

**REPORT
OF THE
EXECUTIVE SUBCOMMITTEE
OF THE
ARKANSAS LEGISLATIVE COUNCIL**

December 17, 2010

Senator Henry "Hank" Wilkins, IV, Co-Chair
Senator Steve Faris
Senator Bob Johnson
Senator Paul Bookout

Representative Allen Maxwell, Co-Chair
Representative Nathan George
Representative Robbie Wills
Representative Bruce Maloch

Legislative Council Members:

We, your Executive Subcommittee of the Arkansas Legislative Council, met at 12:00 noon on Thursday, December 16, 2010 in room 205 of the State Capitol.

The Executive Subcommittee reviewed the proposed bill and resolutions concerning the options for limiting task forces (See Attachment A). The Executive Subcommittee passed a motion to recommend the bill and 2 resolutions for consideration.

The subcommittee discussed the rule concerning use of the legislative meeting space on the fifth floor of One Capitol Mall (See Attachment B). The Executive Subcommittee passed a motion to recommend the proposed rule to the Legislative Council for adoption.

Respectfully submitted,

Representative Allen Maxwell House Co-Chair

Senator Henry "Hank" Wilkins, IV, Senate Co-Chair

AM/HW:lw

ARKANSAS LEGISLATIVE COUNCIL

Officers

Sen. Henry "Hank" Wilkins, IV

Senate Co-Chair

Rep. Allen Maxwell

House Co-Chair

Sen. Steve Faris

Senate Co-Vice Chair

Rep. Nathan George

House Co-Vice Chair



**Room 315, State Capitol Building
Little Rock, AR 72201**

David Ferguson
Executive Secretary

Tel: 501-682-1937
Fax: 501-682-1936

MEMORANDUM

TO: Members of the Executive Subcommittee

FROM: Jill Thayer, Legal Counsel to the Director

DATE: December 9, 2010

RE: Options for Limiting Task Forces

Please find enclosed the following options to limiting task forces, which I prepared in accordance with your suggestions from the October 21, 2010 meeting of the Executive Subcommittee.

(1) Draft Senate Bill (JET034), which would define the term "task force", set conditions for the provision of staff support to task forces, and require a fiscal impact statement for all legislation proposing the creation or continuance of a task force.

(2) Draft House Resolution (JET036), which amends the rules of the House of Representatives to establish new requirements concerning bills proposing to create or continue a task force.

(3) Draft Senate Resolution (JET037), which amends the rules of the Senate to establish new requirements concerning bills proposing to create or continue a task force.

Copies of each of these options will be provided to you at the next Executive Subcommittee meeting that is scheduled to meet at 12:00 noon, Thursday, December 16, in Room 205 of the State Capitol. Please contact me if you have questions or comments regarding these proposed options.

JET:vjf

A handwritten signature, likely "JT", is written in ink over the typed name "JET:vjf".

Enclosures



Research Report

Review of the Arkansas General Assembly's Task Forces and Other Study Commissions

December 2010

BUREAU OF LEGISLATIVE RESEARCH

Introduction

Over the past several years, the number of legislative task forces and special legislative committees has grown. Legislators, critical of the increase, usually cite two concerns:

1. That the jurisdiction of the new committees, subcommittees, and task forces overlap the jurisdiction of existing standing subject matter committees and therefore conflict with and diminish the authority of the standing subject matter committees.
2. That as more special legislative committees and legislative task forces are created, it becomes increasingly difficult for standing subject matter committees to schedule meetings because of potential scheduling conflicts with other meetings. Bureau of Legislative Research (BLR) staff have received an increasing number of complaints about conflicting committee meetings.

Some of the reasons cited for creating a new committee or task force include: (1) The subject matter committee is busy with other issues; (2) The issue to be studied is so important that it needs a high profile forum; (3) Greater public participation is necessary and requires the appointment of non-legislative members to a task force; (4) The legislators most interested in the issue are not members of the appropriate subject matter committee; (5) The establishment of term limits has caused the need to address issues in a shorter time frame and necessitated a larger committee structure. This study does not address the merits of these arguments, nor should this list be considered exhaustive.

The purposes of this study are to examine the increase in the number of task forces created each biennium and identify any patterns in the general subject areas addressed most often by task forces. This report also examines efforts in other states to control or limit the creation of new task forces.

