

1 State of Arkansas
2 90th General Assembly
3 Regular Session, 2015

HR 1001

4
5 By: Representative Gillam
6

7 **HOUSE RESOLUTION**

8 A RESOLUTION TO ADOPT THE RULES OF THE HOUSE OF
9 REPRESENTATIVES OF THE NINETIETH GENERAL ASSEMBLY.
10

11
12 **Subtitle**

13 TO ADOPT THE RULES OF THE HOUSE OF
14 REPRESENTATIVES OF THE NINETIETH GENERAL
15 ASSEMBLY.
16

17
18 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES OF THE NINETIETH GENERAL
19 ASSEMBLY OF THE STATE OF ARKANSAS:
20

21 SECTION 1. The Rules of the House of Representatives of the Ninetieth
22 General Assembly of the State of Arkansas are adopted to read as follows:

23 MEMBERS

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

32 2. For the purpose of seating in the House Chamber for an upcoming
33 regular session of the General Assembly, the Speaker of the House shall, on
34 the first Friday following the November General Election, declare all House
35 Chamber seats vacant and representatives and representatives-elect must
36 select in the order of their seniority any seat not occupied after



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

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

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

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

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

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

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

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

6
7
8 THE SPEAKER

9 10. Selection.

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

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

35 10.(a)(2) The candidate receiving a majority vote of the membership of
36 the House of Representatives shall be declared the winner of such election

1 for Speaker-designate of the House of Representatives of the next-following
2 General Assembly.

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

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

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

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

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

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

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

34 11.(b) Have control of the area set aside for use by the House and, in
35 case of disturbance therein, shall have the authority to have the areas
36 cleared. He/she or his/her designee shall supervise and control the

1 temporary employees while the legislature is in session and the permanent
2 employees during the biennium (A.C.A. 10-2-125 -- Employees of the House of
3 Representatives);

4 11.(c) Preserve order and decorum;

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

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

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

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

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

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

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

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

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

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

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

36 11.(o) Keep a permanent register of the seniority of the members of

1 the House of Representatives.

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

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

8

9

CHIEF OF STAFF

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

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

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

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

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

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

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

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

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

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

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

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

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

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

11
12 COORDINATOR OF LEGISLATIVE SERVICES

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

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

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

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

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

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

25 THE CHIEF CLERK

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

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

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

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

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

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

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

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

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

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

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

26
27 PARLIAMENTARIAN

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

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

1 the House;

2 18.(b) Assist the Speaker in deciding all points of order;

3 18.(c) Advise the Speaker on the proprieties of motions and the
4 numbers of votes necessary for passage;

5 18.(d) Assist the Speaker in the supervision of the preparation of the
6 daily House calendar;

7 18.(e) Assist the Speaker in the selection of a Chaplain for the day;

8 18.(f) Assist the Speaker in the assignment of bills to their
9 appropriate committee;

10 18.(g) Sit as an ex-officio non-voting member of the House Rules
11 Committee, and serve as secretary and advisor to the House Committee on the
12 Journal; Engrossed and Enrolled Bills;

13 18.(h) Prepare and distribute the House Rules and amendments thereto,
14 under the supervision of the Speaker and the House Rules Committee; and

15 18.(i) Have an adequate knowledge of Parliamentary Law and the Rules
16 of the Arkansas House of Representatives.

17

18

PARLIAMENTARY PRACTICE

19 19. When a question is under debate, motions shall have precedence in
20 the following order (the request for a quorum call is always in order; the
21 Chairperson is not compelled to accept any motion):

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

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

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

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

28 19.(d) Postpone temporarily; lay on the table (non-debatable)
29 (majority of a quorum) To take from the table (non-debatable) (majority of a
30 quorum) (when the motion to take from the table is adopted, the proposition
31 takes the same position it held when the motion to lay on the table was
32 adopted);

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

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

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

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

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

3 19.(j) Committee of the Whole, go into (non-debatable) (majority of a
4 quorum);

5 19.(k) Refer (debatable) (majority of a quorum);

6 19.(l) Amend (debatable) (majority of a quorum);

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

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

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

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

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

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

17 22. Previous question:

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

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

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

33 24. The simple motion to refer is debatable within its narrow limits,
34 but the merits of the proposition to which it is proposed to refer may not be
35 brought into the debate. The motion to refer with instructions is debatable
36 (majority vote of a quorum). When a question is raised about the proper

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

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

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

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

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

24 27. Reconsideration:

25 27.(a) When a proposition has been made and carried or lost, it shall
26 be in order for any member of the majority on the same or succeeding
27 legislative day to move for the reconsideration thereof, or give notice of
28 his/her intentions to do so and such motion shall take precedence over other
29 questions except consideration of a conference report or a motion to adjourn:
30 Provided, the motion or proposition shall only be considered during the
31 period reserved for regular bills. The notice shall not be withdrawn after
32 the said succeeding legislative day without the consent of the House, and
33 thereafter any member may call it up for consideration: Provided, the notice
34 to reconsider must be disposed of within three (3) legislative days following
35 the day the vote was taken; provided, that such notice to reconsider cannot
36 be given after the 57th day of a regular session or during a special session

1 or fiscal session during which times a motion to reconsider must be disposed
2 of immediately.

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

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

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

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

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

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

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

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

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

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

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

20
21 DAILY ORDER OF BUSINESS

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

24 33. The daily order of business shall be:

25 (a) Prayer

26 (b) Pledge of Allegiance

27 (c) Roll Call

28 (d) Leaves of absence

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

30 (f) Reports from select committees

31 (g) Reports from standing committees

32 (h) Unfinished business

33 (i) Executive communications

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

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

36 2. Introduction, reading and advancement of bills and joint

1 resolutions

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

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

4 5. Senate bills and joint resolutions on third reading

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

6 33.(m) Adjournment.

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

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

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

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

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

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

31 37.(b) Conference reports;

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

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

36 37.(e) Question of privilege;

1 37.(f) Privileged resolutions reported under the right to report any
2 time; and

3 37.(g) Bills returned with the objections of the Governor.
4

5 BILLS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

36 38.(m)(a) No appropriation bill shall be filed for introduction in

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

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

13 (2) For a fiscal session, a non-appropriation bill shall not be
14 filed for introduction until identical resolutions authorizing the
15 introduction of the non-appropriation bill have been approved by an
16 affirmative vote of two-thirds (2/3) of the members elected to each house.

17 (3) The identical resolutions authorizing the introduction of a
18 non-appropriation bill in a fiscal session shall not be filed for
19 introduction in either the House of Representatives or the Senate later than
20 the first (1st) day of a fiscal session.

