

1 State of Arkansas  
2 88th General Assembly  
3 House Caucus, 2012

HR 1001

4  
5 By: Representatives Moore, Ingram

6  
7 **HOUSE RESOLUTION**

8 TO AMEND THE RULES OF THE HOUSE OF  
9 REPRESENTATIVES OF THE EIGHTY-EIGHTH  
10 GENERAL ASSEMBLY.

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13 **Subtitle**

14 TO AMEND THE RULES OF THE HOUSE OF  
15 REPRESENTATIVES OF THE EIGHTY-EIGHTH  
16 GENERAL ASSEMBLY.

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19 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES OF THE EIGHTY-EIGHTH GENERAL  
20 ASSEMBLY OF THE STATE OF ARKANSAS:

21  
22 SECTION 1. The Rules of the House of Representatives of the Eighty-  
23 Eighth General Assembly of the State of Arkansas are amended to read as  
24 follows:

25 **MEMBERS**

26 1. Every representative shall be present within the House during the  
27 session of the House and every member shall be present at each committee  
28 meeting of which he/she is a member, unless excused or necessarily prevented.  
29 It is the policy of the Arkansas General Assembly, as a term-limited body, to  
30 encourage legislators to learn as much as possible by attending meetings of  
31 committees of which they are not a member. Prior signed and documented  
32 approval must be obtained from the chairperson of a committee for a visiting  
33 non-committee member to enjoy certain privileges offered to regular members.

34 2. For the purpose of seating in the House Chamber for an upcoming  
35 regular session of the General Assembly, the Speaker of the House shall, on  
36 the first Friday following the November General Election, declare all House



1 Chamber seats vacant and representatives and representatives-elect must  
2 select in the order of their seniority any seat not occupied after  
3 notification by the Chief Clerk of available seats. Absence or failure to  
4 select a seat at the assigned selection time will automatically allow the  
5 Speaker to assign the member to his or her same seat if it is available or  
6 the member or member-elect to a seat selected by the Speaker. Immediately  
7 following the selection of a seat by a member or member-elect or assignment  
8 of a seat by the Speaker, the member or member-elect's signature or Speaker's  
9 signature is required. Following all seat selections or assignments, member  
10 or member-elect's signatures or the Speaker's signature shall represent final  
11 movement. The Chief Clerk shall furnish voting machine and desk keys.

12 3. When it is necessary for seniority of incoming members to be  
13 determined by lot, the Speaker of the House and the Speaker-designate of the  
14 House shall conduct a drawing by lots upon receiving certification from the  
15 Secretary of State of the election of membership to each General Assembly.  
16 Qualified and certified persons to be seated and officially receive the oath  
17 of office may do so only at a time and place prescribed by the House. No  
18 person having resigned from public office as a provision to a plea agreement  
19 to avoid felony prosecution shall be seated or administered the oath of  
20 office. Incoming members with previous legislative tenure shall be placed  
21 highest in seniority among the incoming members based upon previous terms of  
22 service. Where an equivalence of full terms of service exists, seniority for  
23 those with equal terms shall be asserted by drawing lots to determine their  
24 numerical standing.

25 4. A majority of all representatives elected to the House shall be  
26 necessary to transact business. When less than a quorum of House members  
27 shall assemble, those present shall be authorized to send for the absent  
28 representatives or adjourn. Penalties may be decided by a majority of the  
29 representatives present. (Art. 5, Sec. 11)

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

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

36 7. Every bill or resolution in the possession of the House or of any

1 committee thereof shall be made available to any member for his/her  
2 examination.

3 8. No member at any time shall take from the House or any committee  
4 any bill or other paper belonging to the House, without consent of the  
5 Speaker, subject to the will of the House.

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

8

9

THE SPEAKER

10 10. Selection.

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

16 10.(a)(1) A caucus of the entire House of Representatives shall be  
17 held fifteen (15) minutes following sine die adjournment of the fiscal  
18 session held in each even-numbered year, at which time the members of the  
19 House shall select by secret ballot a member of the House to be known as the  
20 Speaker-designate. Each candidate for Speaker-designate shall be allowed  
21 fifteen (15) minutes to address the House before the ballot is taken. All  
22 members are required to be present for the addresses and for the election.  
23 In the event a member is unable to attend, absentee ballots may be requested  
24 by a member for himself/herself from the Speaker's Office no sooner than  
25 twenty (20) calendar days prior to the scheduled election and must be  
26 completed and returned to the Speaker's Office no later than ~~two (2) hours~~  
27 four p.m. (4:00 p.m.) the day before the scheduled election. It is the intent  
28 of the Speaker's office to accommodate any and all members for Speaker-  
29 designate voting, should a member have a documented emergency arise, the  
30 Speaker may direct staff to allow for absentee voting up to two (2) hours  
31 prior to the scheduled election. Leave for absence shall be requested  
32 immediately before the time of the election. The Speaker shall announce the  
33 name and number of votes received by the candidate who received at least a  
34 majority of the votes of the membership of the House. Each candidate shall  
35 be entitled to verify the number of votes he or she received.

36 10.(a)(2) The candidate receiving a majority vote of the membership of

1 the House of Representatives shall be declared the winner of such election  
2 for Speaker-designate of the House of Representatives of the next-following  
3 General Assembly.

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

9 10.(a)(4) If it is determined that the Speaker-designate will not  
10 serve as a member of the House of Representatives of the next-following  
11 General Assembly due to death, resignation, failure to be a candidate for  
12 reelection in the party primary election, or failure to be reelected as a  
13 party candidate in the Primary Election, a vacancy in the position of  
14 Speaker-designate shall exist and be filled at the caucus of the entire House  
15 of Representatives-elect held on the Friday of the week designated for the  
16 biennial Institute of Legislative Procedure (House Legislative Orientation),  
17 and the Speaker of the House of Representatives shall be elected upon  
18 convening of the next regular session.

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

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

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

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

31 11.(a) Take the chair each day at the hour fixed on the preceding day  
32 at adjournment. After the opening prayer and pledge of allegiance, he/she  
33 shall immediately call the members to order, and on the appearance of a  
34 quorum, cause the Journal of the preceding day to be read;

35 11.(b) Have control of the area set aside for use by the House and, in  
36 case of disturbance therein, shall have the authority to have the areas

1 cleared. He/she or his/her designee shall supervise and control the  
2 temporary employees while the legislature is in session and the permanent  
3 employees during the biennium (A.C.A. 10-2-125 -- Employees of the House of  
4 Representatives);

5 11.(c) Preserve order and decorum;

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

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

11 11.(f) Appoint and confirm all representatives to certain committees  
12 and to appoint and confirm committee chairpersons and vice chairpersons in  
13 accordance with the House Rules and Statutes;

14 11.(g) Assign all bills to their appropriate committee;

15 11.(h) The Speaker shall not be required to vote, but may do so at  
16 his/her discretion. If the Speaker allows a substitute Speaker, neither the  
17 Speaker nor the substitute Speaker, if voting, shall be struck during the  
18 sounding of the ballot.

19 11.(i) State the question to the House before each vote is taken;

20 11.(j) Appoint, at the beginning of each session, a member of the  
21 House to serve as Speaker Pro Tempore. The Speaker Pro Tempore shall serve  
22 during the absences of the Speaker and shall perform the Speaker's duties.  
23 The Speaker Pro Tempore shall not serve more than ten (10) consecutive  
24 legislative days without the consent of the House, or beyond adjournment.  
25 The Speaker of the House may appoint Assistant Speakers Pro Tempore, one (1)  
26 from each House Caucus District;

27 11.(k) Supervise and direct the preparation of the daily House  
28 calendar (J.R. 12);

29 11.(l) Administer the Oath of Office to the Chief Clerk and the  
30 Parliamentarian at the beginning of each legislative session;

31 11.(m) Vacate the Speaker's office by January 1 of the calendar year  
32 that a new General Assembly is to convene (odd-numbered years) so as to allow  
33 the Speaker-designate the privilege of the use of the office in preparation  
34 for the forthcoming General Assembly;

35 11.(n) Vacate the Speaker's premises by December 15 in the even-  
36 numbered years; and

1           11.(o) Keep a permanent register of the seniority of the members of  
2 the House of Representatives.

3           11.(p) When either body shall request a conference, and appoint a  
4 committee for that purpose, the other body shall also appoint a committee of  
5 equal number to confer, and such conference shall be held at any time and  
6 place agreed on by the chairpersons.

7           11.(q) Approve, by cosigning with either the Chief of Staff or the  
8 Coordinator of Legislative Services, the disbursement of all House funds.

9  
10   CHIEF OF STAFF

11           12. The Chief of Staff shall be appointed by the Speaker with the  
12 approval of the House Management Committee. (Art. 5, Sec.11)

13           13. The duties of the Chief of Staff shall be to:

14           13.(a) Serve as the principal aide to the Speaker; support the Speaker  
15 in dealing with a range of legislative officials, industry officials, local,  
16 state and federal government officials, and members of the public; manage all  
17 public affairs issues on behalf of the Speaker; directly handle matters of  
18 institutional legislative importance at the direction of the Speaker;

19           13.(b) Assist the Speaker in designing, establishing and maintaining  
20 an organizational structure and staffing to effectively accomplish the goals  
21 and objectives of the House; recruit, employ, train and supervise staff as  
22 directed by the Speaker;

23           13.(c) Serve as the chief aide and liaison for the Speaker handling  
24 program support activities and complex legislative matters to ensure  
25 effective operation of the House;

26           13.(d) Interact regularly, at Speaker's direction, with Office of the  
27 Governor, Senate, industry, government and community officials in the  
28 representation and development of strategic program initiatives designed to  
29 improve all facets of governmental services for the citizens of Arkansas;

30           13.(e) Prepare and or contribute to the preparation of reports,  
31 briefings, presentations and responses on strategic legislative issues as  
32 appropriate;

33           13.(f) Oversee all facets of the daily operations of the House  
34 ensuring compliance with all Rules of the House, all local, state and federal  
35 laws, policies, regulations and policy statements;

36           13.(g) Act as travel supervisor or assign duty to designated staff;

1 13.(h) Act as purchasing agent or assign duty to designated staff;

2 13.(i) Coordinate preparation for General, Fiscal and Special Sessions  
3 of the House of Representatives;

4 13.(j) Coordinate special projects on behalf of the Speaker of the  
5 House; participate with the Speaker and leadership in planning, policy  
6 development, legislative review, amendment preparation and complex analysis  
7 of proposed and existing legislation;

8 13.(k) Oversee the full production of live and recorded sessions of  
9 the full House; design schedules, set program content and supervise staff in  
10 the use of equipment and records of all sessions;

11 13.(l) Manage and oversee budget review and related legislation.  
12

#### 13 COORDINATOR OF LEGISLATIVE SERVICES

14 14. The Coordinator of House Legislative Services shall be appointed  
15 by the Speaker of the House with the approval of the House Management  
16 Committee. (Art. 5, Sec.11)

17 15. The duties of the Coordinator of House Legislative Services shall  
18 be to:

19 15.(a) Coordinate and supervise the activities of the Chief Clerk,  
20 employees of the House Fiscal Office, the House Properties Manager and other  
21 temporary and permanent employees as assigned by the Chief of Staff;

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

23 15.(c) Act as custodian of House properties; and,

24 15.(d) Report to the Chief of Staff.  
25

#### 26 THE CHIEF CLERK

27 16. The Chief Clerk shall be appointed by the Speaker-designate by  
28 November 1 of the even-numbered years, subject to confirmation by a majority  
29 vote of the membership of the House. (Article 5, Sec. 11)

30 17. The duties of the Chief Clerk shall be to (A.C.A. 10-2-102):

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

35 17.(b) Keep the Journal of the proceedings of the House, and, under  
36 the direction of the Speaker, subject to the will of the House, correct

1 errors in the Journal;

2 17.(c) Keep the necessary records for the House;

3 17.(d) Supervise the engrossment and enrollment of bills and to  
4 certify their passage, with the assistance of the appropriate committee (J.R.  
5 6 thru 9);

6 17.(e) Transmit bills, other documents, and messages to the Senate, as  
7 required and secure a receipt thereof and to receive communications from the  
8 Senate and receipts of bills, documents and messages (J.R. 3 and 5)  
9 (J.R. 19);

10 17.(f) Attend every session of the House, call or delegate the reading  
11 of the roll and the reading of all bills, resolutions and other papers as  
12 directed by the Speaker;

13 17.(g) Coordinate and supervise activities of temporary and permanent  
14 employees as assigned by the Chief of Staff;

15 17.(h) Be responsible for the distribution of all literature within  
16 the House Chamber and other House premises. One copy of such literature  
17 which is distributed in the House Chamber and House premises must bear the  
18 signature of a representative authorizing distribution and the signed copy  
19 must be filed with the Chief Clerk; and