Task Forces and Study Commissions

Task forces are groups created to study a particular topic. Task forces are typically comprised of a combination of legislators and non-legislators or only non-legislative members. The role of a task force is advisory in nature. They have no specific responsibilities, such as selecting scholarship recipients or reviewing bid proposals. Unlike some advisory commissions set up to assist state agencies or other parts of the executive branch, task forces generally report to the legislature.

To examine the growth in legislative task forces, this report reviewed only task forces that had at least one legislative member or were staffed by the BLR. Advisory groups that report to or advise executive branch agencies or boards generally have been excluded.

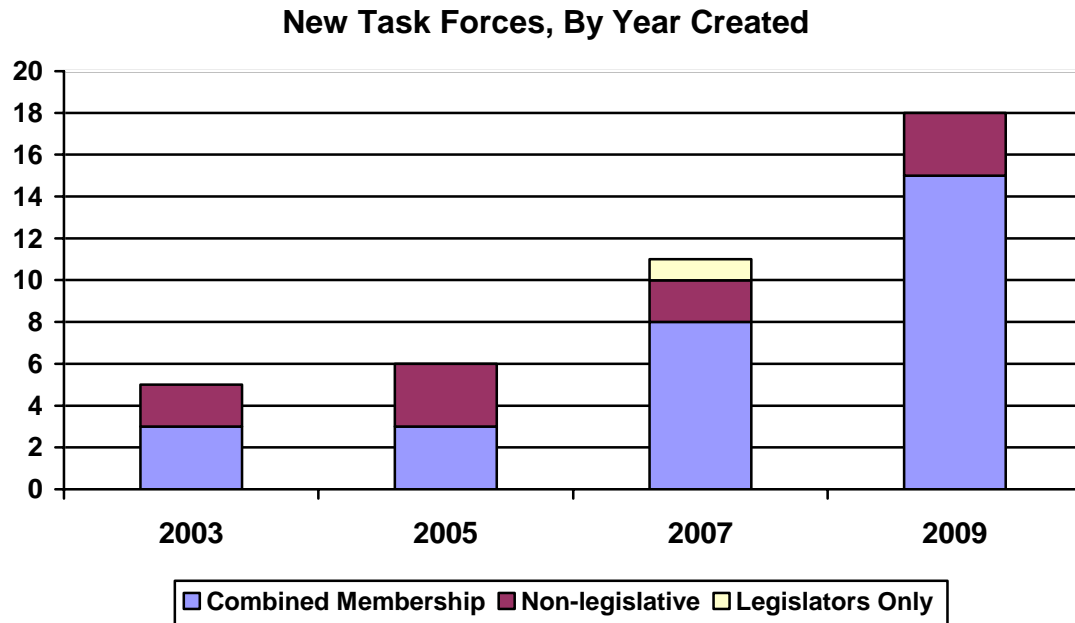
Although most of the task forces have non-legislative members, this report includes one legislator-only group: the Legislative Task Force on Athletic Trainers (2007). For a complete list of all task forces examined in this report, see Appendix A.

The following charts show a steady increase in the number of task forces created each biennium.

