a member has been
22 elected that has had previous non-continuous service, he/she shall rank ahead
23 of members elected in the year his/her uninterrupted services began. In the
24 event that two (2) or more members have equal terms of non-continuous
25 service, their seniority shall be asserted by drawing lots to determine their
26 numerical standing in rank ahead of members elected in the year his/her
27 uninterrupted services begin.

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

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

33 58. Meetings and Hearings:

34 58.(a) All committee and subcommittee meetings including but not
35 limited to hearings at which public testimony is to be taken, (normally
36 called "public hearings") shall be open to the public (Art. V 5, Sec. 13) and

1 shall be scheduled at least twenty-four (24) hours in advance; agendas of
2 bills, resolutions, and other proposals to be considered at such meetings
3 shall be posted in a designated place at least twenty-four (24) hours in
4 advance; but in case of an emergency, a two-thirds (2/3) majority of the
5 membership of the committee may bring bills up for consideration upon notice
6 of not less than four (4) hours.

7 58.(b) Special meetings of a standing committee may be called by the
8 chairperson of the committee or by a majority of the members of the committee
9 for conducting any business of the committee; provided, a special meeting of
10 the committee may not conflict with regularly scheduled meetings of any
11 standing committee; provided further, special meetings shall be subject to
12 the same procedures regarding the publishing of agendas and notices of
13 meetings that apply to regular standing committee meetings. (J.R. ~~21~~ 22 -
14 Joint Committees)

15 58.(c) The Speaker of the House shall establish a regular schedule of
16 committee meetings in order that each Class A committee shall meet at a
17 scheduled time on the mornings of Tuesday and Thursday of each legislative
18 week, and all Class B committees shall meet at a scheduled time on the
19 mornings of Wednesday and Friday of each legislative week.

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

22 59. All persons wishing to offer testimony to a committee hearing
23 shall be given a reasonable opportunity to do so as determined by a majority
24 of the committee. An oral or written statement shall not be a prerequisite
25 to offer testimony before a committee.

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

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

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

33 62.(1) Committee on Education - matters pertaining to public
34 kindergarten, elementary, secondary, and adult education, vocational
35 education, vocational-technical schools, vocational rehabilitation, higher
36 education, private educational institutions, similar legislation, and

1 resolutions germane to the subject matter of the committee;

2 62.(2) Committee on Judiciary – matters pertaining to state and local
3 courts, court clerks and stenographers and other employees of the courts,
4 civil and criminal procedures, probate matters, civil and criminal laws,
5 similar matters, and resolutions germane to the subject matter of the
6 committee;

7 62.(3) Committee on Public Health, Welfare and Labor – matters
8 pertaining to public health, mental health, mental retardation, public
9 welfare, human relations and resources, environmental affairs, water and air
10 pollution, labor and labor relations, similar legislation, and resolutions
11 germane to the subject matter of the committee;

12 62.(4) Committee on Public Transportation – matters pertaining to
13 roads and highways, city streets, county roads, highway safety, airports and
14 air transportation, common and contract carriers, mass transit, similar
15 legislation, and resolutions germane to the subject matter of the committee;

16 62.(5) Committee on Revenue and Taxation – matters pertaining to the
17 levy, increase, reduction, collection, enforcement and administration of
18 taxes and other revenue-producing measures, and resolutions germane to the
19 subject matter of the committee;

20 62.(6) Committee on Aging, Children and Youth, Legislative and
21 Military Affairs – matters pertaining to the aged and problems of aging;
22 children and youth, military, veterans, legislative affairs, memorials, other
23 matters whenever the subject matter is not germane to the subject matter of
24 any other standing committee and resolutions germane to the subject matter of
25 the committee;

26 62.(7) Committee on Agriculture, Forestry and Economic Development –
27 matters pertaining to agriculture, livestock, forestry, industrial
28 development, natural resources, oil and gas, publicity and parks, levee and
29 drainage, rivers and harbors, similar legislation and resolutions germane to
30 the subject matter of the committee;

31 62.(8) Committee on City, County and Local Affairs – matters
32 pertaining to city and municipal affairs, county affairs, local improvement
33 districts, interlocal government cooperation, similar legislation and
34 resolutions germane to the subject matter of the committee;

35 62.(9) Committee on Insurance and Commerce – matters pertaining to
36 banks and banking, savings and loan associations, stock, bonds, and other

