

## JBC PERSONNEL SUBCOMMITTEE RULES

### Rule #

1. **PRESIDING OFFICER.** The Senate Chairman and House Chairman of the JBC Personnel Subcommittee shall rotate the chairmanship from day to day, unless otherwise agreed to by them.
2. **QUORUM.** (i) The presence of a majority of the members of the JBC Personnel Subcommittee shall be necessary to constitute a quorum to transact business. (ii) The co-chairs of the Joint Budget Committee the Speaker of the House of Representatives and the Senate President Pro Tempore shall be ex-officio members of the subcommittee. (iii) However, the ex-officio members shall not be counted in determining the number of members that constitute a quorum of the subcommittee but the ex-officio members shall be counted in determining whether a quorum is present. (iv) For instance, if fourteen non ex-officio members are appointed to a subcommittee, eight members constitute a quorum and if six of the fourteen members are present and two ex-officio members are present, a quorum exists for the subcommittee to conduct business. (v) If a member of a subcommittee is unable to attend a meeting of the subcommittee, the member's alternate may attend and vote for that member during the entire meeting.
3. **VOTE.** The affirmative vote of a majority of the membership of the subcommittee shall be necessary to adopt any matter. Ex-officios members shall count towards the necessary vote in the same manner as provided in Rule 2.
4. **SUBCOMMITTEE RECOMMENDATIONS.** No actions of the JBC Personnel Subcommittee shall be considered final until a written report is adopted by the Joint Budget Committee, unless a motion adopted by the Joint Budget Committee expressly specifies otherwise. The written report submitted to the Joint Budget Committee shall state the date the subcommittee met and the recommendations of the subcommittee. If the JBC Personnel Subcommittee recommends that an amendment is "Approved", "Adopted" or receives a "Do Pass", the JBC Personnel Subcommittee shall attach the amendment to the written report submitted to the Joint Budget Committee.
5. **MEETINGS.** The JBC Personnel Subcommittee shall meet from time to time upon call of either one or both of the Co-Chairmen, or at such time as determined by the subcommittee in its previous meeting. Meetings of the subcommittee shall be held in Committee Room B, Fifth Floor, Big Mac Building, unless otherwise determined.
6. **AGENDA.** An agenda for each meeting of the subcommittee shall be prepared by the staff of the Bureau of Legislative Research, with the approval of the Co-Chairmen of the subcommittee, reflecting all items of business scheduled for consideration at such meeting, and a copy of the Agenda and Amendments shall be posted on the Arkansas State Legislature website no later than 4 p.m. of the day prior to the date on which the subcommittee is to meet. No item of business may be considered at any meeting of the subcommittee which is not noted on the Agenda prepared in the aforementioned manner, except upon suspension of the rules.
7. **SUSPENSION OF THE RULES OR RECONSIDERATION.** If a quorum is present, then a vote of two-thirds (2/3) of the membership of the JBC Personnel Subcommittee shall be required to suspend the rules or to reconsider any action previously taken by the subcommittee. Ex-officios members shall count towards the necessary two-thirds (2/3) vote in the same manner as provided in Rule 2.
8. **ROLL CALL VOTE.** Any three members of the JBC Personnel Subcommittee may require an oral roll call on any issue before the subcommittee and have the ayes and nays entered into the record, in accordance with Rule 3 for majority vote or Rule 7 for a suspension of the rules and reconsideration vote.