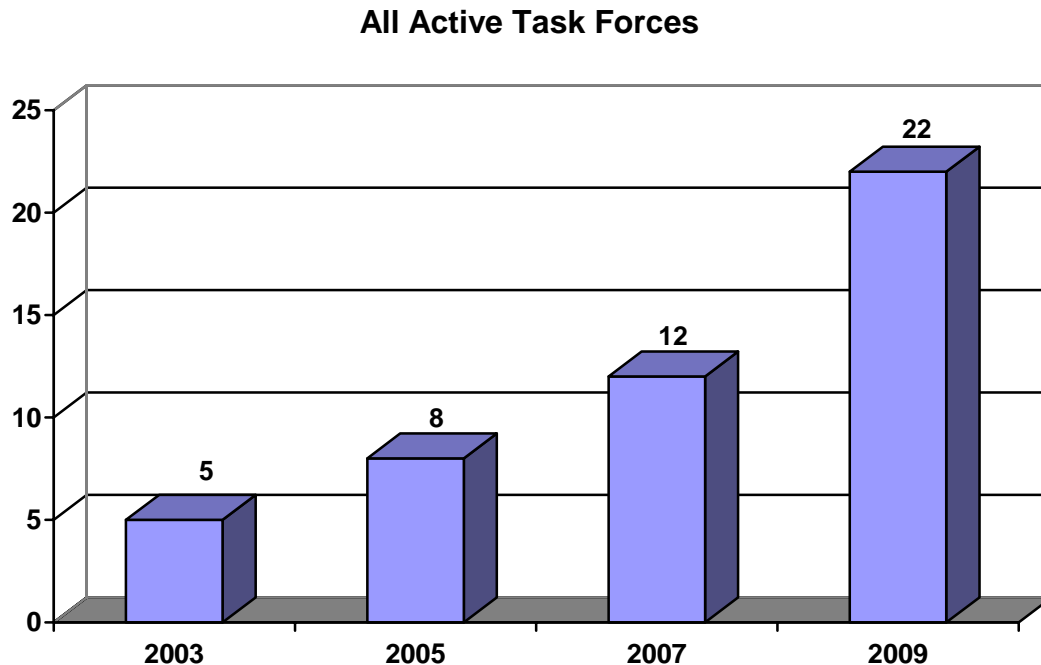
New Task Forces Created, By Year Created and Type of Membership

Type	2003	2005	2007	2009
Combined, including legislators and non-legislators	2, plus one in which legislators are advisory members	3	7, plus one in which the chairs of legislative committees are ex officio members	14, plus one in which non-legislators are non-voting members
Non-legislative	2	3*	2*	3
Legislative			1	

*The 2005 and 2007 non-legislative task forces include one task force each year in which the enacting legislation does not specifically designate legislative members, but legislators did, in fact, participate.

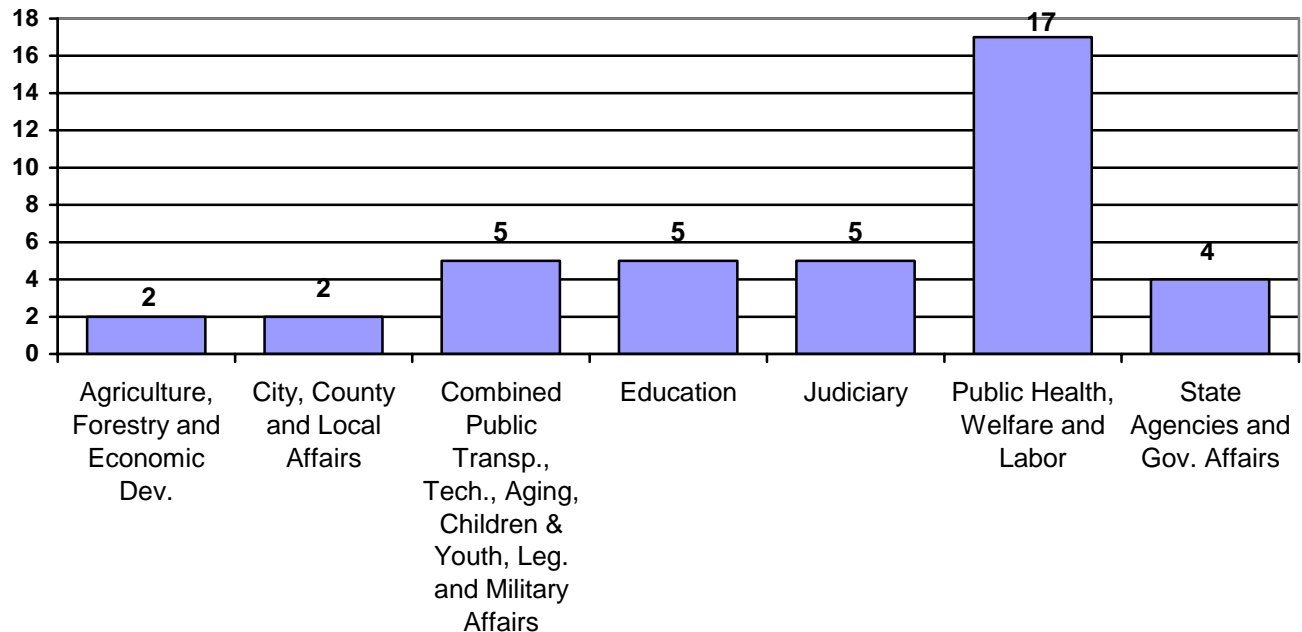


The chart below shows a similar increase in the number of active task forces staffed by the BLR (including task forces created before 2003). "Active" means the task force still existed in statute during the year. It does not necessarily mean the task force was actively meeting.