1 securities, securities dealers, insurance, public utilities, partnerships and
2 corporations, home mortgage financing and housing, similar legislation and
3 resolutions germane to the subject matter of the committee;

4 62.(10) Committee on State Agencies and Governmental Affairs – matters
5 pertaining to state government and state agencies, except where the subject
6 matter relates more appropriately to another committee, proposed amendments
7 to the Constitution of the State of Arkansas or the Federal government,
8 election laws and procedures, Federal and interstate relations, similar
9 legislation, and resolutions germane to the subject matter of the committee;

10 62.(10)(a) The following permanent subcommittees are hereby created
11 from within each standing committee:

12 62.(10)(a)(1) For the House standing committee on Aging, Children and
13 Youth, Legislative and Military Affairs, the following permanent
14 subcommittees are created:

- 15 (1) Aging
- 16 (2) Children and Youth
- 17 (3) Legislative, Military and Veterans Affairs

18 62.(10)(a)(2) For the House standing committee on Agriculture,
19 Forestry and Economic Development, the following permanent subcommittees are
20 created:

- 21 (1) Agriculture, Forestry and Natural Resources
- 22 (2) Small Business and Economic Development
- 23 (3) Parks and Tourism

24 62.(10)(a)(3) For House standing committee on City, County and Local
25 Affairs, the following permanent subcommittees are created:

- 26 (1) Planning
- 27 (2) Finance
- 28 (3) Local Government Personnel

29 62.(10)(a)(4) For the House standing committee on Education, the
30 following permanent subcommittees are created:

- 31 (1) Early Childhood
- 32 (2) Kindergarten Through Twelve, Vocational/Technical Institutions
- 33 (3) Higher Education

34 62.(10)(a)(5) For the House standing committee on Insurance and
35 Commerce, the following permanent subcommittees are created:

- 36 (1) Financial Institutions

1 (2) Insurance

2 (3) Utilities

3 62.(10)(a)(6) For the House standing committee on Judiciary, the
4 following permanent subcommittees are created:

5 (1) Courts/Civil Law

6 (2) Corrections/Criminal Law

7 (3) Juvenile Justice/Child Support

8 62.(10)(a)(7) For the House standing committee on Public Health,
9 Welfare and Labor, the following permanent subcommittees are created:

10 (1) Human Services

11 (2) Health Services

12 (3) Labor and Environment

13 62.(10)(a)(8) For the House standing committee on Public
14 Transportation, the following permanent subcommittees are created:

15 (1) Motor Vehicle and Highways

16 (2) Rail and Mass Transit

17 (3) Waterways and Aeronautics

18 62.(10)(a)(9) For the House standing committee on Revenue and
19 Taxation, the following permanent subcommittees are created:

20 (1) Sales, Use, Miscellaneous Taxes and Exemptions

21 (2) Income Taxes—Personal and Corporate

22 (3) Complaints and Remediation

23 62.(10)(a)(10) For the House standing committee on State Agencies and
24 Governmental Affairs, the following permanent subcommittees are created:

25 (1) State Agencies and Reorganization

26 (2) Constitutional Issues

27 (3) Elections

28 63.(a) Committee on Rules:

29 63.(a)(1) All proposed action touching the rules, joint rules, and
30 order of business shall be referred to the Committee on Rules.

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

33 63.(a)(3) The Committee on Rules shall present to the House reports
34 concerning rules, joint rules, and order of business on the third day after
35 convening of the House. The permanent rules shall be adopted by a majority
36 of the members and thereafter they may be changed only by a vote of sixty-

1 seven (67) members.

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

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

9 63.(b) House Budget Committee. All appropriation bills coming before
10 the House shall be assigned to and considered by the House Budget Committee.

11 64. No committee shall transact business without a quorum (a majority
12 of the committee membership present). All final action on bills, and on
13 proposed amendments to bills, shall be decided by a majority vote of the
14 committee. Provided, however, that the Speaker of the House shall not be
15 included for the purpose of determining what is a majority of a standing
16 committee, unless present at the time of the vote. A member of the committee
17 must be present at the time of the vote for his/her vote to be counted on any
18 matter considered by the committee (no pairs, no proxies).

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

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

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

29 67. Committee Records and Reports:

30 67.(a) The chairperson of each committee of the House shall keep or
31 cause to be kept a record in which there shall be entered:

32 67.(a) 1. The time and place of each hearing and each meeting of the
33 committee.