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

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

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

1 (31st) day of each regular session of the General Assembly. All resolutions
2 proposing constitutional amendments shall be referred to the Joint Committee
3 on State Agencies and Governmental Affairs. Other resolutions proposing
4 constitutional amendments shall not be reported to or considered by either
5 House of the General Assembly until the original recommendations of the Joint
6 Committee on State Agencies and Governmental Affairs are disposed of. A
7 resolution proposing a constitutional amendment may be considered only during
8 a regular session. The Joint Committee on Constitutional Amendments shall
9 meet on the first (1st) Tuesday after the thirty-first (31st) day of each
10 regular session of the General Assembly to establish a meeting calendar and
11 meet regularly thereafter. (J.R. 21)

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

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

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

25 38.(p) "Fiscal impact statement" means a realistic statement of the
26 estimated financial cost of implementing or complying with a proposed law
27 regarding:

28 (1) Municipalities;

29 (2) Counties;

30 (3) Education, as related to the State of Arkansas and local
31 school districts grades kindergarten through twelve (K-12);

32 (4) Corrections, if imposing new or additional costs and
33 restrictions on inmate population patterns or affecting programs or services
34 of the Department of Correction; or

35 (5) Lottery, if amending Chapter 115 of Title 23 of the Arkansas
36 Code or imposing a new or increased cost to the Arkansas Lottery Commission

1 or a lottery.

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

12 38.(r) Any time before a bill requiring an expenditure of public funds
13 or otherwise imposing a new or increased cost obligation is read for the
14 third time in the House of Representatives, any member of the House may
15 request and the Speaker shall direct that a fiscal impact statement for the
16 bill be prepared and placed on the desk of each member not later than five
17 (5) days from the date of the request.

18 38.(s) Fiscal impact statements shall be made available to House
19 Committees:

20 (1) At least three (3) days before the bill may be called up for
21 final action in the House Committee during a regular legislative session or
22 fiscal session of the General Assembly; and

23 (2) At least one (1) day before the bill may be called up for
24 final action in the House Committee during a special session of the General
25 Assembly.

26 Fiscal impact statements shall be made available to the full House of
27 Representatives at least one (1) day before the bill may be called up for
28 third reading and final action in the House of Representatives.

29 38.(t) Failure of the sponsor of a bill to provide the fiscal impact
30 statement required in this rule shall not prohibit the consideration of it in
31 the committee to which referred or on the Floor of the House of
32 Representatives, if no objection to it is made at the time such action is
33 taken.

34 39.(a) The first reading of a bill shall be for information and unless
35 otherwise ordered by the House, it shall be placed on the second reading
36 calendar. (Every bill shall be read at length on three different days in

1 each house, unless the rules be suspended by two-thirds (2/3) of the House,
2 when the same may be read a second or third time on the same day; (Art. 5,
3 Sec. 22)

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

9 39.(c)(1) "Shell bill" means a bill, typically with no substantive
10 provisions, that is introduced for purposes of later being amended to include
11 the actual legislative proposals advanced by the sponsor and within the
12 subject matter of the title of the shell bill.

13 (2) After a bill has been read for the first time, the
14 Speaker may declare a bill to be a shell bill and refer the shell bill to the
15 House Committee on the Journal; Engrossed and Enrolled Bills.

16 (3) Notwithstanding House Rule 40.(d), shell bills may be
17 amended after first reading with a substantive amendment under the process of
18 members amending their own bills with their own amendments. If the Committee
19 on the Journal; Engrossed and Enrolled Bills determines that the shell bill
20 has been substantively amended and engrossed and no longer meets the
21 definition of a shell bill, it shall report its determination to the Speaker.
22 The Speaker may then at any time direct the Clerk to read the bill a second
23 time and assign the bill to committee.

24 (4) The Speaker may declare a shell bill to be not
25 properly introduced when the shell bill has not been substantively amended
26 within seven (7) days of the bill filing deadline.

27 40. Second reading

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

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

33 40.(c) Before consideration by a committee, any representative may
34 attach an amendment to the bill which shall be referred to the committee with
35 the bill, without debate. It is the author's responsibility to have the
36 amendment properly numbered by the Bill Clerk, not the committee staff. An

1 amendment must be properly filed by the author and properly numbered by the
2 Bill Clerk prior to being voted on by the House.

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

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

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

11 The twenty-four (24) hour period begins when a bill is initially
12 introduced and read across the desk. No regular bill or resolution may be
13 brought up for a third reading and final passage on the Floor of the House
14 until it has been on the calendar of the House for at least two (2) days.

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

19 43. A bill ordered to be engrossed or enrolled shall be typed or
20 photocopied.

21 44. A bill having been rejected may not be brought up again during the
22 same legislative session unless it be an appropriation bill. Appropriation
23 bills may be considered a total of two times during any calendar day.
24 Following a second consideration during the same calendar day, a motion to
25 reconsider or a motion to expunge must be adopted before an appropriation
26 bill may be considered.

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

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

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

1 47. Amendments to bills and resolutions:

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

10 47.(b) When a House bill has been amended in the Senate, upon return
11 of said bill to the House, the Speaker shall re-refer the bill, together with
12 the Senate amendment(s), to the committee to which the bill was originally
13 referred, for review. Concurrence in the Senate amendment shall not be
14 considered by the House until the committee report is received by the House.
15 When a House bill is amended and passed by the Senate and is returned to the
16 House, the bill shall be reprinted with the Senate amendments included
17 therein and specifically identified and shall be placed on each member's desk
18 before final action is taken on the bill by the House. When the Senate
19 amendment is before the House, the same number of votes will be required to
20 concur in the Senate amendment as was required in the original passage of the
21 bill in the House. Amendments containing an emergency clause require sixty-
22 seven (67) votes.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

13 47.(r) Budget bills sponsored by members but recommended to be amended
14 to delete the sponsor and substitute the Joint Budget Committee as sponsor
15 may be amended during the period set aside to amend "Members Own Bills with
16 their Own Amendments".

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

20 47.(t) Budget bills to be amended deleting the sponsor and
21 substituting the Joint Budget Committee shall be placed on the Joint Budget
22 Calendar by the Joint Budget Calendar Clerk.