20 17.(i) The Secretary of the Senate and the Clerk of the House are  
21 authorized, subject to approval by the appropriate designated committee, to  
22 correct obvious errors occurring in documents originating in the House and  
23 the Senate respectively, provided that each such correction is noted on the  
24 bill jacket and is documented by a "correction note" at the end of the  
25 official daily Journal for the date on which the correction was made. (J.R.  
26 23)

27

28

#### PARLIAMENTARIAN

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

30 18.(a) Convene the first session of the House at the time prescribed  
31 by law. The Parliamentarian shall call the members to order, call the roll,  
32 preserve order and decorum, and decide all questions of order subject to  
33 appeal by any representative pending the election of the Speaker. The  
34 Parliamentarian of the previous House shall serve as the official  
35 Parliamentarian until the appointment of a new Parliamentarian. In the  
36 absence of a Parliamentarian of the previous House, the Speaker of the House



- 1 shall designate a temporary Parliamentarian to convene the first session of  
 2 the House;
- 3 18.(b) Assist the Speaker in deciding all points of order;
- 4 18.(c) Advise the Speaker on the proprieties of motions and the  
 5 numbers of votes necessary for passage;
- 6 18.(d) Assist the Speaker in the supervision of the preparation of the  
 7 daily House calendar;
- 8 18.(e) Assist the Speaker in the selection of a Chaplain for the day;
- 9 18.(f) Assist the Speaker in the assignment of bills to their  
 10 appropriate committee;
- 11 18.(g) Sit as an ex-officio non-voting member of the House Rules  
 12 Committee, and serve as secretary and advisor to the House Committee on the  
 13 Journal; Engrossed and Enrolled Bills;
- 14 18.(h) Prepare and distribute the House Rules and amendments thereto,  
 15 under the supervision of the Speaker and the House Rules Committee; and
- 16 18.(i) Have an adequate knowledge of Parliamentary Law and the Rules  
 17 of the Arkansas House of Representatives.

18  
 19 PARLIAMENTARY PRACTICE

- 20 19. When a question is under debate, motions shall have precedence in  
 21 the following order (the request for a quorum call is always in order; the  
 22 Chairperson is not compelled to accept any motion):
- 23 19.(a) To fix the time to which the House will adjourn (non-debatable)  
 24 (majority of a quorum);
- 25 19.(a)(1) (A majority of a quorum is a majority of those voting when  
 26 at least a majority of the members are present and voting;)
- 27 19.(b) To adjourn (non-debatable) (majority of a quorum);
- 28 19.(c) To take a recess (non-debatable) (majority of a quorum);
- 29 19.(d) Postpone temporarily; lay on the table (non-debatable)  
 30 (majority of a quorum) To take from the table (non-debatable) (majority of a  
 31 quorum) (when the motion to take from the table is adopted, the proposition  
 32 takes the same position it held when the motion to lay on the table was  
 33 adopted);
- 34 19.(e) Immediate consideration (non-debatable) (2/3 of a quorum);
- 35 19.(f) Previous question (non-debatable) (5 seconds) (majority of a  
 36 quorum);

- 1 19.(g) Limit or extend debate (non-debatable) (2/3 of a quorum);  
2 19.(h) To expunge (debatable) (2/3 of membership) (67);  
3 19.(i) Postpone to a day certain (debatable) (majority of a quorum);  
4 19.(j) Committee of the Whole, go into (non-debatable) (majority of a  
5 quorum);  
6 19.(k) Refer (debatable) (majority of a quorum);  
7 19.(l) Amend (debatable) (majority of a quorum);  
8 19.(m) Postpone indefinitely (debatable) (majority of membership);  
9 19.(n) Take out of proper order (non-debatable) (2/3 of a quorum);  
10 19.(o) Special order of business (debatable) (2/3 of a quorum); and  
11 19.(p) To suspend the rules (non-debatable) (2/3 of a quorum).

12 20. A motion to adjourn shall always be in order, when the Floor can  
13 be obtained for that purpose, except when the previous question has been  
14 ordered.

15 21. The motion to recess, when the Floor can be obtained for that  
16 purpose, must specify the time which shall elapse and the time for  
17 reconvening. It may be amended to alter specific time.

18 22. Previous question:

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

25 22.(b) Pending a vote on the main question, one (1) motion to refer is  
26 permitted. A motion to refer under this rule applies to House resolutions as  
27 well as to House bills, to Senate bills and to Senate amendments to a House  
28 bill, and to a motion to amend the Journal. The motion to refer under this  
29 rule is non-debatable and may not be laid upon the table.

30 23. A motion to postpone to a day certain may not specify the hour; a  
31 special order is necessary to specify the hour; the motion may be amended and  
32 it is debatable within narrow limits only, confined to the merit of the  
33 motion itself.

34 24. The simple motion to refer is debatable within its narrow limits,  
35 but the merits of the proposition to which it is proposed to refer may not be  
36 brought into the debate. The motion to refer with instructions is debatable

1 (majority vote of a quorum). When a question is raised about the proper  
2 referral of a bill to committee, if the Speaker admits error in the referral  
3 of the bill to a committee, the bill may be re-referred by a majority vote of  
4 a quorum; however, if the Speaker does not admit error in the referral of the  
5 bill to committee, the bill may only be re-referred by a two-thirds (2/3)  
6 vote of a quorum. When a bill is re-referred to a committee, any previous  
7 committee recommendation is automatically stripped from the bill.

8 24.(a) When a motion is under consideration, only two (2) substitutes  
9 to that motion shall be in order. Only a motion applicable to the main  
10 motion and of a higher precedence upon recognition may be substituted for the  
11 motion under consideration. A substitute to the third degree shall not be in  
12 order. Unless specified otherwise by the presenter of the motion at the time  
13 the motion is made, a substitute motion shall apply to the main motion.

14 25. The motion to postpone indefinitely opens to debate all the merits  
15 of the proposition to which it is applied. It may not be applied to the  
16 motion to refer, or to suspend the rules, or to motions relating to the order  
17 of business.

18 25.(a) The motion for indefinite postponement and possible  
19 consideration by a joint interim committee shall be as follows: "Mr. Speaker,  
20 I move that consideration of \_\_\_\_\_ be postponed indefinitely and that  
21 consideration be given by the joint interim committee on \_\_\_\_\_ for a study  
22 of \_\_\_\_\_." (majority of membership).

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

25 27. Reconsideration:

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

1 be given after the 57th day of a regular session or during a special session  
2 or fiscal session during which times a motion to reconsider must be disposed  
3 of immediately.

4 27.(b) The provisions of the rule that the motion may be made "by any  
5 member of the majority" is construed, in case of a tie, to mean the member of  
6 the prevailing side, and the same construction applies in the case of a two-  
7 thirds (2/3) vote. Where the yeas and nays have not been ordered recorded in  
8 the Journal, any member, irrespective of whether he/she voted with the  
9 majority or not, may make the motion to reconsider or give notice thereof;  
10 but a member who was absent or who was paired in favor of the majority  
11 contention and did not vote may not make a motion.

12 27.(c) A bill in the possession of the House is not considered passed  
13 or an amendment agreed to if a motion to reconsider is pending; the effect of  
14 the motion being to suspend the original proposition. A notice or motion to  
15 reconsider shall not be allowed unless the bill is in the House. A bill  
16 shall not leave the House once notice of reconsideration is given. When the  
17 motion to reconsider is decided in the affirmative, the question immediately  
18 recurs on the motion reconsidered. However, prior to consideration of the  
19 question at hand, the Speaker shall have the title, expressing the main  
20 contents of the proposition being reconsidered, read to the House. When the  
21 motion to reconsider is defeated, a second motion to reconsider may not be  
22 made.

23 27.(d) The motion to reconsider is agreed to by a majority of a  
24 quorum, even though the vote reconsidered requires a majority or more of the  
25 membership. Upon reconsideration when a proposition has been voted twice and  
26 either carried or lost it is considered "Clinched".

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

29 27.(f) No bill, petition, memorial, or resolution referred to a  
30 committee or reported there-from for recommitment shall be brought back into  
31 the House on a motion to reconsider.

32 27.(g) The "Clincher" motion is two (2) motions in one (1); it is a  
33 motion to reconsider and to lay on the table. Having prevailed, the  
34 proposition shall not be again considered except by expunging the record.  
35 The "Clincher" motion is adopted by a majority of the membership. The  
36 Speaker shall accept a "Sound the Ballot" request after the "Clincher" has

1 been adopted and before the next order of business is called.

2 27.(h) No "Clincher" motion shall be entertained on a bill passed  
3 during the morning hour or which has been represented to be non-controversial  
4 regardless of when passed. Prior to the 60th day of a session, no bill  
5 passed during the morning hour, or a bill appearing on the non-controversial  
6 bill calendar which has passed, shall be transmitted to the Senate until the  
7 expiration of the morning hour of the day next following its passage in which  
8 the House is in session.

9 28. No dilatory motion shall be entertained by the Speaker.

10 29. Two-thirds (2/3) of a quorum may suspend the rules, other than  
11 rules that require a two-thirds (2/3) or three-fourths (3/4) vote of the  
12 membership. (J.R. 14 - Suspending Joint Rules)

13 30. No standing rule or order shall be revised without one (1) day's  
14 notice being given thereof.

15 31. In every case not provided for in the House rules, the Speaker,  
16 the Parliamentarian, and the members shall be guided by Mason's Manual of  
17 Legislative Procedure. Each member of the Rules Committee may be furnished a  
18 copy of the current edition and of each new or revised edition of Mason's  
19 Manual of Legislative Procedure and additional copies may be available to  
20 other members from the Parliamentarian, upon approval of the Rules Committee.  
21

#### 22 DAILY ORDER OF BUSINESS

23 32. The House shall convene at 1:30 p.m., unless otherwise ordered by  
24 the House membership.

25 33. The daily order of business shall be:

26 (a) Prayer

27 (b) Pledge of Allegiance

28 (c) Roll Call

29 (d) Leaves of absence

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

31 (f) Reports from select committees

32 (g) Reports from standing committees

33 (h) Unfinished business

34 (i) Executive communications

35 (j) Introduction, reading and advancement of bills and resolutions

36 33.(k)1. Senate communications and amendments to House bills

1           2. Introduction, reading and advancement of bills and joint  
2 resolutions

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

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

5           5. Senate bills and joint resolutions on third reading

6       33.(l) Announcement of committee meetings, and

7       33.(m) Adjournment.

8       34.(a) Introduction and reading of bills and resolutions may be  
9 ordered by the Speaker of the House at his/her discretion.

10       34.(b) The following types of resolutions shall be considered for  
11 passage during the time set aside for the consideration of members' own  
12 amendments to their own bills: a memorial resolution, a concurrent memorial  
13 resolution, and a resolution or a concurrent resolution that commends,  
14 congratulates, or recognizes an individual, group, or other entity.  
15 Notwithstanding Rule 27 (h), a concurrent resolution or concurrent memorial  
16 resolution that is subject to this rule may be transmitted to the Senate on  
17 the same day that it is passed. A joint resolution proposing a  
18 Constitutional amendment shall be placed on the regular House calendar and is  
19 subject to Rule 27 (h).

20       35. Items "(a)" through "(h)" shall take no more than one (1) hour of  
21 House time each day unless extended by a majority vote of the House members  
22 present. These items may not be extended on those designated Senate days  
23 beyond the one (1) hour limit. (J.R. 12 – Senate days)

24       36. Unfinished business items, except items "(a)" through "(g)", take  
25 up where the House left the day before when it adjourned. Items "(a)"  
26 through "(g)" begin new each day.

27       37. Privileged matters may interrupt the order of business. These  
28 privileged matters are:

29       37.(a) Appropriation bills and revenue bills, sponsored by the  
30 committees on Budget, Revenue and Taxation and the Committee on Rules (J.R.  
31 15);

32       37.(b) Conference reports;

33       37.(c) Special orders reported by the Committee on Rules for  
34 consideration by the House;

35       37.(d) Consideration of amendments between the House and Senate after  
36 disagreement;

- 1 37.(e) Question of privilege;  
2 37.(f) Privileged resolutions reported under the right to report any  
3 time; and  
4 37.(g) Bills returned with the objections of the Governor.  
5

## 6 BILLS

7 38. Any representative may introduce bills, petitions, resolutions and  
8 memorials by filing them with the Clerk of the House. (A.C.A. 10-2-112 --  
9 Pre-session filing)

10 38.(a) Each measure must have an original and eight (8) copies and  
11 eight (8) captions of the title either typewritten, photocopied or computer  
12 generated copies. (J.R. 18 [B])

13 38.(b) The Clerk shall take the original and perforate or stamp it as  
14 the original.