34 67.(a) 2. The number and title of the bill with one of the following
35 three recommendations: "do pass", "do pass as amended", or "do not pass". If
36 a committee recommends a bill "do pass as amended" and any of the amendments

1 recommended by the committee are not adopted on the floor, the bill shall be
2 re-referred to the same committee for further consideration and
3 recommendation.

4 67.(a) 3. A summary of each bill's major provision which may be
5 several paragraphs in length in case of major bills or simply the title of
6 the bill in the case of minor bills.

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

9 67.(a) 5. A record of how every member voted on each bill when action
10 is taken by the committee, including votes on a motion to postpone
11 consideration on the bill and a recorded vote on any other motion, if
12 requested by any two (2) committee members.

13 67.(a) 6. A list of all people testifying before a committee on each
14 bill, the interest that they represent, and an indication of their position
15 on the bill.

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

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

21 68. Consent Calendar – In addition to the regular calendar of the
22 House of Representatives, there shall be a consent calendar on which shall be
23 placed bills that have been recommended "do pass" by committee, which are
24 deemed by the committee or by the Speaker to be non-controversial, and may be
25 used for other non-controversial matters such as resolutions and amendments
26 to bills proposed by the author of the bill, if the Speaker deems such matter
27 to be non-controversial. The Speaker of the House shall maintain the consent
28 calendar. On Thursday of each week, and such other times as the Speaker may
29 deem advisable, the House shall consider bills and other matters on the
30 consent calendar. Provided, that a list of bills and other matters on the
31 consent calendar which are to be considered on a particular day shall be
32 circulated among the members of the House of Representatives the day prior to
33 the date on which the consent calendar is to be considered. If as many as
34 five (5) members object to a bill or other matter on the consent calendar
35 being considered as non-controversial, the Speaker of the House shall remove
36 the same from the consent calendar and shall place it on the regular calendar

1 of the House business. No bill or resolution may be placed for consideration
2 on any more than one (1) House calendar.

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

11 70.(a) Except as provided in subsection (b), no action may be taken in
12 the House Committee on Public Health, Welfare, and Labor or on the floor of
13 the House of Representatives on any bill that provides for licensure of any
14 profession, occupation or class of health care providers not currently
15 licensed or expands the scope of practice of any profession, occupation, or
16 class of health care providers unless the House Committee on Public Health,
17 Welfare, and Labor has initiated a study of the feasibility of such
18 legislation at least thirty (30) days prior to convening the next legislative
19 session.

20 70.(b) A bill providing for the licensure of any profession,
21 occupation, or class of health care providers not currently licensed or
22 expanding the scope of any practice of any profession, occupation, or class
23 of health care providers may be acted upon without the initiation of a
24 feasibility study required in subsection (a) upon a two-thirds (2/3) vote of
25 the House Public Health, Welfare, and Labor Committee membership.

26 COMMITTEE OF THE WHOLE

27 71. All measures involving a tax or an appropriation of money, or
28 property, shall be first considered in a Committee of the Whole, amendments
29 can be offered in the Committee of the Whole.

30 72. The Speaker of the House, in setting the calendar of budgets or
31 appropriation bills to be considered in the House shall, from time to time,
32 confer with the chairperson of the House Budget Committee on the
33 appropriation bills pending and may designate specific days or times to be
34 set aside in the House to be devoted solely to consideration of appropriation
35 bills and other budget matters. At least by 3:00 p.m. on the previous day
36 before any appropriation bill may be considered in the Committee of the

1 Whole, the chairperson of the House Budget committee shall cause to be
2 prepared and placed on each member's desk, a listing of appropriation bills
3 to be considered in the Committee of the Whole, broken down as follows:

4 72.(a) Appropriation bills sponsored by the Joint Budget Committee or
5 the House Budget Committee, prepared in accordance with Legislative Council
6 recommendations;

7 72.(b) All other appropriation bills sponsored by the Joint Budget
8 Committee or the House Budget Committee which were not considered by the
9 Legislative Council;

10 72.(c) Bills introduced by members of the House (or Senate) that shall
11 have been recommended by the Joint Budget Committee or the House Budget
12 Committee "do pass" or "do pass as amended"; and

13 72.(d) Appropriation bills amended in the Senate without Joint Budget
14 Committee or House Budget Committee action. The aforementioned list of
15 appropriation bills shall include the number of the bill, the author of the
16 bill, and the name and agency and/or program for which the appropriation is
17 to be made. In the event the Joint Budget Committee or the House Budget
18 Committee recommendations in regard to the appropriation shall differ, in any
19 respect, from the recommendations made by the Legislative Council in regard
20 thereto, said list shall identify each such change in the appropriation bill
21 which differs from the recommendation of the Legislative Council.