23 47.(u) The House Chairman of the Joint Budget Committee shall sign all
24 amendments deleting the sponsor and substituting the Joint Budget Committee
25 as sponsor.
26

27 RESOLUTIONS

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

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

33 50. Joint resolutions are for incidental, unusual, or informal
34 objectives of legislation (i.e., as extending the thanks of the State to
35 individuals; invitations to celebrities to visit the State), or to submit
36 proposed amendments to the United States Constitution, ratifying United

1 States Constitutional amendments and proposing amendments to the Arkansas
2 Constitution.

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

8 52. Resolutions of Inquiry:

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

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

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

16

17 STANDING, SELECT, AND SPECIAL COMMITTEES

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

19 53. The committees of the House of Representatives shall consist of
20 ten (10) standing committees, seven (7) select committees, and three (3)
21 special committees. The standing committees shall be five (5) Class "A"
22 committees and five (5) Class "B" committees. The seven (7) select
23 committees shall be five (5) joint select committees and two (2) House select
24 committees. The three (3) special committees shall be two (2) joint
25 committees and one (1) House committee. The House standing, joint select,
26 select and special committees are as follows:

27 53.(a) HOUSE STANDING COMMITTEES

28 Class "A" Committees

29 Education

30 Judiciary

31 Public Health, Welfare and Labor

32 Public Transportation

33 Revenue and Taxation

34 Class "B" Committees

35 Aging, Children and Youth, Legislative and Military Affairs

36 Agriculture, Forestry and Economic Development

1 City, County and Local Affairs
2 Insurance and Commerce
3 State Agencies and Governmental Affairs

4 53.(b) JOINT SELECT COMMITTEES

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

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

13 (3) Joint Committee on Public Retirement and Social Security Programs
14 -- (to consist of ten (10) members of the House, ten (10) House alternates,
15 and ten (10) members of the Senate). (A.C.A. 10-3-701 thru 10-3-703)

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

19 (5) Joint Committee on Advanced Communications and Information
20 Technology -- (to consist of ten (10) members of the House, ten (10) House
21 alternates, and seven (7) members of the Senate). (A.C.A. 10-3-1701 thru 10-
22 3-1707)

23 53.(c) HOUSE SELECT COMMITTEES

24 House Rules Committee shall consist of no more than fifteen (15)
25 members.

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

28 53.(d) SPECIAL COMMITTEES

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

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

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

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

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

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

5 53.(2) House Committee on the Journal; Engrossed and Enrolled Bills
6 shall consist of not more than five (5) members. The House Committee on the
7 Journal; Engrossed and Enrolled Bills shall not be considered a standing or
8 select committee. The committee shall consist of the Speaker of the House of
9 Representatives or his or her designee who shall be chairperson, the
10 chairperson of the House Rules Committee who shall be the vice chairperson,
11 the chairperson of the House Management Committee, and two (2) members of the
12 House appointed by the Speaker of the House; and, the House Parliamentarian
13 shall serve as secretary and advisor to the committee. The chairperson of the
14 committee shall receive an allowance in accordance with § 10-2-215.

15 53.(3) Joint Committee on Legislative Printing Requirements and
16 Specifications -- (to consist of the chairperson and vice chairperson of the
17 House Management Committee, the chairperson and vice chairperson of the
18 Senate Efficiency Committee, the Speaker of the House of Representatives or
19 his or her designee and the President Pro Tempore of the Senate). (A.C.A. 10-
20 3-601 thru 10-3-605)

21 54.(a) STANDING COMMITTEES

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

33 54.(a)(2) Each member of the House who is serving a first or second
34 term in the House shall be entitled to serve as a non-voting member of one of
35 the ten (10) joint interim committees designated as "A" and "B" committees.
36 The non-voting members of each of the ten (10) joint interim committees shall

1 be selected by the four (4) House caucuses at a time designated by the
2 Speaker sometime before the adjournment of each regular session. Each caucus
3 shall select not to exceed three (3) first or second term members to serve as
4 non-voting members of each of the ten (10) joint interim committees
5 designated as "A" and "B" committees. The non-voting members shall be
6 entitled to attend meetings of the committees, to serve on subcommittees of
7 the committee, to participate in the deliberations of the committee or
8 subcommittee, and to receive per diem and mileage for attending meetings of
9 the committee or subcommittee, but shall not have a vote in the committee or
10 a subcommittee.

11 54.(a)(3) Members of the House of Representatives who are committee
12 chairpersons or vice-chairpersons or select seniority members who have been
13 assigned an office or other premises shall vacate the office or other
14 premises by December 15 following the General Election in the even-numbered
15 years.

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

31 54.(a)(5) A signed report from the chairperson of a caucus district
32 will represent final movement to a standing committee. A signed report from
33 the chairperson of a standing committee will represent final movement to a
34 permanent subcommittee. There shall be no transfers from one standing
35 committee to another or from one permanent subcommittee to another during the
36 biennium following initial biennial appointment and or confirmation. After

1 selection of standing committee members and permanent subcommittee members, a
2 vacancy occurring on a standing committee or permanent subcommittee during
3 the biennium because of the death, resignation, impeachment, etc., of a
4 member, shall be temporarily filled by the Speaker of the House assigning the
5 newly elected member, for the remainder of the biennium, to the "A" and "B"
6 standing committees, and the permanent subcommittees previously held by their
7 predecessor. At the end of the biennium, the temporary positions held on the
8 "A" and "B" committees and the permanent subcommittees will be declared
9 vacant and will be available for choosing in accordance with House rules.
10 The newly elected member does not automatically assume a chairmanship or
11 vice-chairmanship, which vacancies shall be filled in the same manner as the
12 original appointment.

13 54.(b) SELECT COMMITTEES

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

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

36 54.(b)(3) No member of the House of Representatives shall serve on

1 more than one (1) select committee. The Legislative Council, the Legislative
2 Joint Auditing Committee, the House Budget Committee, the House Committee on
3 the Journal; Engrossed and Enrolled Bills, and the House Management Committee
4 are excluded therefrom.

5 54.(c)(1) The Speaker of the House shall appoint a chairperson and a
6 vice chairperson of each standing committee and each select committee who
7 shall serve at the pleasure of the Speaker. The Speaker, in consultation
8 with the chairperson of each standing committee, shall appoint from the
9 membership of each permanent subcommittee, a chairperson and vice
10 chairperson, provided however that the vice chairperson of the standing
11 committee may be the chairperson of a permanent subcommittee. No member of
12 the House, with the exception of each House standing committee vice
13 chairperson, shall be chairperson or vice chairperson of more than one (1)
14 standing committee, select committee, or permanent subcommittee.

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

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

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

26 55. Committee Operations.