15 38.(c) No action shall be taken in the House on any bill, resolution,  
16 or amendment that is not physically in the House, nor shall any action be  
17 taken in committee on any bill, resolution, or amendment that is not  
18 physically in the committee. However, in the House the motion to recall a  
19 bill or resolution may be made regardless of the location of the bill or  
20 resolution.

21 38.(d) No alterations or erasures or otherwise defacement of the bill  
22 or amendments shall be permitted.

23 38.(e) All amendments shall be entered on a separate sheet of paper  
24 noting the page number, the line or lines to be changed and the words to be  
25 deleted or inserted.

26 38.(f) All bills, resolutions, amendments, petitions and memorials  
27 must be signed by the author.

28 38.(g) The improper introduction of a bill, resolution, amendment,  
29 petition or memorial involves a question of privilege. Such measures  
30 improperly introduced, as determined by the Speaker or the House Committee on  
31 the Journal; Engrossed and Enrolled Bills, shall be returned to the  
32 representative who introduced them.

33 38.(h) The style of the laws of the State of Arkansas shall be: "Be it  
34 enacted by the General Assembly of the State of Arkansas." (Art. 5, Sec. 19)

35 38.(i) The General Assembly of Arkansas shall not pass any local or  
36 special act. This amendment shall not prohibit the repeal of local or

1 special acts. (Amendment 14)

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

5 38.(k) In making appropriations for any fiscal year, the General  
6 Assembly shall first pass the General Appropriation Bill provided for in  
7 Section 30 of Article 5 of the Constitution, and no other appropriation bill  
8 may be enacted before that shall have been done. (As added to Article 5, Sec.  
9 40 by Amendment No. 19)

10 38.(l) No money shall be drawn from the treasury except in pursuance  
11 of specific appropriation made by law, the purpose of which shall be  
12 distinctly stated in the bill, and the maximum amount which may be drawn  
13 shall be specified in dollars and cents; and no appropriation shall be for a  
14 longer period than one (1) fiscal year. (Art. 5, Sec. 29)

15 The general appropriation bill shall embrace nothing but appropriations  
16 for the ordinary expense of the executive, legislative and judicial  
17 departments of the State; all other appropriations shall be made by separate  
18 bills, each embracing but one (1) subject. (Art.5, Sec. 30)

19 No state tax shall be allowed, or appropriation of money made, except  
20 to raise means for the payment of the just debts of the State, for defraying  
21 the necessary expenses of government, to sustain common schools, to repel  
22 invasion and suppress insurrection, except by a majority of two-thirds (2/3)  
23 of both houses of the General Assembly. (Art. 5, Sec. 31)

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

30 Excepting monies raised or collected for educational purposes, highway  
31 purposes, to pay Confederate pensions and the just debts of the State, the  
32 General Assembly is hereby prohibited from appropriating or expending more  
33 than the sum of Two and One-Half Million Dollars for all purposes, for any  
34 fiscal year; provided the limit herein fixed may be exceeded by the votes of  
35 three-fourths (3/4) of the members elected to each House of the General  
36 Assembly. (Art. 5, Sec. 39 added by Amend. 19, Sec. 3)



1           38.(m)(a) No appropriation bill shall be filed for introduction in  
2 either the House of Representatives or the Senate later than the fiftieth  
3 (50th) day of a regular session except upon consent of two-thirds (2/3) of  
4 the members elected to each house; and, no other bill or resolution except  
5 adjournment resolutions and resolutions requesting permission to introduce a  
6 bill or resolution shall be filed for introduction in either the House of  
7 Representatives or the Senate later than the fifty-fifth (55th) day of a  
8 regular session, except upon consent of two-thirds (2/3) of the members  
9 elected to each house.

10           (b)(1) No appropriation bill shall be filed for introduction in  
11 either the House of Representatives or the Senate later than the fifteenth  
12 (15th) day of a fiscal session except upon consent of two-thirds (2/3) of the  
13 members elected to each house.

14           (2) For a fiscal session, a non-appropriation bill shall not be  
15 filed for introduction until a concurrent resolution authorizing the  
16 introduction of the bill has been approved by a vote of two-thirds (2/3) of  
17 the members elected to each house ~~and the concurrent resolution becomes~~  
18 ~~effective.~~

19           (3) A concurrent resolution authorizing the introduction of a  
20 non-appropriation bill in a fiscal session shall not be filed for  
21 introduction in either the House of Representatives or the Senate later than  
22 the first (1st) day of a fiscal session.

23           (4) A non-appropriation bill shall not be filed for introduction  
24 in either the House of Representatives or the Senate later than the fifteenth  
25 (15th) day of a fiscal session.

26           (c) When the filing deadline for any bills or resolutions ends on  
27 Saturday or Sunday, the deadline is extended until the close of business the  
28 following Monday. (J.R. 16)

29           38.(n) The Joint Committee on Constitutional Amendments shall consist  
30 of the members of the Senate Committee on State Agencies and Governmental  
31 Affairs and the members of the House Committee on State Agencies and  
32 Governmental Affairs. No proposed constitutional amendment can be  
33 recommended to either House of the General Assembly except upon the  
34 affirmative vote of a majority of the members of the Senate Committee on  
35 State Agencies and Governmental Affairs and an affirmative vote of a majority  
36 of the members of the House Committee on State Agencies and Governmental

1 Affairs. No resolution proposing a constitutional amendment shall be filed  
2 in either the House of Representatives or the Senate after the thirty-first  
3 (31st) day of each regular session of the General Assembly. All resolutions  
4 proposing constitutional amendments shall be referred to the Joint Committee  
5 on State Agencies and Governmental Affairs. Other resolutions proposing  
6 constitutional amendments shall not be reported to or considered by either  
7 House of the General Assembly until the original recommendations of the Joint  
8 Committee on State Agencies and Governmental Affairs are disposed of. A  
9 resolution proposing a constitutional amendment may be considered only during  
10 a regular session. (J.R. 21)

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

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

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

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

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

1 with the Secretary of State. Any municipality or county which will be  
2 affected by the proposed regulations, rule, policy, order or administrative  
3 law upon request shall immediately be furnished with a copy of the fiscal  
4 impact statement by the board, commission, agency, department, officer or  
5 other authority. (A.C.A. 19-1-302)

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

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

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

29 38.(p) 3. If a bill is called up for final passage in the House of  
30 Representatives and a fiscal impact statement has not been provided for the  
31 bill, any member of the house in which the bill is being considered may move  
32 that a final vote on the passage of the bill be delayed until a fiscal impact  
33 statement is prepared and made available on the desk of each member of the  
34 House at least one (1) full day prior to the bill being called up for final  
35 passage. If such motion is made and is adopted by a majority vote of the  
36 membership of the House, the Speaker of the House shall cause the bill to be

1 referred to the appropriate state agency or to the designated legislative  
2 staff for the preparation of a fiscal impact statement, which shall be filed  
3 with the House within five (5) days of the date of the request. (A.C.A. 19-1-  
4 303)

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

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

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

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

25 Bills imposing new or additional costs on education

26 38.(q)(a)(1) As used in this section, unless the context otherwise  
27 requires, "fiscal impact statement" means a realistic written statement of  
28 the purpose of a proposed law, or a regulation promulgated under a law, and  
29 the estimated financial cost to the state or any local school district of  
30 implementing or complying with the proposed law or regulation.

31 (2) The fiscal impact statement shall be developed by the Office of  
32 Economic and Tax Policy of the Bureau of Legislative Research with the  
33 assistance of the Department of Education within the guidelines adopted by  
34 the House Committee on Education and the Senate Committee on Education, as  
35 applicable.

36 (b) Any bill filed in the House of Representatives or Senate that will

1 impose a new or increased cost obligation for education in grades  
2 kindergarten through twelve (K-12) on the State of Arkansas or any local  
3 school district shall have a fiscal impact statement attached to it prepared  
4 and filed with the chair of the committee to which the bill is referred:

5 (1) At least three (3) days before the bill may be called up for final  
6 action in the committee during a regular session or fiscal session of the  
7 General Assembly; and

8 (2) At least one (1) day before the bill may be called up for final  
9 action in the committee during a special session of the General Assembly.

10 (c)(1)(A) If any such House or Senate bill is called up for final  
11 passage in the House or Senate and a fiscal impact statement has not been  
12 provided by the author of the bill or by the committee to which the bill was  
13 referred, any member of the House or Senate may object to the bill's being  
14 called up for final passage until a fiscal impact statement is prepared and  
15 made available on the desk of each member of the House or Senate at least one  
16 (1) day prior to the bill's being called up for final passage.

17 (B) An affirmative vote of two-thirds (2/3) of a quorum present and  
18 voting shall override the objection.

19 (2) If an objection is made without override, the presiding officer of  
20 the House or Senate shall cause the bill to be referred to the office for the  
21 preparation of a fiscal impact statement which shall be filed with the  
22 presiding officer not later than five (5) days from the date of the request.

23 (A.C.A. 10-2-217)

24 38.(r) Bills imposing new or additional costs and restrictions on  
25 inmate population patterns or affecting programs or services of the  
26 Department of Corrections.

27 (a) Each of the following bills introduced in the General Assembly  
28 shall have a cost impact statement attached to the bill prior to the  
29 committee to which the bill is referred taking action in regard to the bill:

30 (1) Bills which affect inmate population patterns at facilities of the  
31 Department of Correction by imposing restrictions on inmate release, or by  
32 increased intake into the department of inmates based on felony convictions;  
33 and

34 (2) Bills which affect programs or services of the department.

35 (b) In addition, copies of the cost impact statement shall be  
36 furnished on the desk of each member of the Senate and of the House of

1 Representatives at least one (1) day prior to the date on which the bill is  
2 on third reading and debated for final passage in the respective houses.

3 (c) Cost impact statements required under this section shall be  
4 prepared, upon referral thereof by the Speaker of the House of  
5 Representatives, with respect to House bills, and by the President of the  
6 Senate upon recommendation of the Senate Rules Committee, with respect to  
7 Senate bills, at the time of introduction thereof, to:

8 (1) The Director of the Department of Correction, who shall either  
9 personally prepare, or cause appropriate officials of the department to  
10 prepare, a cost impact statement to be approved by the director before  
11 submission to the house in which the request was made; or

12 (2) Any other state agency which has information available upon which  
13 to base a cost impact statement.

14 (d) The cost impact statement shall be furnished to the Governor and  
15 to the President of the Senate and the Speaker of the House of  
16 Representatives who shall cause copies thereof to be prepared for  
17 distribution upon the desks of the members of the House and Senate at least  
18 twenty-four (24) hours prior to consideration of any such bill by committee  
19 or twenty-four (24) hours prior to the bill's being called up for third  
20 reading and final passage.

21 (e) The cost impact statement shall be certified by the director, or  
22 the director of the appropriate agency to which the bill is referred for  
23 preparation of an impact statement, and shall be returned and filed as  
24 required in this section within not more than five (5) days from the date of  
25 receipt thereof unless additional time in which to prepare the statement is  
26 granted by the requesting official. (A.C.A. 12-28-103)

27 38.(s) Bills imposing new or additional costs to the Arkansas Lottery  
28 or a lottery or amending Chapter 115 of Title 23 of the Arkansas Code.

29 (a) The author of a bill filed in the House of Representatives or the  
30 Senate shall have a fiscal impact statement prepared if the bill:

31 (1) Amends Chapter 115 of Title 23 of the Arkansas Code; or

32 (2) Imposes a new or increased cost to:

33 (A) The Arkansas Lottery Commission; or

34 (B) A lottery.

35 (b) "Fiscal impact statement" means a realistic written statement of  
36 the:

1                   (1) Purpose of a proposed law or proposed amendment to a  
2 law under this chapter; and

3                   (2) Estimated financial cost to the Arkansas Lottery  
4 Commission, the lottery, and this state of implementing or complying with the  
5 proposed law or proposed rule.

6           (c) The author of the bill shall file the fiscal impact statement with  
7 the chair of the committee to which the bill is referred:

8                   (1) At least three (3) days before the bill may be called up for  
9 final action in the committee during a regular session of the General  
10 Assembly;

11                   (2) At least three (3) days before the bill may be called up for  
12 final action in the committee during a fiscal session of the General  
13 Assembly; and

14                   (3) At least one (1) day before the bill may be called up for  
15 final action in the committee during an extraordinary session of the General  
16 Assembly.

17           (d)(1) A fiscal impact statement under this section shall be developed  
18 by the Bureau of Legislative Research within the guidelines adopted by the  
19 Arkansas Lottery Commission Legislative Oversight Committee.

20                   (2) The Department of Higher Education or the commission, as  
21 applicable, shall assist in the preparation of the fiscal impact statement.