22 73. In forming a Committee of the Whole House, the Speaker may leave
23 his/her chair after appointing a Chairperson to preside, who shall have the
24 same power as the Speaker to preserve order. A majority of a quorum is
25 required to resolve the House into a Committee of the Whole.

26 74. When the House resolves itself into the Committee of the Whole,
27 non-members who are to participate in the matters to be discussed may be
28 invited into the House Chambers by the proponents or opponents of the
29 proposals to be discussed but all such non-members shall leave at the time
30 the Committee arises.

31 75. A Committee of the Whole cannot report a measure without a quorum
32 of its members present.

33 76. The rules and proceedings of the House shall be observed in
34 Committee of the Whole House so far as they may be applicable. Decisions
35 will be made by voice or standing votes.

36 77. No motion which has as its effect the limiting of debate in the

1 Committee of the Whole shall be entertained by the Chairperson. The motion
2 for the disposition of any matter referred to the committee shall be,
3 "Mr./Ms. Chairman, I move the Committee do now rise and report". If the
4 committee had no specific report, the motion should be to rise and report
5 progress.

6

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XI

8

LEGISLATIVE COUNCIL; LEGISLATIVE JOINT AUDITING COMMITTEE

9

78. Legislative Council.

10

78.(a) Twenty (20) of the House members of the Legislative Council
11 shall be selected by members-elect of the House caucus districts. Each
12 caucus shall select five (5) members. The selections shall occur on the
13 Friday following the November general election. However no more than one
14 (1) member selected by caucus shall reside within the same county. The term
15 of office of the members shall be from January 1 of odd-numbered years to
16 December 31 of the following even-numbered year. Legislative Council
17 membership shall be confirmed at the same time that representatives are
18 administered the oath of office.

19

78.(b) In order that there may be no House vacancies on the
20 Legislative Council at any time, at the time of selection of the House
21 members to the Council there shall be selected in each caucus district a
22 first alternate and a second alternate for each member selected from that
23 district. In the event that any House member or House alternate of the
24 Legislative Council resigns from the Council, is disqualified from serving on
25 the Council, dies, or for any other reason there becomes a permanent vacancy
26 in a House position on the Council, the House members of the caucus district
27 from which the member or alternate was selected shall choose a replacement
28 member or alternate to serve the remainder of the term. When a vacancy
29 occurs in a House member position on the Council or a House alternate
30 position on the Council, that person's alternate shall serve until a signed
31 report from the caucus chairperson designating otherwise is filed with the
32 Speaker. The Speaker shall notify the Council chairperson of all changes in
33 membership on the Council.

34

79. Legislative Joint Auditing Committee.

35

79.(a) House members of the Legislative Joint Auditing Committee shall
36 be selected by members-elect of each House caucus district. The selections

1 shall occur on the Friday following the November general election. Each
2 caucus shall select five (5) members. However no more than two (2) members
3 shall reside within the same county. The term of office of the members shall
4 be from January 1 of odd-numbered years to December 31 of the following even-
5 numbered year. Legislative Joint Auditing Committee membership shall be
6 confirmed at the same time that representatives are administered the oath of
7 office.

8 79.(b) In order that there may be no House vacancies on the
9 Legislative Joint Auditing Committee at any time, at the time of selection of
10 the House members to the committee there shall be selected in each caucus
11 district a first alternate and a second alternate for each member selected
12 from that district. In the event that any House member or House alternate of
13 the Legislative Joint Auditing Committee resigns from the Committee, is
14 disqualified from serving on the Committee, dies, or for any other reason
15 there becomes a permanent vacancy in a House position on the Committee, the
16 House membership of the caucus district from which the member or alternate
17 was selected shall choose a replacement member or alternate to serve the
18 remainder of the term. When a vacancy occurs in a House member position on
19 the Committee or a House alternate position on the Committee, that person's
20 alternate shall serve until a signed report from the caucus chairperson
21 designating otherwise is filed with the Speaker. The Speaker shall notify
22 the Committee chairperson of all changes in membership on the Committee.