The following chart examines the subject matter addressed by each task force. Each task force has been categorized based on the standing committee that would be otherwise responsible for addressing the task force's subject matter. For example, the Legislative Task Force on the Assessment & Improvement of Arkansas History Education was categorized as "Education" because its subject matter normally would be handled by the Education Committees.

Task Forces in Each Standing Committee's Jurisdiction 2003-2009



The chart shows that far more task forces and other groups have been created to address issues within the jurisdiction of the Public Health, Welfare and Labor Committees than in any other committee's subject area. The Public Health task forces are listed below:

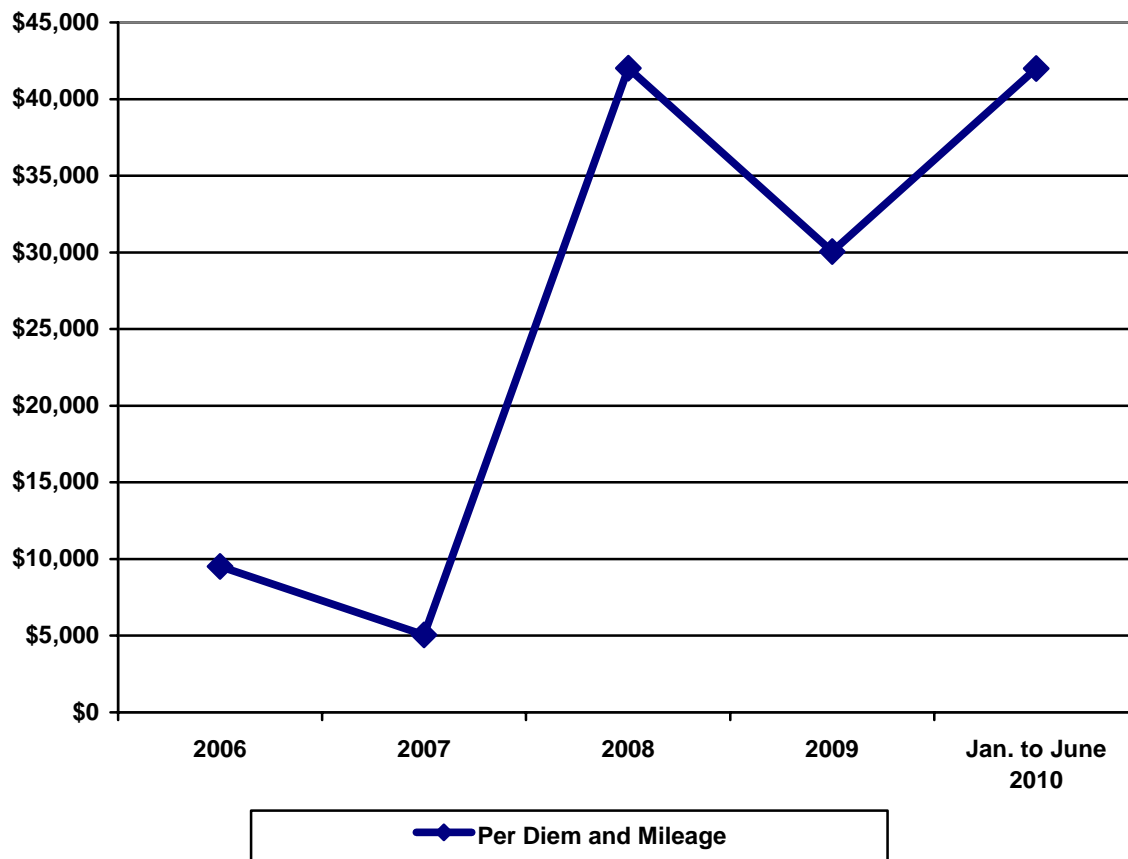
- Task Force on Abused and Neglected Children
- Antony Hobbs III Task Force
- Arkansas Legislative Commission on Nursing
- Task Force on Substance Abuse Treatment Services
- Task Force on Sustainable Building Design and Practices
- Task Force on Water Quality
- Legislative Task Force on Substance Abuse Prevention
- Legislative Task Force on Sickle Cell Disease
- Legislative Task Force on Autism (2007)
- Arkansas Legislative Task Force on Traumatic Brain Injury
- Legislative Task Force on Patient Choice
- Legislative Task Force on Autism (2009)
- Health Adequacy Advisory Committee
- Arkansas HIV-AIDS Minority Task Force
- Task Force on Latino and Hispanic Affairs
- Arkansas Transitional Employment Assistance Transition Work Group
- Task Force on the Effect of Alzheimer's Disease