22           (e)(1)(A) If a bill requiring a fiscal impact statement under this  
23 section is called up for final passage in the House of Representatives or  
24 the Senate and a fiscal impact statement has not been provided by the author  
25 of the bill or by the committee to which the bill was referred, any member of  
26 the House of Representatives or the Senate may object to the bill's being  
27 called up for final passage until a fiscal impact statement is prepared and  
28 made available on the desk of each member of the House of Representatives or  
29 the Senate at least one (1) day before the bill's being called up for final  
30 passage.

31                   (B) An affirmative vote of two-thirds (2/3) of a quorum  
32 present and voting shall override the objection.

33                   (2) If an objection is made without override, the presiding  
34 officer of the House of Representatives or the Senate shall cause the bill to  
35 be referred to the Bureau of Legislative Research for the preparation of a  
36 fiscal impact statement that shall be filed with the presiding officer of the

1 House of Representatives or the Senate not later than five (5) days from the  
2 date of the request. (A.C.A. 23-115-103)

3 39.(a) The first reading of a bill shall be for information and unless  
4 otherwise ordered by the House, it shall be placed on the second reading  
5 calendar. (Every bill shall be read at length on three different days in  
6 each house, unless the rules be suspended by two-thirds (2/3) of the House,  
7 when the same may be read a second or third time on the same day; (Art.5,  
8 Sec. 22)

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

14 40. Second reading

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

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

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

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

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

31 41. A bill shall not be called for a third reading and final passage  
32 until a photocopied, printed copy, or electronic copy of same shall have been  
33 placed on every representative's desk for twenty-four (24) hours.

34 The twenty-four (24) hour period begins when a bill is initially  
35 introduced and read across the desk. No bill or resolution may be brought up  
36 for a third reading and final passage on the Floor of the House until it has



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

2 42. A calendar of bills and resolutions to be considered in the order  
3 of business during any legislative day shall be printed and placed on the  
4 members' desks prior to the adjournment of the preceding legislative day.  
5 Calendared items are considered to be a motion for passage.

6 43. A bill ordered to be engrossed or enrolled shall be typed or  
7 photocopied.

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

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

17 45.(b) When a bill has been passed and transmitted to the Governor's  
18 Office, it may be recalled from the Governor's Office by the same vote that  
19 was necessary to pass the bill.

20 46. A committee may receive a bill, resolution, amendment, petition  
21 and memorial only through the House, and the House may receive same only  
22 through a member. (Art.5, Sec. 34 -- No new bill shall be introduced into  
23 either house during the last three days of a regular or fiscal session.)

24 47. Amendments to bills and resolutions:

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

33 47.(b) When a House bill has been amended in the Senate, upon return  
34 of said bill to the House, the Speaker shall re-refer the bill, together with  
35 the Senate amendment(s), to the committee to which the bill was originally  
36 referred, for review. Concurrence in the Senate amendment shall not be

1 considered by the House until the committee report is received by the House.  
2 When a House bill is amended and passed by the Senate and is returned to the  
3 House, the bill shall be reprinted with the Senate amendments included  
4 therein and specifically identified and shall be placed on each member's desk  
5 before final action is taken on the bill by the House. When the Senate  
6 amendment is before the House, the same number of votes will be required to  
7 concur in the Senate amendment as was required in the original passage of the  
8 bill in the House. Amendments containing an emergency clause require sixty-  
9 seven (67) votes.

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

14 47.(d) Every amendment proposed must be germane to the subject of the  
15 proposition to be amended.

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

24 47.(f) Members' own House bills and Senate bills on which a House  
25 member is the lead sponsor may be amended with their own amendments beginning  
26 at a specific time set aside by the House. Senate bills may be amended in  
27 accordance with the applicable rules provided for amending members' own House  
28 bills with their own amendments.

29 47.(g) Members' own amendments to their own House bills and Senate  
30 bills with House sponsors must be signed only by the sponsor of the bill  
31 whose name is listed first in the list of sponsors.

32 47.(h) Members' own amendments to their own House bills and Senate  
33 bills on which there are House sponsors must be presented to the House Bill  
34 Clerk only by the sponsor of the House or Senate bill whose name is listed  
35 first in the list of sponsors.

36 47.(i) After acceptance, the House Bill Clerk shall furnish the

1 sponsor with a stamped and numbered copy of the members' signed amendment.

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

5 47.(k) A House or Senate bill to be amended by a member with his/her  
6 own amendment shall only be placed on the "Members' Own Bill/Own Amendment  
7 Calendar" by the sponsor whose name is listed first on the bill.

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

13 47.(m) A member's own House bill or Senate bill amended with a  
14 member's own amendment shall be transmitted directly to Engrossing after  
15 having been amended.

16 47.(n) No House or Senate bills having been amended shall be  
17 considered by any committee or the full House until such bills have been  
18 engrossed, proofed and reported "correctly engrossed". The Speaker or  
19 presiding officer shall not accept a motion to suspend this rule.

20 47.(o) Members' own House bills or Senate bills to be amended with  
21 their own amendments shall be placed on the "Members' Own Bill/Own Amendment  
22 Calendar" no later than 4:30 p.m. the day preceding the day they are to be  
23 considered.

24 47.(p) When a bill has a committee recommendation and is subsequently  
25 amended to change the title, and/or the list of sponsors and/or an emergency  
26 clause, such amendment shall not cause the bill to be re-referred to  
27 committee.

28 47.(q) Members' own House bills may be withdrawn at a specific time  
29 set aside by the House by placing them on the "Withdrawal Calendar" no later  
30 than 4:30 p.m., the day preceding the day they are to be withdrawn. House  
31 bills for withdrawal may be placed on the "Withdrawal Calendar" only by the  
32 member whose name is listed first as author of the bill. The member  
33 requesting withdrawal may recommend the bill to be studied by the same  
34 committee to which the bill was assigned at the time of request for  
35 withdrawal.

36 47.(r) Budget bills sponsored by members but recommended to be amended

1 to delete the sponsor and substitute the Joint Budget Committee as sponsor  
2 may be amended during the period set aside to amend "Members Own Bills with  
3 their Own Amendments".

4 47.(s) The Rules governing members amending their own bills with their  
5 own amendments shall be in effect for House and Senate Budget bills so far as  
6 they are applicable.

7 47.(t) Budget bills to be amended deleting the sponsor and  
8 substituting the Joint Budget Committee shall be placed on the Joint Budget  
9 Calendar by the Joint Budget Calendar Clerk.

10 47.(u) The House Chairman of the Joint Budget Committee shall sign all  
11 amendments deleting the sponsor and substituting the Joint Budget Committee  
12 as sponsor.

#### 14 RESOLUTIONS

15 48. Resolutions shall follow the same procedure as bills.

16 49. A House resolution shall be directed at some matter for the sole  
17 action of the House and may be introduced in extraordinary sessions, lack of  
18 germaneness notwithstanding. Fifty-one (51) votes shall be required to adopt  
19 a House resolution.

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

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

31 52. Resolutions of Inquiry:

32 52.(a) All resolutions of inquiry addressed to the heads of executive  
33 departments shall be reported to the House within one (1) week after  
34 presentation.

35 52.(b) A House resolution authorizing a committee to request  
36 information is treated as a resolution of inquiry.

1           52.(c) A resolution of inquiry from a committee shall have a  
2 privileged status to report.

3  
4                               STANDING, SELECT, AND SPECIAL COMMITTEES

5           (Interim Committees) (A.C.A. 10-3-201 thru 10-3-220)

6           53. The committees of the House of Representatives shall consist of  
7 ten (10) standing committees, seven (7) select committees, and three (3)  
8 special committees. The standing committees shall be five (5) Class "A"  
9 committees and five (5) Class "B" committees. The seven (7) select  
10 committees shall be five (5) joint select committees and two (2) House select  
11 committees. The three (3) special committees shall be two (2) joint  
12 committees and one (1) House committee. The House standing, joint select,  
13 select and special committees are as follows:

14           53.(a) HOUSE STANDING COMMITTEES

15                       Class "A" Committees

16           Education

17           Judiciary

18           Public Health, Welfare and Labor

19           Public Transportation

20           Revenue and Taxation

21                       Class "B" Committees

22           Aging, Children and Youth, Legislative and Military Affairs

23           Agriculture, Forestry and Economic Development

24           City, County and Local Affairs

25           Insurance and Commerce

26           State Agencies and Governmental Affairs

27           53.(b) JOINT SELECT COMMITTEES

28           (1) Joint Budget -- (to consist of twenty four (24) members of the  
29 House and twenty four (24) members of the Senate, and the immediate past co-  
30 chairs of the Legislative Council and ex-officio members in accordance with  
31 A.C.A. 10-3-502.). (A.C.A. 10-3-501 thru 10-3-509) The House members of the  
32 Joint Budget Committee shall be known as the House Budget Committee.

33           (2) Joint Committee on Energy -- (to consist of fifteen (15) members  
34 of the House, fifteen (15) House alternates, and ten (10) members of the  
35 Senate). (A.C.A. 10-3-801 thru 10-3-822)

36           (3) Joint Committee on Public Retirement and Social Security Programs

1 -- (to consist of ten (10) members of the House, ten (10) House alternates,  
2 and ten (10) members of the Senate). (A.C.A. 10-3-701 thru 10-3-703)

3 (4) Joint Performance Review Committee -- (to consist of twenty (20)  
4 members of the House and ten (10) members of the Senate). (A.C.A. 10-3-901  
5 thru 10-3-903)

6 (5) Joint Committee on Advanced Communications and Information  
7 Technology -- (to consist of ten (10) members of the House, ten (10) House  
8 alternates, and seven (7) members of the Senate). (A.C.A. 10-3-1701 thru 10-  
9 3-1707)

10 53.(c) HOUSE SELECT COMMITTEES

11 House Rules Committee shall consist of no more than fifteen (15)  
12 members.

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

15 53.(d) SPECIAL COMMITTEES

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

18 53.(d)(1)(a) The chairperson of the House Budget Committee;

19 53.(d)(1)(b) Two (2) members of the House of Representatives appointed  
20 by the Speaker;

21 53.(d)(1)(c) The chairperson of the House Management Committee and two  
22 (2) additional members of the House Management Committee to be designated by  
23 its chairperson;

24 53.(d)(1)(d) The Speaker of the House of Representatives or his or her  
25 designee; and

26 53.(d)(1)(e) Seven (7) members of the Senate to be named by the Senate  
27 Committee on Committees. (A.C.A. 10-3-1101 thru 10-3-1111)

28 53.(2) House Committee on the Journal; Engrossed and Enrolled Bills  
29 shall consist of not more than five (5) members. The House Committee on the  
30 Journal; Engrossed and Enrolled Bills shall not be considered a standing or  
31 select committee. The committee shall consist of the Speaker of the House of  
32 Representatives or his or her designee who shall be chairperson, the  
33 chairperson of the House Rules Committee who shall be the vice chairperson,  
34 the chairperson of the House Management Committee, and two (2) members of the  
35 House appointed by the Speaker of the House; and, the House Parliamentarian  
36 shall serve as secretary and advisor to the committee. The chairperson of the

1 committee shall receive an allowance in accordance with § 10-2-215.

2 53.(3) Joint Committee on Legislative Printing Requirements and  
3 Specifications -- (to consist of the chairperson and vice chairperson of the  
4 House Management Committee, the chairperson and vice chairperson of the  
5 Senate Efficiency Committee, the Speaker of the House of Representatives or  
6 his or her designee and the President Pro Tempore of the Senate). (A.C.A. 10-  
7 3-601 thru 10-3-605)

8 54.(a) STANDING COMMITTEES

9 54.(a)(1) Members of the standing committees shall be selected by  
10 House District Caucuses of members-elect on the Friday following the November  
11 General Election with each caucus selecting five (5) members for each "A"  
12 standing committee and five (5) members for each "B" standing committee. The  
13 members-elect of the Second District Caucus shall select up to three (3)  
14 members for each standing committee from within the Pulaski County membership  
15 and the remaining members for each standing committee from without the  
16 Pulaski County membership; this provision may be waived by majority vote of  
17 the members-elect from without Pulaski County. Standing committee membership  
18 shall be confirmed at the same time that representatives are administered the  
19 oath of office.

20 54.(a)(2) Each member of the House who is serving a first or second  
21 term in the House shall be entitled to serve as a non-voting member of one of  
22 the ten (10) joint interim committees designated as "A" and "B" committees.  
23 The non-voting members of each of the ten (10) joint interim committees shall  
24 be selected by the four (4) House caucuses at a time designated by the  
25 Speaker sometime before the adjournment of each regular session. Each caucus  
26 shall select not to exceed three (3) first or second term members to serve as  
27 non-voting members of each of the ten (10) joint interim committees  
28 designated as "A" and "B" committees. The non-voting members shall be  
29 entitled to attend meetings of the committees, to serve on subcommittees of  
30 the committee, to participate in the deliberations of the committee or  
31 subcommittee, and to receive per diem and mileage for attending meetings of  
32 the committee or subcommittee, but shall not have a vote in the committee or  
33 a subcommittee.

