

**CHILD MALTREATMENT INVESTIGATIONS  
OVERSIGHT COMMITTEE**

**Rules of Procedure**

**PURPOSE:** To establish rules and procedures for conducting the business of the **Child Maltreatment Investigations Oversight Committee** (the “Committee”) and to inform the members of the Arkansas General Assembly and the public of the procedures and rules of the committee.

**DUTIES:**

1. The Committee is required by Act 713 of 2017 to review and evaluate:
  - a. The conduct of child maltreatment investigations completed by the Division of Children and Family Services of the Department of Human Services or the Crimes Against Children Division of the Department of Arkansas State Police; and
  - b. Service delivery to children and families involved in an investigation of child maltreatment.
2. All cases reviewed and evaluated by the Committee shall:
  - a. Be completed investigations of child maltreatment; and
  - b. Not be associated with a pending dependency-neglect case.
3. At least annually, the Committee shall submit its findings and recommendations to the House Committee on Aging, Children and Youth, Legislative and Military Affairs and the Senate Interim Committee on Children and Youth.

**CONFIDENTIALITY:**

1. The following activities or documents of the Committee are exempt from the requirements of the Freedom of Information Act of 1967, Arkansas Code § 25-19-101, *et seq.*:
  - a. Meetings of the Committee;
  - b. Correspondence of the members of the Committee related to the business of the Committee; and
  - c. Information considered by the Committee in furtherance of the goals of the Committee.
2. Except as provided under subsections 2.a. and 2.b. of this section, members of the Committee shall not disclose to any other person any confidential information obtained during or in relation to a meeting of the Committee.
  - a. A legislative member of the Committee, acting in his or her official capacity, may disclose confidential information obtained through the Committee to members of the General Assembly, the Governor, and the Governor’s authorized staff members.
  - b. However, disclosure shall not be made to any public committee or legislative body.

3. A person commits the offense of unlawful disclosure of data or information under Arkansas Code § 10-3-3201, *et seq.*, if the person knowingly discloses data or information to a person to whom disclosure is not permitted under the law. Unlawful disclosure of data or information under Arkansas Code § 10-3-3201 *et seq.* is a Class A misdemeanor.

**MEMBERSHIP:** The Committee is made up of eighteen (18) members, as set forth in Arkansas Code § 10-3-3202. The members shall serve staggered three-year terms, to be determined by lot. The chair of the Committee shall be elected from among the legislative membership of the Committee.

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

1. Quorum. The committee is made up of eighteen (18) members. A majority of the members of the committee shall constitute a quorum for transacting business of the committee.

2. Action. An affirmative vote of a majority of a quorum present shall be required for the passage of a motion or other committee action.

3. Roll Call. The committee shall vote by voice vote unless a roll call vote is requested by two (2) or more committee members. Roll call votes shall be recorded in the meeting minutes.

4. Motions. A motion shall receive a second to be considered for action by the committee.

5. Minutes. Staff shall produce minutes of each committee meeting to be adopted by the committee at the subsequent scheduled meeting.