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

35 55.(b) All committees shall consider the bills, resolutions,
36 amendments, petitions, and memorials referred to them and in their possession

1 and make one of the following reports in writing to the House:

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

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

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

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

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

24 56. The Speaker of the House shall keep a permanent register of the
25 seniority of the members of the House of Representatives. When it is
26 necessary for the seniority of incoming members to be determined by lot, the
27 Speaker of the House and the Speaker-designate of the House shall conduct a
28 drawing by lots upon receiving certification from the Secretary of State of
29 the election of membership to each General Assembly. Such seniority drawings
30 shall be effective for the purposes of determining legislative license tag
31 numbers, Chamber seating, and State Capitol parking.

32 57. Seniority shall be based on the total consecutive uninterrupted
33 terms served in the House of Representatives. In the event a member has been
34 elected that has had previous non-continuous service, he/she shall rank ahead
35 of members elected in the year his/her uninterrupted services began. In the
36 event that two (2) or more members have equal full terms of non-continuous

1 service, their seniority shall be asserted by drawing lots to determine their
2 numerical standing in rank ahead of members elected in the year his/her
3 uninterrupted services begin.

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

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

9 60. Meetings and Hearings:

10 60.(a) All committee and subcommittee meetings including but not
11 limited to hearings at which public testimony is to be taken, (normally
12 called "public hearings") shall be open to the public (Art. 5, Sec. 13) and
13 shall be scheduled at least eighteen (18) hours in advance; agendas of bills,
14 resolutions, and other proposals to be considered at such meetings shall be
15 posted in a designated place at least eighteen (18) hours in advance; but in
16 case of an emergency, a two-thirds (2/3) majority of the membership of the
17 committee may bring bills up for consideration upon notice of not less than
18 two (2) hours.

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

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

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

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

1 to offer testimony before a committee.

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

4 61.(b)(2) Testimony in a committee meeting or on the House floor from
5 cell phones, personal data assistants or other electronic devices shall not
6 be allowed. Electronic devices may be used in House committees to assist in
7 the delivery of testimony but in the process of testimony may not be employed
8 for personal communication to outside parties.

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

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

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

16 64.(1) Committee on Education – matters pertaining to public
17 kindergarten, elementary, secondary, and adult education, vocational
18 education, vocational-technical schools, vocational rehabilitation, higher
19 education, private educational institutions, similar legislation, and
20 resolutions germane to the subject matter of the committee;

21 64.(2) Committee on Judiciary – matters pertaining to state and local
22 courts, court clerks and stenographers and other employees of the courts,
23 civil and criminal procedures, probate matters, civil and criminal laws,
24 similar matters, and resolutions germane to the subject matter of the
25 committee;

26 64.(3) Committee on Public Health, Welfare and Labor – matters
27 pertaining to public health, mental health, mental retardation, public
28 welfare, human relations and resources, environmental affairs, water and air
29 pollution, labor and labor relations, contractors and contracting, similar
30 legislation, and resolutions germane to the subject matter of the committee;

31 64.(4) Committee on Public Transportation – matters pertaining to
32 roads and highways, city streets, county roads, road vehicles, highway
33 safety, airports and air transportation, common and contract carriers, mass
34 transit, similar legislation, and resolutions germane to the subject matter
35 of the committee;

36 64.(5) Committee on Revenue and Taxation – matters pertaining to the

1 levy, increase, reduction, collection, enforcement and administration of
2 taxes and other revenue-producing measures, and resolutions germane to the
3 subject matter of the committee;

4 64.(6) Committee on Aging, Children and Youth, Legislative and
5 Military Affairs – matters pertaining to the aged, child custody, adoptions,
6 problems of aging; children and youth, military, veterans, legislative
7 affairs, memorials, other matters whenever the subject matter is not germane
8 to the subject matter of any other standing committee and resolutions germane
9 to the subject matter of the committee;

10 64.(7) Committee on Agriculture, Forestry and Economic Development –
11 matters pertaining to agriculture, livestock, forestry, industrial
12 development, natural resources, oil and gas, publicity and parks, levee and
13 drainage, rivers and harbors, similar legislation and resolutions germane to
14 the subject matter of the committee;

15 64.(8) Committee on City, County and Local Affairs – matters
16 pertaining to city and municipal affairs, county affairs, local improvement
17 districts, water districts, interlocal government cooperation, similar
18 legislation and resolutions germane to the subject matter of the committee;

19 64.(9) Committee on Insurance and Commerce – matters pertaining to
20 banks and banking, savings and loan associations, stock, bonds, and other
21 securities, securities dealers, insurance, public utilities, partnerships and
22 corporations, home mortgage financing and housing, similar legislation and
23 resolutions germane to the subject matter of the committee;

24 64.(10) Committee on State Agencies and Governmental Affairs – matters
25 pertaining to state government and state agencies, except where the subject
26 matter relates more appropriately to another committee, proposed amendments
27 to the Constitution of the State of Arkansas or the Federal government,
28 election laws and procedures, Federal and interstate relations, similar
29 legislation, and resolutions germane to the subject matter of the committee;

30 64.(10)(a) The following permanent subcommittees are hereby created
31 from within each standing committee:

32 64.(10)(a)(1) For the House standing committee on Aging, Children and
33 Youth, Legislative and Military Affairs, the following permanent
34 subcommittees are created:

35 (1) Aging

36 (2) Children and Youth

- 1 (3) Legislative, Military and Veterans Affairs
- 2 64.(10)(a)(2) For the House standing committee on Agriculture,
3 Forestry and Economic Development, the following permanent subcommittees are
4 created:
- 5 (1) Agriculture, Forestry and Natural Resources
6 (2) Small Business and Economic Development
7 (3) Parks and Tourism
- 8 64.(10)(a)(3) For House standing committee on City, County and Local
9 Affairs, the following permanent subcommittees are created:
- 10 (1) Planning
11 (2) Finance
12 (3) Local Government Personnel
- 13 64.(10)(a)(4) For the House standing committee on Education, the
14 following permanent subcommittees are created:
- 15 (1) Early Childhood
16 (2) Kindergarten Through Twelve, Vocational/Technical
17 Institutions
18 (3) Higher Education
- 19 64.(10)(a)(5) For the House standing committee on Insurance and
20 Commerce, the following permanent subcommittees are created:
- 21 (1) Financial Institutions
22 (2) Insurance
23 (3) Utilities
- 24 64.(10)(a)(6) For the House standing committee on Judiciary, the
25 following permanent subcommittees are created:
- 26 (1) Courts/Civil Law
27 (2) Corrections/Criminal Law
28 (3) Juvenile Justice/Child Support
- 29 64.(10)(a)(7) For the House standing committee on Public Health,
30 Welfare and Labor, the following permanent subcommittees are created:
- 31 (1) Human Services
32 (2) Health Services
33 (3) Labor and Environment
- 34 64.(10)(a)(8) For the House standing committee on Public
35 Transportation, the following permanent subcommittees are created:
- 36 (1) Motor Vehicle and Highways