34 54.(a)(3) Members of the House of Representatives who are committee  
35 chairpersons or vice-chairpersons or select seniority members who have been  
36 assigned an office or other premises shall vacate the office or other

1 premises by December 15 following the General Election in the even-numbered  
2 years.

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

18       54.(a)(5) A signed report from the chairperson of a caucus district  
19 will represent final movement to a standing committee. A signed report from  
20 the chairperson of a standing committee will represent final movement to a  
21 permanent subcommittee. There shall be no transfers from one standing  
22 committee to another or from one permanent subcommittee to another during the  
23 biennium following initial biennial appointment and or confirmation. After  
24 selection of standing committee members and permanent subcommittee members, a  
25 vacancy occurring on a standing committee or permanent subcommittee during  
26 the biennium because of the death, resignation, impeachment, etc., of a  
27 member, shall be temporarily filled by the Speaker of the House assigning the  
28 newly elected member, for the remainder of the biennium, to the "A" and "B"  
29 standing committees, and the permanent subcommittees previously held by their  
30 predecessor. At the end of the biennium, the temporary positions held on the  
31 "A" and "B" committees and the permanent subcommittees will be declared  
32 vacant and will be available for choosing in accordance with House rules.  
33 The newly elected member does not automatically assume a chairmanship or  
34 vice-chairmanship, which vacancies shall be filled in the same manner as the  
35 original appointment.

36       54.(b) SELECT COMMITTEES



1           54.(b)(1) The Speaker shall appoint all members and all alternates on  
2 all House select committees and all Joint Select Committees except the Joint  
3 or House Budget Committee. The Speaker shall appoint ex-officio members in  
4 accordance with the law.

5           54.(b)(2) The House Budget Committee shall consist of six (6) members  
6 of the House of Representatives and two (2) alternates chosen from each  
7 caucus district on the first Friday following the November General Election  
8 before each regular biennial session. At the time the alternates are  
9 selected, one (1) shall be designated as first alternate and the other as  
10 second alternate. The selections shall be made by caucus of the House  
11 members-elect residing within each caucus district. Members-elect chosen for  
12 membership on the House Budget Committee shall select one (1) of their number  
13 to serve as chairperson-elect and one (1) to serve as vice chairperson-elect.  
14 The term of office of the members shall be from January 1 of odd-numbered  
15 years through December 31 of the following even-numbered year. Vacancies in  
16 either a member or alternate member position shall be filled in the same  
17 manner as the initial member or alternate member position was filled. House  
18 Budget Committee membership shall be confirmed at the same time that  
19 representatives are administered the oath of office. Prior to confirmation,  
20 however, members-elect chosen to serve on the House Budget Committee shall  
21 conduct pre-session budget hearings, either standing alone or in conjunction  
22 with the Legislative Council.

23           54.(b)(3) No member of the House of Representatives shall serve on  
24 more than one (1) select committee. The Legislative Council, the Legislative  
25 Joint Auditing Committee, the House Budget Committee, the House Committee on  
26 the Journal; Engrossed and Enrolled Bills, and the House Management Committee  
27 are excluded therefrom.

28           54.(c)(1) The Speaker of the House shall appoint a chairperson and a  
29 vice chairperson of each standing committee and each select committee who  
30 shall serve at the pleasure of the Speaker. The Speaker, in consultation  
31 with the chairperson of each standing committee, shall appoint from the  
32 membership of each permanent subcommittee, a chairperson and vice  
33 chairperson, provided however that the vice chairperson of the standing  
34 committee may be the chairperson of a permanent subcommittee. No member of  
35 the House, with the exception of each House standing committee vice  
36 chairperson, shall be chairperson or vice chairperson of more than one (1)

1 standing committee, select committee, or permanent subcommittee.

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

5 54.(c)(3) The House Committee on the Journal; Engrossed and Enrolled  
6 Bills shall serve as the supervisory committee over the preparation of the  
7 Journal and engrossing and enrolling of bills.

8 54.(c)(4) After the membership of a standing committee or a permanent  
9 subcommittee is established, no member shall be removed from any standing  
10 committee or any permanent subcommittee during the biennium for which he/she  
11 was selected. All appointees selected by the Speaker serve at his/her  
12 discretion.

13 55. Committee Operations.

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

22 55.(b) All committees shall consider the bills, resolutions,  
23 amendments, petitions, and memorials referred to them and in their possession  
24 and make one of the following reports in writing to the House:

25 55.(b)(1) That a bill, resolution, petition or memorial “do pass”;

26 55.(b)(2) That a bill, resolution, petition or memorial “do not pass”,  
27 in which event the measure shall not be considered unless the vote is  
28 expunged;

29 55.(b)(3) That a bill, resolution, petition or memorial “do pass as  
30 amended”.

31 55.(c) No bill, resolution, petition or memorial shall be acted upon  
32 by the House without a “do pass” or a “do pass as amended” recommendation.  
33 No bills shall be placed on the non-controversial calendar or deemed to be  
34 non-controversial in any way unless a motion is adopted in the committee to  
35 which the bill was referred. With a quorum present, the motion is considered  
36 adopted if there are no negative votes.

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

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

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

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

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

32           60. Meetings and Hearings:

33           60.(a) All committee and subcommittee meetings including but not  
34 limited to hearings at which public testimony is to be taken, (normally  
35 called "public hearings") shall be open to the public (Art. 5, Sec. 13) and  
36 shall be scheduled at least eighteen (18) hours in advance; agendas of bills,

1 resolutions, and other proposals to be considered at such meetings shall be  
2 posted in a designated place at least eighteen (18) hours in advance; but in  
3 case of an emergency, a two-thirds (2/3) majority of the membership of the  
4 committee may bring bills up for consideration upon notice of not less than  
5 two (2) hours.

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

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

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

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

25 61.(b)(1) The committee shall have the opportunity to ask questions of  
26 persons offering testimony.

27 61.(b)(2) Testimony in a committee meeting or on the House floor from  
28 cell phones, personal data assistants or other electronic devices shall not  
29 be allowed.

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

33 63. No committee shall sit while the House is in session except the  
34 Committee on Rules or a Conference Committee, which shall notify the House.

35 64. The following subject areas shall be within the jurisdiction of  
36 each of the respective House standing committees:

1           64.(1) Committee on Education – matters pertaining to public  
2 kindergarten, elementary, secondary, and adult education, vocational  
3 education, vocational-technical schools, vocational rehabilitation, higher  
4 education, private educational institutions, similar legislation, and  
5 resolutions germane to the subject matter of the committee;

6           64.(2) Committee on Judiciary – matters pertaining to state and local  
7 courts, court clerks and stenographers and other employees of the courts,  
8 civil and criminal procedures, probate matters, civil and criminal laws,  
9 similar matters, and resolutions germane to the subject matter of the  
10 committee;

11           64.(3) Committee on Public Health, Welfare and Labor – matters  
12 pertaining to public health, mental health, mental retardation, public  
13 welfare, human relations and resources, environmental affairs, water and air  
14 pollution, labor and labor relations, contractors and contracting, similar  
15 legislation, and resolutions germane to the subject matter of the committee;

16           64.(4) Committee on Public Transportation – matters pertaining to  
17 roads and highways, city streets, county roads, road vehicles, highway  
18 safety, airports and air transportation, common and contract carriers, mass  
19 transit, similar legislation, and resolutions germane to the subject matter  
20 of the committee;

21           64.(5) Committee on Revenue and Taxation – matters pertaining to the  
22 levy, increase, reduction, collection, enforcement and administration of  
23 taxes and other revenue-producing measures, and resolutions germane to the  
24 subject matter of the committee;

25           64.(6) Committee on Aging, Children and Youth, Legislative and  
26 Military Affairs – matters pertaining to the aged, child custody, adoptions,  
27 problems of aging; children and youth, military, veterans, legislative  
28 affairs, memorials, other matters whenever the subject matter is not germane  
29 to the subject matter of any other standing committee and resolutions germane  
30 to the subject matter of the committee;

31           64.(7) Committee on Agriculture, Forestry and Economic Development –  
32 matters pertaining to agriculture, livestock, forestry, industrial  
33 development, natural resources, oil and gas, publicity and parks, levee and  
34 drainage, rivers and harbors, similar legislation and resolutions germane to  
35 the subject matter of the committee;

36           64.(8) Committee on City, County and Local Affairs – matters

1 pertaining to city and municipal affairs, county affairs, local improvement  
2 districts, water districts, interlocal government cooperation, similar  
3 legislation and resolutions germane to the subject matter of the committee;

4         64.(9) Committee on Insurance and Commerce – matters pertaining to  
5 banks and banking, savings and loan associations, stock, bonds, and other  
6 securities, securities dealers, insurance, public utilities, partnerships and  
7 corporations, home mortgage financing and housing, similar legislation and  
8 resolutions germane to the subject matter of the committee;

9         64.(10) Committee on State Agencies and Governmental Affairs – matters  
10 pertaining to state government and state agencies, except where the subject  
11 matter relates more appropriately to another committee, proposed amendments  
12 to the Constitution of the State of Arkansas or the Federal government,  
13 election laws and procedures, Federal and interstate relations, similar  
14 legislation, and resolutions germane to the subject matter of the committee;

15         64.(10)(a) The following permanent subcommittees are hereby created  
16 from within each standing committee:

17         64.(10)(a)(1) For the House standing committee on Aging, Children and  
18 Youth, Legislative and Military Affairs, the following permanent  
19 subcommittees are created:

- 20                 (1) Aging
- 21                 (2) Children and Youth
- 22                 (3) Legislative, Military and Veterans Affairs

23         64.(10)(a)(2) For the House standing committee on Agriculture,  
24 Forestry and Economic Development, the following permanent subcommittees are  
25 created:

- 26                 (1) Agriculture, Forestry and Natural Resources
- 27                 (2) Small Business and Economic Development
- 28                 (3) Parks and Tourism

29         64.(10)(a)(3) For House standing committee on City, County and Local  
30 Affairs, the following permanent subcommittees are created:

- 31                 (1) Planning
- 32                 (2) Finance
- 33                 (3) Local Government Personnel

34         64.(10)(a)(4) For the House standing committee on Education, the  
35 following permanent subcommittees are created:

- 36                 (1) Early Childhood

1                   (2) Kindergarten Through Twelve, Vocational/Technical  
2 Institutions

3                   (3) Higher Education

4           64.(10)(a)(5) For the House standing committee on Insurance and  
5 Commerce, the following permanent subcommittees are created:

6                   (1) Financial Institutions

7                   (2) Insurance

8                   (3) Utilities

9           64.(10)(a)(6) For the House standing committee on Judiciary, the  
10 following permanent subcommittees are created:

11                   (1) Courts/Civil Law

12                   (2) Corrections/Criminal Law

13                   (3) Juvenile Justice/Child Support

14           64.(10)(a)(7) For the House standing committee on Public Health,  
15 Welfare and Labor, the following permanent subcommittees are created:

16                   (1) Human Services

17                   (2) Health Services

18                   (3) Labor and Environment

19           64.(10)(a)(8) For the House standing committee on Public  
20 Transportation, the following permanent subcommittees are created:

21                   (1) Motor Vehicle and Highways

22                   (2) Public Transportation and Rail

23                   (3) Waterways and Aeronautics

24           64.(10)(a)(9) For the House standing committee on Revenue and  
25 Taxation, the following permanent subcommittees are created:

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

27                   (2) Income Taxes—Personal and Corporate

28                   (3) Complaints and Remediation

29           64.(10)(a)(10) For the House standing committee on State Agencies and  
30 Governmental Affairs, the following permanent subcommittees are created:

31                   (1) State Agencies and Reorganization

32                   (2) Constitutional Issues

33                   (3) Elections

34           65.(a) Committee on Rules:

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

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

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

8           65.(a)(4) The Speaker shall refer to the Committee on Rules, any  
9 matters dealing with alcohol, cigarettes, movies, pornography, tobacco,  
10 tobacco products, coin operated amusement devices, vending machines,  
11 lobbying, code of ethics, bingo, lotteries, raffles, racing, race tracks,  
12 pari-mutuel betting and similar legislation.

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

16           65.(b) House Budget Committee. All appropriation bills coming before  
17 the House shall be assigned to and considered by the House Budget Committee.

18           66. No committee shall transact business without a quorum (a majority  
19 of the committee membership present). The request for a quorum call is  
20 always in order. All final action on bills, and on proposed amendments to  
21 bills, shall be decided by a majority vote of the total membership of the  
22 committee. Provided, however, that the Speaker of the House shall not be  
23 included for the purpose of determining what is a majority of a standing  
24 committee, unless present at the time of the vote. A member of the committee  
25 must be present at the time of the vote for his/her vote to be counted on any  
26 matter considered by the committee (no pairs, no proxies).