23

24

XII

25

CAUCUS DISTRICTS

26

27

28

80. The first caucus district shall be composed of the following House
of Representatives districts: 13; 14; 15; 48; 51; 52; 53; 54; 55; 56; 57; 58;
59; 71; 72; 73; 74; 75; 76; 77; 78; 79; 80; 81; and 82.

29

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31

The second caucus district shall be composed of the following House of
Representatives districts: 28; 29; 31; 32; 33; 34; 35; 36; 37; 38; 39; 40;
41; 42; 43; 44; 45; 46; 47; 49; 50; 60; 61; 68; and 70.

32

33

34

The third caucus district shall be composed of the following House of
Representatives districts: 62; 63; 64; 65; 66; 67; 69; 83; 84; 85; 86; 87;
88; 89; 90; 91; 92; 93; 94; 95; 96; 97; 98; 99; and 100.

35

36

The fourth caucus district shall be composed of the following House of
Representatives districts: 1; 2; 3; 4; 5; 6; 7; 8; 9; 10; 11; 12; 16; 17;

1 18; 19; 20; 21; 22; 23; 24; 25; 26; 27; and 30.

2
3 XIII

4 DEBATE

5 81. When a representative desires to speak or to have the attention of
6 the House, he/she shall rise from his/her seat and respectfully address
7 himself/herself to "Mr. Speaker", (or in the Committee of the Whole, "Mr./Ms.
8 Chairperson") and upon recognition, he/she may address the House from his/her
9 seat or the "well" of the House. Representatives must be at their seats
10 before obtaining recognition. Any representative who receives recognition
11 from the Chair must confine himself/herself to the question before the House,
12 or a privileged motion. No representative shall proceed until recognized by
13 the Speaker. When two (2) or more representatives arise at once, the Speaker
14 shall name the member who shall be first to speak.

15 82. When a representative desires to interrupt a representative having
16 the floor, he/she shall first obtain recognition of the Speaker and
17 permission of the representative occupying the floor; and when so recognized
18 and such permission is obtained, he/she may ask questions of the
19 representative occupying the floor; but shall not propound a series of
20 interrogatives or otherwise badger the representative having the floor.

21 83. No representative shall occupy more than thirty (30) minutes in
22 debate on any question in the House. The representative reporting a measure
23 under consideration from a committee or the author may open and close debate.
24 If debate shall extend beyond one (1) day, the author or sponsor shall be
25 entitled to thirty (30) minutes to close. The right to close may not be
26 automatically exercised after the previous question or limited debate is
27 voted.

28 84. No representative shall speak more than once on the same question
29 without leave of the House. One mover, proposer or introducer of the
30 question pending may speak and close but not until every representative
31 choosing to speak shall have been heard.

32 85. A representative having the floor may not yield it to another for
33 any purpose including making a motion; but, if he/she desires to allow a
34 motion to be made, he/she must yield the floor.

35
36 XIV

DECORUM

1
2 86. No person other than a member of the Arkansas General Assembly,
3 designated legislative staff, or on special and certain occasions those
4 persons specifically invited by the Speaker of the House, shall be permitted
5 on the Floor of the House Chamber while the House is in session or in brief
6 recess. A pool arrangement for the media shall be established in the well of
7 the House, the direction and control of which shall be regulated by the
8 Speaker of the House. No one in the House Chamber other than a member of the
9 Legislature may advocate or oppose passage of a measure while the House is in
10 session. No legislative aides, lobbyists or unauthorized persons shall be
11 permitted access to the House Floor, lounges or House support areas. This
12 Rule shall be enforced by the Speaker of the House and/or the House
13 Management Committee. The House Management Committee and the Rules Committee
14 shall recommend punishment to the House for violation of this Rule. (A.C.A.
15 10-2-110 -- Disorderly Conduct)

16 87. The House Chamber during regular and special sessions shall be
17 used only for the legislative business of the House and for the caucus
18 meetings of its members, except upon occasions where the House, by
19 Resolution, agrees to take part in any ceremonies to be observed therein; and
20 the Speaker shall not entertain a motion for suspension of this rule.

21 88. No representative shall use intemperate language with reference to
22 the House or its members.

23 89. If any representative, in speaking or otherwise, transgresses the
24 rules of the House, the Speaker shall or any representative may, call him/her
25 to order. He/she shall immediately be seated unless permitted, on a motion
26 of another representative, to explain. The House shall, if called upon,
27 decide on the issue without debate. If the decision is in favor of the
28 representative called to order, he/she shall be free to continue; and, if the
29 dispute shall warrant, a representative shall be open to censure or such
30 punishment as the House shall impose.