1 (2) Public Transportation and Rail

2 (3) Waterways and Aeronautics

3 64.(10)(a)(9) For the House standing committee on Revenue and
4 Taxation, the following permanent subcommittees are created:

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

6 (2) Income Taxes—Personal and Corporate

7 (3) Complaints and Remediation

8 64.(10)(a)(10) For the House standing committee on State Agencies and
9 Governmental Affairs, the following permanent subcommittees are created:

10 (1) State Agencies and Reorganization

11 (2) Constitutional Issues

12 (3) Elections

13 65.(a) Committee on Rules:

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

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

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

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

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

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

33 66. No committee shall transact business without a quorum (a majority
34 of the committee membership present). The request for a quorum call is
35 always in order. All final action on bills, and on proposed amendments to
36 bills, shall be decided by a majority vote of the total membership of the

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

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

14 67. Upon written request by the author of a bill directed to the
15 chairperson of the committee, a bill shall be considered by the full
16 committee within ten (10) days of the time of such request, but the
17 committees may delay final action on a bill by a majority vote of the
18 committee.

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

21 69. Committee Records and Reports:

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

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

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

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

36 69.(a) 4. The reason for the committee's action on the bill, including

1 a brief minority report, if requested by any two (2) committee members.

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

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

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

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

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

1 object to a bill, resolution or any other matter on the supplemental calendar
2 the same shall be removed and placed on the regular House calendar for
3 consideration consistent with the wishes of the House. No bill or resolution
4 may be placed for consideration on any more than one (1) House calendar.

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

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

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

28
29 COMMITTEE OF THE WHOLE

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

33 74. The Speaker of the House, in setting the calendar of budgets or
34 appropriation bills to be considered in the House shall, from time to time,
35 confer with the chairperson of the House Budget Committee on the
36 appropriation bills pending and may designate specific days or times to be

1 set aside in the House to be devoted solely to consideration of appropriation
2 bills and other budget matters. At least by the end of business on the
3 previous day before any appropriation bill is to be considered by the House,
4 the chairperson of the House Budget Committee shall cause to be prepared and
5 placed on each member's desk a listing of appropriation bills to be
6 considered in the Committee of the Whole or the House, broken down as
7 follows:

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

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

14 74.(c) Bills introduced by members of the House (or Senate) that shall
15 have been recommended by the Joint Budget Committee or the House Budget
16 Committee "do pass" or "do pass as amended"; and

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

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

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

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

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

4 79. No motion which has as its effect the limiting of debate in the
5 Committee of the Whole shall be entertained by the chairperson. The motion
6 for the disposition of any matter referred to the committee shall be,
7 "Mr./Ms. Chairman, I move the committee do now rise and report". If the
8 committee had no specific report, the motion should be to rise and report
9 progress.

10
11 LEGISLATIVE COUNCIL; LEGISLATIVE JOINT AUDITING COMMITTEE

12 80. Legislative Council.

13 80.(a) Twenty (20) of the House members of the Legislative Council
14 shall be selected by members-elect of the House Caucus Districts. Each
15 caucus shall select five (5) members. The selections shall occur on the
16 Friday following the November General Election. Following the selections,
17 the newly selected House of Representative members of the Legislative Council
18 shall select one (1) of their number as Legislative Council co-chair and one
19 (1) of their number as Legislative Council co-vice-chair. However no more
20 than one (1) member selected by caucus shall reside within the same county.
21 The term of office of the members shall be from January 1 of odd-numbered
22 years to December 31 of the following even-numbered year. Legislative
23 Council membership shall be confirmed at the same time that representatives
24 are administered the oath of office.

25 80.(b) In order that there may be no House vacancies on the
26 Legislative Council at any time, at the time of selection of the House
27 members to the Council there shall be selected in each Caucus District a
28 first alternate and a second alternate for each member selected from that
29 district. In the event that any House member or House alternate of the
30 Legislative Council resigns from the Council, is disqualified from serving on
31 the Council, dies, or for any other reason there becomes a permanent vacancy
32 in a House position on the Council, the House members of the Caucus District
33 from which the member or alternate was selected shall choose a replacement
34 member or alternate to serve the remainder of the term. When a vacancy
35 occurs in a House member position on the Council or a House alternate
36 position on the Council, that person's alternate shall serve until a signed

1 report from the Caucus chairperson designating otherwise is filed with the
2 Speaker. The Speaker shall notify the Council chairperson of all changes in
3 membership on the Council.

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

5 81. Legislative Joint Auditing Committee.

6 81.(a) House members of the Legislative Joint Auditing Committee shall
7 be selected by members-elect of each House Caucus District. The selections
8 shall occur on the Friday following the November General Election. Following
9 the selections, the newly selected House of Representative members of the
10 Legislative Joint Auditing Committee shall select one (1) of their number as
11 Legislative Joint Auditing Committee co-chair and one (1) of their number as
12 Legislative Joint Auditing Committee co-vice-chair. Each caucus shall select
13 five (5) members. However no more than two (2) members shall reside within
14 the same county. The term of office of the members shall be from January 1
15 of odd-numbered years to December 31 of the following even-numbered year.
16 Legislative Joint Auditing Committee membership shall be confirmed at the
17 same time that representatives are administered the oath of office.

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

33 81.(c) Ex-officio members in accordance with A.C.A. 10-3-403 thru 10-
34 3-404.

35
36 CAUCUS DISTRICTS

1 82. The four caucus chairpersons shall be selected from among the
2 first- and second-term members of the caucus, and such selection shall be
3 reported to the Speaker of the House prior to September 1, preceding the next
4 regular session.

5 The First Caucus District shall be composed of the following House of
6 Representatives Districts: 11; 12; 13; 14; 43; 47; 48; 49; 50; 51; 52; 53;
7 54; 55; 56; 57; 58; 59; 60; 61; 62; 63; 64; 83; and 100.

8 The Second Caucus District shall be composed of the following House of
9 Representatives Districts: 23; 27; 28; 29; 30; 31; 32; 33; 34; 35; 36; 37;
10 38; 39; 40; 41; 42; 44; 45; 46; 65; 66; 67; 70; and 72.