27           66.(a) A bill, resolution or amendment in a House committee, having  
28 been rejected twice, shall not be placed on the committee calendar again or  
29 considered again during the same legislative session unless the vote is  
30 expunged (two-thirds of the membership of the committee). The motion to  
31 expunge shall be placed on the committee agenda, by a committee member, and  
32 placed at the bottom of the active list. A bill or resolution may be amended  
33 before a second consideration; but, unless expunged, even an amended bill  
34 having failed twice shall not be placed on the calendar or considered.

35           67. Upon written request by the author of a bill directed to the  
36 chairperson of the committee, a bill shall be considered by the full



1 committee within ten (10) days of the time of such request, but the  
2 committees may delay final action on a bill by a majority vote of the  
3 committee.

4 68. No bill shall be introduced with a committee as the author of said  
5 bill unless that committee has voted unanimously to sponsor the bill.

6 69. Committee Records and Reports:

7 69.(a) The chairperson of each committee of the House shall keep or  
8 cause to be kept a separate record for each committee meeting in which there  
9 shall be entered:

10 69.(a) 1. The time and place of each hearing and each meeting of the  
11 committee.

12 69.(a) 2. The number and title of the bill with one of the following  
13 three recommendations: "do pass", "do pass as amended", or "do not pass". If  
14 a committee recommends a bill "do pass as amended" and any of the amendments  
15 recommended by the committee are not adopted on the Floor, the bill shall be  
16 re-referred to the same committee for further consideration and  
17 recommendation.

18 69.(a) 3. A summary of each bill's major provision which may be  
19 several paragraphs in length in case of major bills or simply the title of  
20 the bill in the case of minor bills.

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

23 69.(a) 5. A record of how every member voted on each bill when action  
24 is taken by the committee, including votes on a motion to postpone  
25 consideration on the bill and a recorded vote on any other motion, if  
26 requested by any two (2) committee members.

27 69.(a) 6. A list of all people testifying before a committee on each  
28 bill, the interest that they represent, and an indication of their position  
29 on the bill.

30 69.(b) Such records for each separate committee meeting shall be  
31 approved by the chairperson before the expiration of a seven (7) day period,  
32 with the exception of those records referred to in (a) 1. and 2., hereinabove  
33 which shall be filed immediately with the Clerk of the House.

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

35 70. Consent Calendar – Supplemental Calendar. In addition to the  
36 regular calendar of the House of Representatives, there shall be a consent

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

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

34 72.(a) Except as provided in subsection (b), no action may be taken in  
35 the House Committee on Public Health, Welfare and Labor or on the Floor of  
36 the House of Representatives on any bill that provides for licensure of any

1 profession, occupation or class of health care providers not currently  
2 licensed or expands the scope of practice of any profession, occupation, or  
3 class of health care providers unless the House Committee on Public Health,  
4 Welfare and Labor has initiated a study of the feasibility of such  
5 legislation at least thirty (30) days prior to convening the next legislative  
6 session.

7 72.(b) A bill providing for the licensure of any profession,  
8 occupation, or class of health care providers not currently licensed or  
9 expanding the scope of any practice of any profession, occupation, or class  
10 of health care providers may be acted upon without the initiation of a  
11 feasibility study required in subsection (a) upon a two-thirds (2/3) vote of  
12 the House Public Health, Welfare and Labor Committee membership.

13

14

#### COMMITTEE OF THE WHOLE

15 73. All measures involving a tax or an appropriation of money, or  
16 property, may be first considered in a Committee of the Whole, amendments can  
17 be offered in the Committee of the Whole.

18 74. The Speaker of the House, in setting the calendar of budgets or  
19 appropriation bills to be considered in the House shall, from time to time,  
20 confer with the chairperson of the House Budget Committee on the  
21 appropriation bills pending and may designate specific days or times to be  
22 set aside in the House to be devoted solely to consideration of appropriation  
23 bills and other budget matters. At least by the end of business on the  
24 previous day before any appropriation bill is to be considered by the House,  
25 the chairperson of the House Budget Committee shall cause to be prepared and  
26 placed on each member's desk a listing of appropriation bills to be  
27 considered in the Committee of the Whole or the House, broken down as  
28 follows:

29 74.(a) Appropriation bills sponsored by the Joint Budget Committee or  
30 the House Budget Committee, prepared in accordance with Legislative Council  
31 recommendations;

32 74.(b) All other appropriation bills sponsored by the Joint Budget  
33 Committee or the House Budget Committee which were not considered by the  
34 Legislative Council;

35 74.(c) Bills introduced by members of the House (or Senate) that shall  
36 have been recommended by the Joint Budget Committee or the House Budget

1 Committee “do pass” or “do pass as amended”; and

2 74.(d) Appropriation bills amended in the Senate without Joint Budget  
3 Committee or House Budget Committee action. The aforementioned list of  
4 appropriation bills shall include the number of the bill, the author of the  
5 bill, and the name and agency and/or program for which the appropriation is  
6 to be made. In the event the Joint Budget Committee or the House Budget  
7 Committee recommendations in regard to the appropriation shall differ, in any  
8 respect, from the recommendations made by the Legislative Council in regard  
9 thereto, said list shall identify each such change in the appropriation bill  
10 which differs from the recommendation of the Legislative Council.

11 75. In forming a Committee of the Whole House, the Speaker may leave  
12 his/her chair after appointing a chairperson to preside, who shall have the  
13 same power as the Speaker to preserve order. A majority of a quorum is  
14 required to resolve the House into a Committee of the Whole.

15 76. When the House resolves itself into the Committee of the Whole,  
16 non-members who are to participate in the matters to be discussed may be  
17 invited into the House Chambers by the proponents or opponents of the  
18 proposals to be discussed but all such non-members shall leave at the time  
19 the committee arises.

20 77. A Committee of the Whole cannot report a measure without a quorum  
21 of its members present.

22 78. The rules and proceedings of the House shall be observed in  
23 Committee of the Whole House so far as they may be applicable. Decisions  
24 will be made by voice or standing votes.

25 79. No motion which has as its effect the limiting of debate in the  
26 Committee of the Whole shall be entertained by the chairperson. The motion  
27 for the disposition of any matter referred to the committee shall be,  
28 “Mr./Ms. Chairman, I move the committee do now rise and report”. If the  
29 committee had no specific report, the motion should be to rise and report  
30 progress.

31  
32 LEGISLATIVE COUNCIL; LEGISLATIVE JOINT AUDITING COMMITTEE

33 80. Legislative Council.

34 80.(a) Twenty (20) of the House members of the Legislative Council  
35 shall be selected by members-elect of the House Caucus Districts. Each  
36 caucus shall select five (5) members. The selections shall occur on the

1 Friday following the November General Election. Following the selections,  
2 the newly selected House of Representative members of the Legislative Council  
3 shall select one (1) of their number as Legislative Council co-chair and one  
4 (1) of their number as Legislative Council co-vice-chair. However no more  
5 than one (1) member selected by caucus shall reside within the same county.  
6 The term of office of the members shall be from January 1 of odd-numbered  
7 years to December 31 of the following even-numbered year. Legislative  
8 Council membership shall be confirmed at the same time that representatives  
9 are administered the oath of office.

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

25 80.(c) Ex-officio members in accordance with A.C.A. 10-3-301.

26 81. Legislative Joint Auditing Committee.

27 81.(a) House members of the Legislative Joint Auditing Committee shall  
28 be selected by members-elect of each House Caucus District. The selections  
29 shall occur on the Friday following the November General Election. Following  
30 the selections, the newly selected House of Representative members of the  
31 Legislative Joint Auditing Committee shall select one (1) of their number as  
32 Legislative Joint Auditing Committee co-chair and one (1) of their number as  
33 Legislative Joint Auditing Committee co-vice-chair. Each caucus shall select  
34 five (5) members. However no more than two (2) members shall reside within  
35 the same county. The term of office of the members shall be from January 1  
36 of odd-numbered years to December 31 of the following even-numbered year.

1 Legislative Joint Auditing Committee membership shall be confirmed at the  
2 same time that representatives are administered the oath of office.

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

18 81.(c) Ex-officio members in accordance with A.C.A. 10-3-403 thru 10-  
19 3-404.

#### 20 21 CAUCUS DISTRICTS

22 82. The four caucus chairpersons shall be selected ~~on the date of the~~  
23 ~~selection of the Speaker designate~~ from among the first- and second-term  
24 members of the caucus, and such selection shall be reported to the Speaker of  
25 the House prior to September 1, preceding the next regular session.

26 The First Caucus District shall be composed of the following House of  
27 Representatives Districts: 11; 12; 13; 14; 15; 43; 47; 48; 49; 50; 51; 52;  
28 53; 54; 55; 56; 57; 58; 59; 60; 61; 62; 63; 64; 83; 71; 72; 73; 74; 75; 76;  
29 77; 78; 79; 80; 81; and 82 100.

30 The Second Caucus District shall be composed of the following House of  
31 Representatives Districts: 23; 27; 28; 29; 30; 31; 32; 33; 34; 35; 36; 37;  
32 38; 39; 40; 41; 42; 43; 44; 45; 46; 47; 49; 50; 60; 61; 68; and 65; 66; 67;  
33 70; and 72.

34 The Third Caucus District shall be composed of the following House of  
35 Representatives Districts: 62; 63; 64; 65; 66; 67; 69; 83; 68; 71; 75; 76;  
36 77; 78; 79; 80; 81; 84; 85; 86; 87; 88; 89; 90; 91; 92; 93; 94; 95; 96; 97;

1 98; and 99, ~~and 100~~.

2 The Fourth Caucus District shall be composed of the following House of  
3 Representatives Districts: 1; 2; 3; 4; 5; 6; 7; 8; 9; 10; ~~11; 12;~~ 15; 16;  
4 17; 18; 19; 20; 21; 22; ~~23;~~ 24; 25; 26; ~~27; and 30~~ 69; 73; 74; and 82.

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#### DEBATE

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

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

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

30 86. No representative shall speak more than once on the same question  
31 without leave of the House. One (1) mover, proposer or introducer of the  
32 question pending may speak the second time and close, but not until every  
33 representative choosing to speak shall have been heard.

34 87. A representative having the Floor may not yield it to another for  
35 any purpose including making a motion; but, if he/she desires to allow a  
36 motion to be made, he/she must yield the Floor.

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## DECORUM

88. No person other than a member of the Arkansas General Assembly, designated legislative staff, or on special and certain occasions those persons specifically invited by the Speaker of the House, shall be permitted on the Floor of the House Chamber while the House is in session or in brief recess. Arrangements for photographers shall be established, the direction and control of which shall be regulated by the Speaker of the House. No one in the House Chamber other than a member of the Legislature may advocate or oppose passage of a measure while the House is in session. No legislative aides, lobbyists or unauthorized persons shall be permitted access to the House Floor, lounges or House support areas. This Rule shall be enforced by the Speaker of the House and/or the House Management Committee. The House Management Committee and the Rules Committee shall recommend punishment to the House for violation of this Rule. (A.C.A. 10-2-110 -- Disorderly Conduct)

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

90. No representative shall use intemperate language with reference to the House or its members.

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

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

93. Introduction of and recognition of family, constituents, or groups



1 shall not become excessive. Members should be extremely reluctant in using  
2 the time of the House for these personal courtesies. If deemed appropriate by  
3 the Speaker of the House, he/she shall make all introductions from  
4 information provided to the Speaker by a member or appropriate House staff.

5 94. The smoking of cigarettes, cigars and pipes or other tobacco  
6 products shall not be permitted in the Chamber of the House of  
7 Representatives or in the members' private work area.

8 95. A Roll Call shall not be interrupted by a motion or other order of  
9 business from the time the Speaker calls up the ballot until he/she casts up  
10 the ballot and announces the result of said ballot.

11  
12 VOTING

13 96. No person not a representative shall cast a vote for a  
14 representative.

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

18 98. Any five (5) representatives shall have the right to call for the  
19 ayes and nays and have the result entered on the Journal. (Art. 5, Sec. 12)

20 99. Any representative who will be absent from the House may pair  
21 his/her vote with a representative who shall be present.

22 99.(a) These representatives must be casting opposite votes.

23 99.(b) Dated pairs reflecting the bill number are counted when signed  
24 by both representatives,

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

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

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

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

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

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

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

11           101.(a) Representatives voting aye shall stand at their seats until  
12 counted.

13           101.(b) Then, representatives voting no shall stand at their seats  
14 until counted.