Task Force Costs

Per Diem and Mileage Costs

The cost of task forces has risen along with the number of task forces created. The chart below shows the per diem and mileage expenditures for the legislative members serving on task forces. These costs do not include items such as BLR staff time, supplies and copies. The figures also do not include the expenditures of task forces that have their own appropriation. From January 2006 to June 30, 2010, a total of \$128,632.52 was spent.

Task Force Per Diem and Mileage Costs



Staffing Costs

Staffing for task forces typically requires one legislative staff person, plus clerical support as well as other research, fiscal or legal staff as needed. The BLR has used existing employees to staff task forces keeping staffing costs minimal. However, the demands on BLR staff time has begun to detract from employees' ability to provide full services to their primary committee assignments. The staff time required for task forces is not just limited to the duration of the meetings. Staff must organize the meetings and follow up afterward. Some task forces require staff to draft or help write the group's final report. To help with this work, the BLR recently hired an employee who will be dedicated to assisting task forces and caucuses. This staff hire will also necessitate additional clerical staff.

Task Forces and Study Commissions in Other States

To find out about other states' experience with task forces and study commissions, the BLR emailed a short survey on task forces to members of NCSL's Research and Committee Staff Section (RACSS) in all 50 states. A total of 37 states responded.

Most of the states said the number of task forces/study groups in their state has remained stable or has gone up and down over the years with no discernable trend. Eight states said the number is increasing. Four states said their numbers definitely were or appear to be decreasing. Many states mentioned that budgetary constraints have limited the number of task forces created over the last few years. Even the nominal cost of paying task force members' mileage and other travel costs has tended to discourage the creation of study groups.

Several states mentioned recent efforts they have undertaken to limit the number of task forces and study groups. Louisiana and Maryland use a gatekeeper approach, steering all proposals to create task forces to one particular committee to choose which will be referred to subject matter committees. Vermont has an unwritten rule that at least one legislator must be on the study commissions to justify legislative staff, which has led to legislators including one legislative member just to obtain access to the council staff.

Maine, Virginia and Florida have passed rules and statutes governing the creation and management of task forces and study groups. In Maine, the Legislature created a definition for the term "legislative study" and passed a rule that allows legislative studies to be created only through a joint study order. The rule also requires a majority of the study group's members to be legislators, and study groups with more than five members must be chaired by legislators. Legislative staff are assigned only to studies that conform to the rule.

Several years ago, the Virginia Joint Rules Committee adopted detailed guidelines for the creation of studies. The guidelines limit studies to two-year studies in the even year and one-year studies in the odd year.

Florida created a statutory definition for the term "task force" that allows the legislature to separate entities that have a recurring purpose from those that do not. In Florida, a task force is "an advisory body created without specific statutory enactment for a time not to exceed three years and appointed to study a specific problem and recommend a solution or policy alternative with respect to that problem. Its existence terminates upon the completion of its assignment." The definition also allows internal auditors and external legislative auditors to identify those bodies whose duties have ceased so that administrative support and travel funds can be eliminated.