11 The Third Caucus District shall be composed of the following House of
12 Representatives Districts: 68; 71; 75; 76; 77; 78; 79; 80; 81; 84; 85; 86;
13 87; 88; 89; 90; 91; 92; 93; 94; 95; 96; 97; 98; and 99.

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

17
18 DEBATE

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

29 84. When a representative desires to interrupt a representative having
30 the Floor, he/she shall first obtain recognition of the Speaker and
31 permission of the representative occupying the Floor; and when so recognized
32 and such permission is obtained, he/she may ask questions of the
33 representative occupying the Floor; but shall not propound a series of
34 interrogatives or otherwise badger the representative having the Floor.

35 85. No representative shall occupy more than thirty (30) minutes in
36 debate on any question in the House. The representative reporting a measure

1 under consideration from a committee or the author may open and close debate.
2 If debate shall extend beyond one (1) day, the author or sponsor shall be
3 entitled to thirty (30) minutes to close. The right to close may not be
4 automatically exercised after limited debate, the previous question or
5 immediate consideration is voted.

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

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

13 14 DECORUM

15 88. No person other than a member of the Arkansas General Assembly,
16 designated legislative staff, or on special and certain occasions those
17 persons specifically invited by the Speaker of the House, shall be permitted
18 on the Floor of the House Chamber while the House is in session or in brief
19 recess. The Speaker shall develop policies governing limited public access
20 to the Floor during the interim. Arrangements for photographers shall be
21 established, the direction and control of which shall be regulated by the
22 Speaker of the House. No one in the House Chamber other than a member of the
23 Legislature may advocate or oppose passage of a measure while the House is in
24 session. No legislative aides, lobbyists or unauthorized persons shall be
25 permitted access to the House Floor, work areas, or House support areas.
26 This Rule shall be enforced by the Speaker of the House and/or the House
27 Management Committee. The House Management Committee and the Rules Committee
28 shall recommend punishment to the House for violation of this Rule.

29 (A.C.A. 10-2-110 -- Disorderly Conduct)

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

36 90. No representative shall use intemperate language with reference to

1 the House or its members.

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

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

14 93. Introduction of and recognition of family, constituents, or groups
15 shall not become excessive. Members should be extremely reluctant in using
16 the time of the House for these personal courtesies. If deemed appropriate by
17 the Speaker of the House, he/she shall make all introductions from
18 information provided to the Speaker by a member or appropriate House staff.

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

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

25

26

VOTING

27 96. No person not a representative shall cast a vote for a
28 representative.

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

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

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

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

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

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

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

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

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

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

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

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

25 101.(a) Representatives voting aye shall stand at their seats until
26 counted.

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

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

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

33 102. The Electronic Voting System shall have the same force and effect
34 as a Roll Call. (Not less than a majority of the members of each House of
35 the General Assembly may enact a law.) (Art. 5, Sec. 37 as added by Amend.
36 19, Sec. 1)

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

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

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

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

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

17 107. Workmen's Compensation Laws (Art. 5, Sec. 32 as amended by Amend.
18 26)

19 108. It shall be a violation of the Rules of the House for any member
20 of the House to accept a campaign contribution during the period beginning
21 thirty (30) days before and ending thirty (30) days after any regular session
22 of the General Assembly. If there is an extended recess of the General
23 Assembly, the period shall end thirty (30) days after the beginning of the
24 recess. It shall also be a violation of the Rules of the House for any member
25 of the House to accept a campaign contribution during any extended session of
26 the General Assembly or during any special session or fiscal session of the
27 General Assembly.

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

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

35 (2) If the inauguration of an individual to the office of
36 President of the United States is scheduled to occur on January 21 of any

1 year, the House of Representatives shall recess on that date rather than
2 January 20.

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

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

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ADDENDUM

20

HOUSE OF REPRESENTATIVES

21

COMMITTEE CHAIRPERSONS MANUAL

22

AND

23

HOUSE COMMITTEE RULES

24

25 A committee chairperson is a member appointed by the Speaker of the House to
26 function as the parliamentary head of a standing, select, special or joint
27 committee.

28

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

31

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

36

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

2

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

6

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

8

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

11

12 House Rule 55.(b) and 55.(c)

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

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

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

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

22 55.(c) No bill, resolution, petition or memorial shall be acted upon
23 by the House without a "do pass" or a "do pass as amended" recommendation.
24 No bills shall be placed on the non-controversial calendar or deemed to be
25 non-controversial in any way unless a motion is adopted in the committee to
26 which the bill was referred. With a quorum present, the motion is considered
27 adopted if there are no negative votes.

28

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

31

32 (House Rule 66) No committee shall transact business without a quorum (a
33 majority of the committee membership present). All final action on bills or
34 resolutions, and on proposed amendments to bills or resolutions, shall be
35 decided by a majority vote of the total membership of the committee.

36 Provided, however, that the Speaker of the House shall not be included for

1 the purpose of determining what is a majority of a standing committee, unless
2 present at the time of the vote. A member of the committee must be present
3 at the time of the vote for his/her vote to be counted on any matter
4 considered by the committee (no pairs, no proxies).

5
6 8) (House Rule 54. (c)(2)) The rules or proceedings of the House of
7 Representatives shall be observed in all select committees, standing
8 committees, and subcommittees of the House so far as they may be applicable.

9
10 The precedence of motions so far as they are applicable shall be as listed in
11 House Rule 19(a) – (q):

12
13 (House Rule 19) When a question is under debate, motions shall have
14 precedence in the following order (the request for a quorum call is always in
15 order; the chairperson is not compelled to accept any motion):

16 19(a) To fix the time to which the House will adjourn (non-debatable)
17 (majority of a quorum);

18 19(a)(1) (A majority of a quorum is a majority of those voting when at least
19 a majority of the members are present and voting);

20 19(b) To adjourn (non-debatable) (majority of a quorum);

21 19(c) To take a recess (non-debatable) (majority of a quorum);

22 19(d) Postpone temporarily; lay on the table (non-debatable) (majority of a
23 quorum) To take from the table (non-debatable) (majority of a quorum) (when
24 the motion to take from the table is adopted, the proposition takes the same
25 position it held when the motion to lay on the table was adopted);

26 19(e) Immediate consideration (non-debatable) (2/3 of a quorum);

27 19(f) Previous question (non-debatable) (5 seconds) (majority of a quorum);

28 19(g) Limit or extend debate (non-debatable) (2/3 of a quorum);