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

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

19           102. The Electronic Voting System shall have the same force and effect  
20 as a Roll Call. (Not less than a majority of the members of each House of  
21 the General Assembly may enact a law.) (Art. 5, Sec. 37 as added by Amend.  
22 19, Sec. 1)

23           103. The Speaker, with three (3) representatives, is sufficient to  
24 adjourn, or recess to a time certain, or sine die. (Neither house shall,  
25 without the consent of the other, adjourn for more than three (3) days, nor  
26 to any other place than that in which the two (2) houses shall be sitting.)  
27 (Art. 5, Sec. 28)

28           (Governor's power to adjourn) In cases of disagreement between the two  
29 (2) houses of the General Assembly, at a regular or special session, with  
30 respect to the time of adjournment, the Governor may, if the facts be  
31 certified to him/her by the presiding officers of the two (2) houses, adjourn  
32 them to a time not beyond the day of their next meeting; and, on account of  
33 danger from an enemy or disease, to such other place of safety as he/she may  
34 think proper. (Art. 6, Sec. 20)

35           104. Vetoes. (Art. 6, Secs. 15 thru 17; A.C.A. 10-2-116)

36           105. Extraordinary sessions of the General Assembly. (Art. 6, Sec. 19)

1           106. Homestead exemption increase (3/4 vote) (Art. 16, Sec. 16 as  
2 added by Amend. 59)

3           107. Workmen's Compensation Laws (Art. 5, Sec. 32 as amended by Amend.  
4 26)

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

14           109. All Roll Call votes on bills, emergency clauses on bills,  
15 resolutions, and amendments in the House of Representatives shall be entered  
16 by the House into the General Assembly's Internet web site.

17           110.(a)(1) Except as provided in subdivisions 110.(a)(2) and (c) of  
18 this section, the House of Representatives, when in session, shall recess on  
19 January 20 of any year in which the inauguration of an individual to the  
20 office of President of the United States is scheduled to occur.

21                   (2) If the inauguration of an individual to the office of  
22 President of the United States is scheduled to occur on January 21 of any  
23 year, the House of Representatives shall recess on that date rather than  
24 January 20.

25                   (b) The House of Representatives shall recess without regard to the  
26 party affiliation of the individual scheduled for inauguration as President  
27 of the United States.

28                   (c) This section shall not apply if a recess under this section would  
29 occur on a date the House of Representatives shall recess in observance of  
30 the birthday of Dr. Martin Luther King, Jr. under § 10-2-128.  
31  
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33                                   ADDENDUM

34                                   HOUSE OF REPRESENTATIVES  
35                                   COMMITTEE CHAIRPERSONS MANUAL

36                                   AND

## HOUSE COMMITTEE RULES

1  
2  
3 A committee chairperson is a member appointed by the Speaker of the House to  
4 function as the parliamentary head of a standing, select, special or joint  
5 committee.

6  
7 1) The chairperson (or vice chairperson in his or her absence) shall call the  
8 committee to order at the appointed time.

9  
10 2) The presider shall determine a quorum present either by declaration,  
11 without objection, or by calling the roll (for quorum purposes only a roll  
12 call will be required if there is one objection by a committee member to the  
13 declaration of the presence of a quorum).

14  
15 3) The presider shall maintain order of the committee meeting.

16  
17 4) The presider shall decide all questions of order subject to appeal to the  
18 Speaker of the House who may refer the question to the Rules Committee whose  
19 decision may be appealed to the full House.

20  
21 5) The presider shall supervise and direct the staff of the committee.

22  
23 6) The presider shall prepare, or supervise the preparation of, and sign all  
24 reports of the committee and submit them to the full House.

25  
26 House Rule 55.(b) and 55.(c)

27 55.(b) All committees shall consider the bills, resolutions,  
28 amendments, petitions, and memorials referred to them and in their possession  
29 and make one of the following reports in writing to the House:

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

31 55.(b)(2) That a bill, resolution, petition or memorial "do not pass",  
32 in which event the measure shall not be considered unless the vote is  
33 expunged;

34 55.(b)(3) That a bill, resolution, petition or memorial "do pass as  
35 amended".

36 55.(c) No bill, resolution, petition or memorial shall be acted upon

1 by the House without a “do pass” or a “do pass as amended” recommendation.  
2 No bills shall be placed on the non-controversial calendar or deemed to be  
3 non-controversial in any way unless a motion is adopted in the committee to  
4 which the bill was referred. With a quorum present, the motion is considered  
5 adopted if there are no negative votes.

6  
7 7) A quorum (one more than half the total membership of the committee) must  
8 be present to transact official House committee business.

9  
10 (House Rule 66) No committee shall transact business without a quorum (a  
11 majority of the committee membership present). All final action on bills or  
12 resolutions, and on proposed amendments to bills or resolutions, shall be  
13 decided by a majority vote of the total membership of the committee.  
14 Provided, however, that the Speaker of the House shall not be included for  
15 the purpose of determining what is a majority of a standing committee, unless  
16 present at the time of the vote. A member of the committee must be present  
17 at the time of the vote for his/her vote to be counted on any matter  
18 considered by the committee (no pairs, no proxies).

19  
20 8) (House Rule 54. (c)(2)) The rules or proceedings of the House of  
21 Representatives shall be observed in all select committees, standing  
22 committees, and subcommittees of the House so far as they may be applicable.

23  
24 The precedence of motions so far as they are applicable shall be as listed in  
25 House Rule 19(a) – (q):

26  
27 (House Rule 19) When a question is under debate, motions shall have  
28 precedence in the following order (the request for a quorum call is always in  
29 order; the chairperson is not compelled to accept any motion):

30 19(a) To fix the time to which the House will adjourn (non-debatable)  
31 (majority of a quorum);

32 19(a)(1) (A majority of a quorum is a majority of those voting when at least  
33 a majority of the members are present and voting);

34 19(b) To adjourn (non-debatable) (majority of a quorum);

35 19(c) To take a recess (non-debatable) (majority of a quorum);

36 19(d) Postpone temporarily; lay on the table (non-debatable) (majority of a

1 quorum) To take from the table (non-debatable) (majority of a quorum) (when  
2 the motion to take from the table is adopted, the proposition takes the same  
3 position it held when the motion to lay on the table was adopted);

4 19(e) Immediate consideration (non-debatable) (2/3 of a quorum);

5 19(f) Previous question (non-debatable) (5 seconds) (majority of a quorum);

6 19(g) Limit or extend debate (non-debatable) (2/3 of a quorum);

7 19(h) To expunge (debatable) (2/3 of membership) (67);

8 19(i) Postpone to a day certain (debatable) (majority of a quorum);

9 19(j) Committee of the Whole, go into (non-debatable) (majority of a  
10 quorum);

11 19(k) Refer (debatable) (majority of a quorum);

12 19(l) Amend (debatable) (majority of a quorum);

13 19.(m) Postpone indefinitely (debatable) (majority of membership);

14 19.(n) Take out of proper order (non-debatable) (2/3 of a quorum);

15 19.(o) Special order of business (debatable) (2/3 of a quorum); and

16 19.(p) To suspend the rules (non-debatable) (2/3 of a quorum).  
17

18 9) (House Rule 60(a)) All committee and subcommittee meetings including but  
19 not limited to hearings at which public testimony is to be taken, (normally  
20 called "public hearings") shall be open to the public (Art. V, Sec. 13) and  
21 shall be scheduled at least eighteen (18) hours in advance; agendas of bills,  
22 resolutions, and other proposals to be considered at such meetings shall be  
23 posted in a designated place at least eighteen (18) hours in advance; but in  
24 case of an emergency, a two-thirds (2/3) majority of the membership of the  
25 committee may bring bills or resolutions up for consideration upon notice of  
26 not less than two (2) hours.  
27

28 10) (House Rule 60(b)) Special meetings of a standing committee may be  
29 called by the chairperson of the committee or by a majority of the members of  
30 the committee for conducting any business of the committee; provided, a  
31 special meeting of the committee may not conflict with regularly scheduled  
32 meetings of any standing committee; provided further, special meetings shall  
33 be subject to the same procedures regarding the publishing of agendas and  
34 notices of meetings that apply to regular standing committee meetings. (J.R.  
35 21 - Joint Committee)  
36

1 11) (House Rule 61(a)) All persons wishing to offer testimony to a committee  
2 hearing shall be given a reasonable opportunity to do so as determined by a  
3 majority of the committee. An oral or written statement shall not be a  
4 prerequisite to offer testimony before a committee.

5  
6 12) (House Rule 63) No committee shall sit while the House is in session  
7 except the Committee on Rules or a Conference Committee, which shall notify  
8 the House.

9  
10 13) (House Rule 66(a)) A bill, resolution or amendment in a House committee,  
11 having been rejected twice, shall not be placed on the committee calendar  
12 again or considered again during the same legislative session unless the vote  
13 is expunged (two-thirds of the membership of the committee). The motion to  
14 expunge shall be placed on the committee agenda, by a committee member, and  
15 placed at the bottom of the active list. A bill or resolution may be amended  
16 before a second consideration; but, unless expunged, even an amended bill  
17 having failed twice shall not be placed on the calendar or considered. Notice  
18 of reconsideration not permitted in committee.

19  
20 14) (House Rule 47(a)) When a bill or resolution is under consideration,  
21 amendments shall be in order. Upon adoption, amendments shall become a part  
22 of the bill or resolution. Amendments to amendments may not be offered. All  
23 amendments offered before the House or one of its committees must be  
24 typewritten on an approved amendment form and signed by the sponsor. All  
25 amendments shall be attached to the original bill or resolution, numbered by  
26 the Bill Clerk, and shall be placed upon the members' desks before being  
27 acted upon by the House.

28  
29 (House Rule 38(e)) All amendments shall be entered on a separate sheet of  
30 paper noting the line or lines to be changed and the words to be deleted or  
31 inserted.

32  
33 15) (House Rule 68) No bill or resolution shall be introduced with a  
34 committee as the author of said bill or resolution unless that committee has  
35 voted unanimously to sponsor the bill or resolution.

36

1 16) (House Rule 69) Committee Records and Reports

2 69(a) The chairperson of each committee of the House shall keep or cause to  
3 be kept a separate record for each committee meeting in which there shall be  
4 entered:

5 69(a) 1. The time and place of each hearing and each meeting of the  
6 committee.

7 69(a) 2. The number and title of the bill or resolution with one of the  
8 following three recommendations: "do pass", "do pass as amended", or "do not  
9 pass". If a committee recommends a bill or resolution "do pass as amended"  
10 and any of the amendments recommended by the committee are not adopted on the  
11 floor, the bill or resolution shall be re-referred to the same committee for  
12 further consideration and recommendation.

13 69(a) 3. A summary of each bill or resolution's major provisions which may  
14 be several paragraphs in length in case of major bills or resolutions or  
15 simply the title of the bill or resolution in the case of minor bills or  
16 resolutions.

17 69(a) 4. The reason for the committee's action on the bill or resolution,  
18 including a brief minority report, if requested by any two (2) committee  
19 members.

20 69(a) 5. A record of how every member voted on each bill or resolution when  
21 action is taken by the committee, including votes on a motion to postpone  
22 consideration on the bill or resolution and a recorded vote on any other  
23 motion, if requested by any two (2) committee members.

24 69(a) 6. A list of all people testifying before a committee on each bill or  
25 resolution, the interest that they represent, and an indication of their  
26 position on the bill or resolution.

27  
28 17) (House Rule 69(b)) Such records for each separate committee meeting  
29 shall be approved by the chairperson before the expiration of a seven (7) day  
30 period, with the exception of those records referred to in (a) 1. and 2.,  
31 hereinabove which shall be filed immediately with the Clerk of the House.

32  
33 18) (House Rule 24 part) When a question is raised about the proper referral  
34 of a bill or resolution to committee, if the Speaker admits error in the  
35 referral of the bill or resolution to a committee, the bill or resolution may  
36 be re-referred by a majority vote of a quorum; however, if the Speaker does



1 not admit error in the referral of the bill or resolution to committee, the  
2 bill or resolution may only be re-referred by a two-thirds (2/3) vote of a  
3 quorum. When a bill or resolution is re-referred to a committee, any  
4 previous committee recommendation is automatically stripped from the bill or  
5 resolution. When a motion is under consideration, only two (2) substitutes  
6 to that motion shall be in order. Only a motion applicable to the main  
7 motion and of a higher precedence upon recognition may be substituted for the  
8 motion under consideration. A substitute to the third degree shall not be in  
9 order. Unless specified otherwise by the presenter of the motion at the time  
10 the motion is made, a substitute motion shall apply to the main motion.

11  
12 19) (House Rule 55 (a)) House Committee Staff will automatically and without  
13 delay place all bills or resolutions referred to the committees on the  
14 committee agendas. Staff will notify the sponsor of bills or resolutions  
15 assigned to committee. Referred bills shall be placed on the committee's  
16 active agenda in the order they are read across the desk on the House Floor.  
17 When an active agenda is established in a committee and bills from that  
18 agenda are not placed on the deferred list and if they are passed over, they  
19 are placed at the bottom of the list of the day's active agenda. Bills read  
20 across the desk on the House Floor later that same day or on a later day are  
21 placed on the active agenda in the order they are read below bills already on  
22 the active agenda.