31 90. Normal conformity to good manners and taste shall be expected of
32 each member of the House. Representatives shall avoid references to
33 personalities and extend to each representative courtesies which they wish
34 for themselves.

35 91. Introduction of and recognition of family, constituents, or groups
36 shall not become excessive. Members should be extremely reluctant in using

1 the time of the House for these personal courtesies.

2 92. The smoking of cigarettes, cigars and pipes or other tobacco
3 products shall not be permitted in the chamber of the House of
4 Representatives or in the members' private work area.

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

8
9 XV

10 VOTING

11 94. No person not a representative shall cast a vote for a
12 representative.

13 95. Any question or motion, except final passage of a bill or final
14 action on a joint resolution, may be put to the House by a voice vote at the
15 discretion of the Speaker.

16 96. Any five (5) representatives shall have the right to call for the
17 ayes and nays and have the result entered on the Journal. (Art. V § 5, Sec. 12)

18 97. Any representative who will be absent from the House may pair
19 his/her vote with a representative who shall be present.

20 97.(a) These representatives must be casting opposite votes.

21 97.(b) Dated pairs reflecting the bill number are counted when signed
22 by both representatives,

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

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

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

30 97.(d) Pairs shall be announced by the Speaker immediately prior to
31 the roll call from a Pair Form presented to the Speaker by the representative
32 present. At the time of the announcement the Speaker shall (1) determine
33 that the member who is required to be present is present, and (2) provide the
34 membership with an opportunity to express procedural objections to the pairs.

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

1 98. The demand to "Sound the Ballot" (a device to determine how each
2 representative voted) may be accomplished by any five (5) members rising and
3 requesting the Speaker to have the names called and the way the member voted
4 repeated. When contested, any representative (except a representative voting
5 by pair vote) who is not present and in his seat shall have his/her vote
6 eliminated.

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

9 99.(a) Representatives voting aye shall stand at their seats until
10 counted.

11 99.(b) Then, representatives voting no shall stand at their seats
12 until counted.

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

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

17 100. The Electronic Voting System shall have the same force and effect
18 as a Roll Call. (Not less than a majority of the members of each house of
19 the General Assembly may enact a law.) (Art. 5, Sec. 37 as added by Amend.
20 19, Sec. 1)

21 101. The Speaker, with three (3) representatives, is sufficient to
22 adjourn, or recess to a time certain, or sine die. (Neither house shall,
23 without the consent of the other, adjourn for more than three days, nor to
24 any other place than that in which the two houses shall be sitting.) (Art. V
25 5, Sec. 28)

26 (Governor's power to adjourn) In cases of disagreement between the two
27 houses of the General Assembly, at a regular or special session, with respect
28 to the time of adjournment, the Governor may, if the facts be certified to
29 him/her by the presiding officers of the two houses, adjourn them to a time
30 not beyond the day of their next meeting; and, on account of danger from an
31 enemy or disease, to such other place of safety as he/she may think proper.
32 (Art. VI 6, Sec. 20)

33 102. Vetoes. (Art. VI 6, Secs. 15 thru 17; A.C.A. 10-2-116)

34 103. Extraordinary sessions of the General Assembly. (Art. VI 6, Sec.
35 19)

36 104. Homestead exemption increase (3/4 vote) (Art. 16, Sec. 16 as

1 added by Amend. 59, ~~Sees. 16 and 17~~

2 105. Workmen's Compensation Laws (Art. V 5, Sec. 32 as amended by
3 Amend. 26)

4 106. It shall be a violation of the Rules of the House for any member
5 of the House to accept a campaign contribution during the period beginning
6 thirty (30) days before and ending thirty (30) days after any regular session
7 of the General Assembly. If there is an extended recess of the General
8 Assembly, the period shall end thirty (30) days after the beginning of the
9 recess. It shall also be a violation of the Rules of the House for any
10 member of the House to accept a campaign contribution during any extended
11 session of the General Assembly or during any special session of the General
12 Assembly.

13 107. All roll call votes on bills, emergency clauses on bills,
14 resolutions, and amendments in the House of Representatives shall be entered
15 by the House into the General Assembly's Internet web site.

16 */s/ Cleveland*

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