29 19(h) To expunge (debatable) (2/3 of membership) (67);

30 19(i) Postpone to a day certain (debatable) (majority of a quorum);

31 19(j) Committee of the Whole, go into (non-debatable) (majority of a
32 quorum);

33 19(k) Refer (debatable) (majority of a quorum);

34 19(l) Amend (debatable) (majority of a quorum);

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

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

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

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

3

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

13

14 10) (House Rule 60(b)) Special meetings of a standing committee may be
15 called by the chairperson of the committee or by a majority of the members of
16 the committee for conducting any business of the committee; provided, a
17 special meeting of the committee may not conflict with regularly scheduled
18 meetings of any standing committee; provided further, special meetings shall
19 be subject to the same procedures regarding the publishing of agendas and
20 notices of meetings that apply to regular standing committee meetings. (J.R.
21 22 - Joint Committee)

22

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

27

28 12) (House Rule 63) No committee shall sit while the House is in session
29 except the Committee on Rules or a Conference Committee, which shall notify
30 the House.

31

32 13) (House Rule 66(a)) A bill, resolution or amendment in a House committee,
33 having been rejected twice, shall not be placed on the committee calendar
34 again or considered again during the same legislative session unless the vote
35 is expunged (two-thirds of the membership of the committee). The motion to
36 expunge shall be placed on the committee agenda, by a committee member, and

1 placed at the bottom of the active list. A bill or resolution may be amended
2 before a second consideration; but, unless expunged, even an amended bill
3 having failed twice shall not be placed on the calendar or considered. Notice
4 of reconsideration not permitted in committee.

5
6 14) (House Rule 47(a)) When a bill or resolution is under consideration,
7 amendments shall be in order. Upon adoption, amendments shall become a part
8 of the bill or resolution. Amendments to amendments may not be offered. All
9 amendments offered before the House or one of its committees must be
10 typewritten on an approved amendment form and signed by the sponsor. All
11 amendments shall be attached to the original bill or resolution, numbered by
12 the Bill Clerk, and shall be placed upon the members' desks before being
13 acted upon by the House.

14
15 (House Rule 38(e)) All amendments shall be entered on a separate sheet of
16 paper noting the line or lines to be changed and the words to be deleted or
17 inserted.

18
19 15) (House Rule 68) No bill or resolution shall be introduced with a
20 committee as the author of said bill or resolution unless that committee has
21 voted unanimously to sponsor the bill or resolution.

22
23 16) (House Rule 69) Committee Records and Reports

24 69(a) The chairperson of each committee of the House shall keep or cause to
25 be kept a separate record for each committee meeting in which there shall be
26 entered:

27 69(a) 1. The time and place of each hearing and each meeting of the
28 committee.

29 69(a) 2. The number and title of the bill or resolution with one of the
30 following three recommendations: "do pass", "do pass as amended", or "do not
31 pass". If a committee recommends a bill or resolution "do pass as amended"
32 and any of the amendments recommended by the committee are not adopted on the
33 floor, the bill or resolution shall be re-referred to the same committee for
34 further consideration and recommendation.

35 69(a) 3. A summary of each bill or resolution's major provisions which may
36 be several paragraphs in length in case of major bills or resolutions or

1 simply the title of the bill or resolution in the case of minor bills or
2 resolutions.

3 69(a) 4. The reason for the committee's action on the bill or resolution,
4 including a brief minority report, if requested by any two (2) committee
5 members.

6 69(a) 5. A record of how every member voted on each bill or resolution when
7 action is taken by the committee, including votes on a motion to postpone
8 consideration on the bill or resolution and a recorded vote on any other
9 motion, if requested by any two (2) committee members.

10 69(a) 6. A list of all people testifying before a committee on each bill or
11 resolution, the interest that they represent, and an indication of their
12 position on the bill or resolution.

13

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

18

19 18) (House Rule 24 part) When a question is raised about the proper referral
20 of a bill or resolution to committee, if the Speaker admits error in the
21 referral of the bill or resolution to a committee, the bill or resolution may
22 be re-referred by a majority vote of a quorum; however, if the Speaker does
23 not admit error in the referral of the bill or resolution to committee, the
24 bill or resolution may only be re-referred by a two-thirds (2/3) vote of a
25 quorum. When a bill or resolution is re-referred to a committee, any
26 previous committee recommendation is automatically stripped from the bill or
27 resolution. When a motion is under consideration, only two (2) substitutes
28 to that motion shall be in order. Only a motion applicable to the main
29 motion and of a higher precedence upon recognition may be substituted for the
30 motion under consideration. A substitute to the third degree shall not be in
31 order. Unless specified otherwise by the presenter of the motion at the time
32 the motion is made, a substitute motion shall apply to the main motion.

33

34 19) (House Rule 55 (a)) House Committee Staff will automatically and without
35 delay place all bills or resolutions referred to the committees on the
36 committee agendas. Staff will notify the sponsor of bills or resolutions

1 assigned to committee. Referred bills shall be placed on the committee's
2 active agenda in the order they are read across the desk on the House Floor.
3 When an active agenda is established in a committee and bills from that
4 agenda are not placed on the deferred list and if they are passed over, they
5 are placed at the bottom of the list of the day's active agenda. Bills read
6 across the desk on the House Floor later that same day or on a later day are
7 placed on the active agenda in the order they are read below bills already on
8 the active agenda.

9
10 20) After a bill or resolution has appeared on the Committee agenda and has
11 been called up for consideration by the Committee and the sponsor of the bill
12 or resolution or a representative is not present to present the bill or
13 resolution, the bill or resolution will be placed on the active agenda two
14 (2) additional times, but will be placed at the bottom of the active agenda.

15
16 21) If the sponsor or a representative is not present to present the bill or
17 resolution when called up after the bill or resolution has appeared on the
18 active agenda when called up during the third meeting, the bill or resolution
19 will be automatically dropped from the active agenda and placed on the
20 deferred list unless the sponsor notifies staff to put the bill or resolution
21 back on the active agenda before the agenda is prepared, for the next called
22 meeting. Requests to move bills or resolutions from the deferred list to the
23 active agenda must be made by 2:30 p.m. two (2) days prior to the scheduled
24 committee meeting. Bills moved from the deferred list to the active agenda
25 shall be listed at the bottom of the active agenda. Bills on the deferred
26 list may be moved to the active calendar as provided by rule for a total of
27 three (3) times only. A suspension of this rule by the Committee (two-thirds
28 of a quorum) will be required for each transfer of any bill having been moved
29 three (3) times previously.