23  
24 20) After a bill or resolution has appeared on the  
25 Committee agenda and has been called up for consideration by the Committee  
26 and the sponsor of the bill or resolution or a representative is not present  
27 to present the bill or resolution, the bill or resolution will be placed on  
28 the active agenda two (2) additional times, but will be placed at the bottom  
29 of the active agenda.

30  
31 21) If the sponsor or a representative is not present to  
32 present the bill or resolution when called up after the bill or resolution  
33 has appeared on the active agenda when called up during the third meeting,  
34 the bill or resolution will be automatically dropped from the active agenda  
35 and placed on the deferred list unless the sponsor notifies staff to put the  
36 bill or resolution back on the active agenda before the agenda is prepared,

1 for the next called meeting. Requests to move bills or resolutions from the  
2 deferred list to the active agenda must be made by 2:30 p.m. two (2) days  
3 prior to the scheduled committee meeting. Bills moved from the deferred list  
4 to the active agenda shall be listed at the bottom of the active agenda.  
5 Bills on the deferred list may be moved to the active calendar as provided by  
6 rule for a total of three (3) times only. A suspension of this rule by the  
7 Committee (two-thirds of a quorum) will be required for each transfer of any  
8 bill having been moved three (3) times previously.

9  
10 22) Bills or resolutions suggested as non-controversial  
11 will be considered before consideration of controversial bills or resolutions  
12 on the agenda. The objection of one (1) committee member to the  
13 consideration of a bill or resolution as non-controversial will automatically  
14 keep the bill or resolution from being considered as being non-controversial.  
15 Even though a bill or resolution has been considered as non-controversial, it  
16 will be necessary after a "do pass" or "do pass as amended" recommendation  
17 that a motion be made and there be unanimous consent of no less than a quorum  
18 of the Committee for a bill or resolution to be eligible to be placed on the  
19 House Non-controversial Calendar.

20  
21 23) If a bill or resolution is discussed by a committee at  
22 a meeting, but is not voted on because of time limitations or because the  
23 vote is deferred to the next meeting, the bill or resolution will not lose  
24 its order on the agenda and will not be counted as having been considered.

25  
26 24) The author/sponsor of a bill or resolution may make a  
27 presentation for his/her bill or resolution and may elect at that time to  
28 respond to questions from the committee members. Following the initial  
29 presentation, non-legislative---non-committee members will be allowed to  
30 alternately speak against and for the bill or resolution. A procedural  
31 motion made by a member of the committee and adopted by the committee to  
32 limit or end debate will be allowed to govern non-legislative--non-committee  
33 members' discussions. At the conclusion of the non-legislative--non-committee  
34 member proponent and opponent presentations, the sponsor may return to the  
35 podium and may elect to field questions from the committee members. Those  
36 questions should be limited to requests for clarification or the securing of

1 information. Questions that are rhetorically offered and are dilatory for  
2 the effect of debate are discouraged. At this point, the chair will  
3 entertain motions from committee members only. For disposition of a  
4 proposition in a House Committee, procedural motions (limit debate, immediate  
5 consideration, etc.) are allowed only following a main motion (do pass, do  
6 not pass, do pass as amended, etc.). Discussion from that point forward is  
7 limited to committee members for and against the motion, if debatable, in  
8 alternating fashion. If immediate consideration is not adopted and if debate  
9 has not been limited and time has not expired, the sponsor of the motion will  
10 be allowed to close for his/her motion. During the closing, the sponsor of  
11 the motion may elect to field questions from committee members. At the  
12 conclusion of these presentations, a vote will be taken on the motion  
13 properly before the committee.

14  
15                   25) As determined by the presider courtesy may be extended  
16 to General Assembly members who are non-committee members who need to return  
17 to their own committee meetings.

18  
19                   26) (House Rule 66) Eleven (11) members of a standing  
20 committee constitute a committee quorum with the Speaker present if he/she is  
21 a member of the committee and ten (10) members when the Speaker is not  
22 present. A committee recommendation of a bill or resolution will require  
23 these same numbers.

24  
25                   27) Smoking is prohibited in the committee rooms and all  
26 adjoining rooms.

27  
28                   28) (House Rule 69(a)5) A roll call vote will be required  
29 if requested by any two (2) committee members, except for a quorum call which  
30 may be requested by one (1) member. The request for a quorum call is always  
31 in order.

32  
33                   29) When a roll call is required, the roll will be called  
34 by seniority with the vice chairperson being called next to last and the  
35 chairperson last. For a member's vote to be counted and recorded, he/she must  
36 vote "yes", "no" or "present".

1  
2           30) During a roll call vote, when a member's name has been  
3 called twice and he/she does not respond, or when a member passes, they will  
4 not be allowed to vote at a later time on the current issue before the  
5 committee.

6  
7           31) No seconds are required during the legislative process except those that  
8 are explicit in the rules, (roll call, previous question, sound the ballot,  
9 etc.)

10  
11          32) (House Rule 38(p)1) When any House or Senate bill or resolution  
12 requiring an expenditure of public funds or otherwise imposing a new or  
13 increased cost obligation on any municipality or county is pending before any  
14 committee of the House of Representatives, any member of the committee may  
15 request that a fiscal impact statement for such bill or resolution be placed  
16 on the desk of each member of the committee before the bill or resolution is  
17 called up for final action in the committee. If such request is made, the  
18 chairperson of the committee shall refer the bill or resolution to the  
19 appropriate state agency or to the legislative staff for the preparation of a  
20 fiscal impact statement, to be returned to the committee in writing not later  
21 than five (5) days from the date of the request.

22  
23          33) (House Rule 38(p)4) Failure of the sponsor of a bill or resolution to  
24 provide the fiscal impact statement required in this rule shall not prohibit  
25 the consideration of it in the committee to which referred or on the floor of  
26 the house in which the bill or resolution is called up for final passage, if  
27 no objection to it is made at the time such action is taken.

28  
29          (House Rule 38(p)5) Nothing in this rule shall prohibit a committee to  
30 which a bill or resolution is referred or the house in which the bill or  
31 resolution is being considered from suspending the requirement of the filing  
32 of a fiscal impact statement on any such bill or resolution in the same  
33 manner as provided for the suspension of the rules in the house in which the  
34 bill or resolution is being considered.

35  
36          36) Bills imposing new or additional costs on education.

1 (a)(1) As used in this section, unless the context otherwise requires,  
2 "fiscal impact statement" means a realistic written statement of the purpose  
3 of a proposed law, or a regulation promulgated under a law, and the estimated  
4 financial cost to the state or any local school district of implementing or  
5 complying with the proposed law or regulation.

6 (2) The fiscal impact statement shall be developed by the Office of  
7 Economic and Tax Policy of the Bureau of Legislative Research with the  
8 assistance of the Department of Education within the guidelines adopted by  
9 the House Committee on Education and the Senate Committee on Education, as  
10 applicable.

11 (b) Any bill filed in the House of Representatives or Senate that will  
12 impose a new or increased cost obligation for education in grades  
13 kindergarten through twelve (K-12) on the State of Arkansas or any local  
14 school district shall have a fiscal impact statement attached to it prepared  
15 and filed with the chair of the committee to which the bill is referred:

16 (1) At least three (3) days before the bill may be called up for final  
17 action in the committee during a regular session or fiscal session of the  
18 General Assembly; and

19 (2) At least one (1) day before the bill may be called up for final  
20 action in the committee during a special session of the General Assembly.

21 (c)(1)(A) If any such House or Senate bill is called up for final passage in  
22 the House or Senate and a fiscal impact statement has not been provided by  
23 the author of the bill or by the committee to which the bill was referred,  
24 any member of the House or Senate may object to the bill's being called up  
25 for final passage until a fiscal impact statement is prepared and made  
26 available on the desk of each member of the House or Senate at least one (1)  
27 day prior to the bill's being called up for final passage.

28 (B) An affirmative vote of two-thirds (2/3) of a quorum present and  
29 voting shall override the objection.

30 (2) If an objection is made without override, the presiding officer of the  
31 House or Senate shall cause the bill to be referred to the office for the  
32 preparation of a fiscal impact statement which shall be filed with the  
33 presiding officer not later than five (5) days from the date of the request.

34 (A.C.A. 10-2-127)

35  
36 37) Bills imposing new or additional costs and restrictions on inmate

1 population patterns or affecting programs or services of the Department of  
2 Corrections.

3 (a) Each of the following bills introduced in the General Assembly  
4 shall have a cost impact statement attached to the bill prior to the  
5 committee to which the bill is referred taking action in regard to the bill:

6 (1) Bills which affect inmate population patterns at facilities  
7 of the Department of Correction by imposing restrictions on inmate release,  
8 or by increased intake into the department of inmates based on felony  
9 convictions; and

10 (2) Bills which affect programs or services of the department.

11 (b) In addition, copies of the cost impact statement shall be  
12 furnished on the desk of each member of the Senate and of the House of  
13 Representatives at least one (1) day prior to the date on which the bill is  
14 on third reading and debated for final passage in the respective houses.

15 (c) Cost impact statements required under this section shall be  
16 prepared, upon referral thereof by the Speaker of the House of  
17 Representatives, with respect to House bills, and by the President of the  
18 Senate upon recommendation of the Senate Rules Committee, with respect to  
19 Senate bills, at the time of introduction thereof, to:

20 (1) The Director of the Department of Correction, who shall  
21 either personally prepare, or cause appropriate officials of the department  
22 to prepare, a cost impact statement to be approved by the director before  
23 submission to the house in which the request was made; or

24 (2) Any other state agency which has information available upon  
25 which to base a cost impact statement.

26 (d) The cost impact statement shall be furnished to the Governor and  
27 to the President of the Senate and the Speaker of the House of  
28 Representatives who shall cause copies thereof to be prepared for  
29 distribution upon the desks of the members of the House and Senate at least  
30 twenty-four (24) hours prior to consideration of any such bill by committee  
31 or twenty-four (24) hours prior to the bill's being called up for third  
32 reading and final passage.

33 (e) The cost impact statement shall be certified by the director, or  
34 the director of the appropriate agency to which the bill is referred for  
35 preparation of an impact statement, and shall be returned and filed as  
36 required in this section within not more than five (5) days from the date of

1 receipt thereof unless additional time in which to prepare the statement is  
2 granted by the requesting official. (A.C.A. 12-28-103)

3 TRACKING ITEM 24

4 1. "The next item on the Committee's agenda is HB/SB \_\_\_\_."

5 2. "Sen./Rep. \_\_\_\_\_, you are recognized to present HB/SB \_\_\_\_."

6 3. Presentation of bill by sponsor. The sponsor may respond to questions  
7 from committee members.

8 a. If there are amendments, recognize amendment sponsor(s) to  
9 present amendment(s).

10 b. To consider amendment(s), use same procedure listed below for  
11 consideration of bill(s). (Items 4 - 9)

12 c. Declare disposition of amendment(s).

13 d. Continue with bill as amended or unamended (back to Item 4).

14 4. Go to list of citizen proponents and opponents or ask "Is there anyone  
15 in the audience that desires to speak for or against the bill?" Recognition  
16 of citizens for discussion, alternating speakers in support and in  
17 opposition.

18 5. A procedural motion made by a member of the Committee and adopted by  
19 the Committee to limit or end debate will be allowed to govern non-  
20 legislative, non-Committee members' (citizen) discussion.

21 6. Upon completion of public commentary, recognize the sponsor for  
22 questions, then move to committee discussion and motions.

23 7. Ask "What is the pleasure of the Committee?"

24 Motions (after recognition and the motion by a committee member  
25 only)

26 a. "Rep. \_\_\_\_\_, would you like to explain your motion?"

27 b. Recognize committee members for questions/discussion.

28 c. In discussion, alternate between those supporting and those  
29 opposing the motion.

30 d. A procedural motion made by a member of the Committee and adopted  
31 by the Committee to limit or end debate (immediate consideration) will be  
32 allowed to govern the legislative members' discussion.

33 e. Recognize the member making the motion to close for the motion if  
34 debate has not been limited and time has not expired (proponents may save  
35 some time for member to close).

36 f. Repeat until all motions are resolved, and action on the bill is

1 complete.

2 8. "The motion before the committee is \_\_\_\_\_. All of those in  
3 support of the motion indicate so by saying 'aye'; those opposed, 'no'."

4 9. The motion passes/fails, and state the disposition of the bill.

5 10. Roll call. (If requested by two or more members) Ask the committee  
6 staff person to call the roll, then state the disposition of the bill.

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