

EXHIBIT E

LEGISLATIVE TASK FORCE ON ALPHA-GAL

RULES OF PROCEDURE

PURPOSE: The purpose of these rules is to establish rules and procedures for conducting the business of the **Legislative Task Force on Alpha-Gal** and to inform the members of the Arkansas General Assembly and the public of the procedures and rules of the task force.

DUTIES:

1. The Task Force on Alpha-gal shall make recommendations designed to improve and increase knowledge and treatment throughout the state for Alpha gal, especially for emergency room healthcare professionals.
2. The task force shall submit a report to the Legislative Council, the Senate Committee on Public Health, Welfare, and Labor, and the House Committee on Public Health, Welfare, and Labor no later than October 1, 2018.

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

1. **Quorum.** The task force is made up of seventeen (17) members. A majority of the voting members of the task force shall constitute a quorum for transacting business of the task force. A majority of a quorum is nine (8) for this taskforce.
2. **Action.** An affirmative vote of a majority of a quorum present shall be required for the passage of a motion or other task force action.
3. **Roll Call.** The task force shall vote by voice vote unless a roll call vote is requested by two (2) or more task force members. Roll call votes shall be recorded in the meeting minutes.
4. **Motions.** A motion shall receive a second to be considered for action by the task force.
5. **Public Comment.** The chair may provide the public an opportunity to speak during a task force meeting to allow for public comment on issues before the task force.
6. **Minutes.** Staff shall produce minutes of each task force meeting to be adopted by the task force at the subsequent scheduled meeting.
7. **Meetings.** Meetings shall be held at least one time every three months but may occur more often at the call of the chair (the recommended meeting times for task forces should be the Wednesday prior to Legislative Audit meetings or the Monday prior to the Arkansas Legislative Council meetings).

Adopted _____