30
31 22) Bills or resolutions suggested as non-controversial will be considered
32 before consideration of controversial bills or resolutions on the agenda.
33 The objection of one (1) committee member to the consideration of a bill or
34 resolution as non-controversial will automatically keep the bill or
35 resolution from being considered as being non-controversial. Even though a
36 bill or resolution has been considered as non-controversial, it will be

1 necessary after a "do pass" or "do pass as amended" recommendation that a
2 motion be made and there be unanimous consent of no less than a quorum of the
3 Committee for a bill or resolution to be eligible to be placed on the House
4 Non-controversial Calendar.

5
6 23) If a bill or resolution is discussed by a committee at a meeting, but is
7 not voted on because of time limitations or because the vote is deferred to
8 the next meeting, the bill or resolution will not lose its order on the
9 agenda and will not be counted as having been considered.

10
11 24) The author/sponsor of a bill or resolution may make a presentation for
12 his/her bill or resolution and may elect at that time to respond to questions
13 from the committee members. Following the initial presentation, non-
14 legislative---non-committee members will be allowed to alternately speak
15 against and for the bill or resolution. A procedural motion made by a member
16 of the committee and adopted by the committee to limit or end debate will be
17 allowed to govern non-legislative--non-committee members' discussions. At the
18 conclusion of the non-legislative--non-committee member proponent and
19 opponent presentations, the sponsor may return to the podium and may elect to
20 field questions from the committee members. Those questions should be
21 limited to requests for clarification or the securing of information.
22 Questions that are rhetorically offered and are dilatory for the effect of
23 debate are discouraged. At this point, the chair will entertain motions from
24 committee members only. For disposition of a proposition in a House
25 Committee, procedural motions (limit debate, immediate consideration, etc.)
26 are allowed only following a main motion (do pass, do not pass, do pass as
27 amended, etc.). Discussion from that point forward is limited to committee
28 members for and against the motion, if debatable, in alternating fashion. If
29 immediate consideration is not adopted and if debate has not been limited and
30 time has not expired, the sponsor of the motion will be allowed to close for
31 his/her motion. During the closing, the sponsor of the motion may elect to
32 field questions from committee members. At the conclusion of these
33 presentations, a vote will be taken on the motion properly before the
34 committee.

35
36 25) As determined by the presider courtesy may be extended to General

1 Assembly members who are non-committee members who need to return to their
2 own committee meetings.

3
4 26) (House Rule 66) Eleven (11) members of a standing committee constitute a
5 committee quorum with the Speaker present if he/she is a member of the
6 committee and ten (10) members when the Speaker is not present. A committee
7 recommendation of a bill or resolution will require these same numbers.

8
9 27) Smoking is prohibited in the committee rooms and all adjoining rooms.

10
11 28) (House Rule 69(a)5) A roll call vote will be required if requested by
12 any two (2) committee members, except for a quorum call which may be
13 requested by one (1) member. The request for a quorum call is always in
14 order.

15
16 29) When a roll call is required, the roll will be called by seniority with
17 the vice chairperson being called next to last and the chairperson last. For
18 a member's vote to be counted and recorded, he/she must vote "yes", "no" or
19 "present".

20
21 30) During a roll call vote, when a member's name has been called twice and
22 he/she does not respond, or when a member passes, they will not be allowed to
23 vote at a later time on the current issue before the committee.

24
25 31) No seconds are required during the legislative process except those that
26 are explicit in the rules, (roll call, previous question, sound the ballot,
27 etc.)

28
29 32) (House Rule 38(p)) "Fiscal impact statement" means a realistic statement
30 of the estimated financial cost of implementing or complying with a proposed
31 law regarding:

32 (1) Municipalities;

33 (2) Counties;

34 (3) Education, as related to the State of Arkansas and local school
35 districts grades kindergarten through twelve (K-12);

36 (4) Corrections, if imposing new or additional costs and restrictions

1 on inmate population patterns or affecting programs or services of the
2 Department of Correction; or

3 (5) Lottery, if amending Chapter 115 of Title 23 of the Arkansas Code
4 or imposing a new or increased cost to the Arkansas Lottery Commission or a
5 lottery.

6
7 33) (House Rule 38(q)) When any House or Senate bill or resolution requiring
8 an expenditure of public funds or otherwise imposing a new or increased cost
9 obligation is pending before any committee of the House of Representatives,
10 any member of the committee may request that a fiscal impact statement for
11 such bill or resolution be placed on the desk of each member of the committee
12 before the bill or resolution is called up for final action in the committee.
13 If such request is made, the chairperson of the committee shall refer the
14 bill or resolution to the appropriate state agency or to the legislative
15 staff for the preparation of a fiscal impact statement, to be returned to the
16 committee in writing not later than five (5) days from the date of the
17 request.

18
19 34) (House Rule 38(s)) Fiscal impact statements shall be made available to
20 House Committees:

21 (1) At least three (3) days before the bill may be called up for final
22 action in the House Committee during a regular legislative session or fiscal
23 session of the General Assembly; and

24 (2) At least one (1) day before the bill may be called up for final
25 action in the House Committee during a special session of the General
26 Assembly.

27 Fiscal impact statements shall be made available to the full House of
28 Representatives at least one (1) day before the bill may be called up for
29 third reading and final action in the House of Representatives.

30
31 35) (House Rule 38(t)) Failure of the sponsor of a bill or resolution to
32 provide the fiscal impact statement required in this rule shall not prohibit
33 the consideration of it in the committee to which referred or on the floor of
34 the House of Representatives, if no objection to it is made at the time such
35 action is taken.

36

1 TRACKING ITEM 24

2 1. "The next item on the Committee's agenda is HB/SB ____."

3 2. "Sen./Rep. _____, you are recognized to present HB/SB ____."

4 3. Presentation of bill by sponsor. The sponsor may respond to questions
5 from committee members.

6 a. If there are amendments, recognize amendment sponsor(s) to
7 present amendment(s).

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

10 c. Declare disposition of amendment(s).

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

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

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

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

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

22 Motions (after recognition and the motion by a committee member
23 only)

24 a. "Rep. _____, would you like to explain your motion?"

25 b. Recognize committee members for questions/discussion.

26 c. In discussion, alternate between those supporting and those
27 opposing the motion.

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

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

34 f. Repeat until all motions are resolved, and action on the bill is
35 complete.

36 8. "The motion before the committee is _____. All of those

1 in support of the motion indicate so by saying 'aye'; those opposed, 'no'."

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

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

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