Appendix A - Task Forces 2003-2009

- Task Force on Abused and Neglected Children
- Community Services Oversight and Planning Council
- Legislative Task Force on the Assessment & Improvement of Arkansas History Education
- Task Force on AR Public School Desegregation Lawsuit Resolution
- Two-Year College & Technical Institute Study Commission
- Arkansas Alternative Energy Commission
- Task Force on Sustainable Building Design and Practices
- Governor's Commission on Global Warming
- Task Force on Water Source Protection
- Task Force on Water Quality
- Task Force on Athletic Training in Public Schools
- Anthony Hobbs III Task Force
- Legislative Task Force on Athletic Trainers
- Arkansas Legislative Commission on Nursing
- Task Force on Substance Abuse Treatment Services
- Legislative Task Force on Substance Abuse Prevention
- Task Force on the Effect of Alzheimer's Disease
- Legislative Task Force on Sickle Cell Disease
- Legislative Task Force on Autism (2007, includes no legislative members)
- Arkansas Legislative Task Force on Traumatic Brain Injury
- Legislative Task Force on Patient Choice
- Legislative Task Force on Autism (2009, includes legislative members)
- Health Adequacy Advisory Committee
- Arkansas HIV-AIDS Minority Task Force
- Arkansas Legislative Task Force on Higher Education Remediation, Retention and Graduation Rates
- Task Force to Study the Funding of the Judicial System of the State of Arkansas
- Legislative Task Force on Criminal Justice
- Drug Court Advisory Committee
- Task Force on District Courts to Study Transition of District Judges to State Employee Status and Funding Role of the District Courts
- Arkansas Legislative Task Force on Criteria and Qualifications for Chiefs of Police
- Interim Study Group to study the funding assigned to the Arkansas Local Police and Fire Retirement System
- Task Force on Racial Profiling
- Task Force on Latino and Hispanic Affairs
- Electronic Records Study Commission
- Task Force to Study the Assessment Coordination Department
- Arkansas Cyberinfrastructure Task Force
- Arkansas Blue Ribbon Committee on Highway Finance
- Legislative Task Force on Reducing Poverty & Promoting Economic Opportunity
- Task Force for the Study of the Homeless
- Arkansas Transitional Employment Assistance Transition Work Group (changes scope and focus of the Arkansas Transitional Employment Program)

Stricken language would be deleted from and underlined language would be added to the law as it existed prior to this session of the General Assembly.

1 State of Arkansas

2 88th General Assembly

3 Regular Session, 2011

A Bill

DRAFT JET/CDS

SENATE BILL

4
5 By: Senator <NA>

For An Act To Be Entitled

6
7
8 AN ACT CONCERNING THE CREATION AND CONTINUANCE OF
9 TASK FORCES; TO DEFINE THE TERM "TASK FORCE"; TO SET
10 CONDITIONS FOR STAFF SUPPORT TO BE PROVIDED TO TASK
11 FORCES; TO REQUIRE A FISCAL IMPACT STATEMENT FOR ALL
12 LEGISLATION PROPOSING THE CREATION OR CONTINUANCE OF
13 A TASK FORCE; AND FOR OTHER PURPOSES.

Subtitle

14
15
16 AN ACT CONCERNING THE CREATION AND
17 CONTINUANCE OF TASK FORCES.

18
19
20 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

21
22 SECTION 1. Arkansas Code Title 10, Chapter 1 is amended to add an
23 additional subchapter to read as follows:

Subchapter 1 – Task Forces

10-1-101. Legislative intent.

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27
28 It is found and declared by the General Assembly that the proliferation
29 of task forces in recent years has become a drain on the time and resources
30 of the members and staff of the General Assembly. To create a more
31 consistent means of ensuring that issues of vital interest and importance to
32 the State of Arkansas are studied in the most efficient and economical
33 manner, this subchapter is enacted to better utilize the existing committee
34 system and to more strictly define the conditions of task force creation and
35 duties.
36

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11-09-2010 10:34:55 JET034

1 10-1-102. Applicability.

2 Unless exempted from the requirements of this subchapter, this
3 subchapter applies to each task force created or given a continuance after
4 January 1, 2011.

5
6 10-1-103. Definitions.

7 As used in this subchapter:

8 (1) "Legislative task force" means a task force that has among
9 its members one (1) or more members of the General Assembly and one (1) or
10 more nonlegislative members;

11 (2) "Nonlegislative task force" means a task force that has no
12 members of the General Assembly among its members; and

13 (3) "Task force" means an advisory body that is:

14 (A) Created by law;

15 (B) Appointed to study a specific problem and recommend a
16 solution or policy alternative with respect to that problem; and

17 (C) Terminates upon the completion of its assignment.

18
19 10-1-104. Staff support.

20 (a)(1) Except as provided in subsection (c) of this section, the
21 Bureau of Legislative Research shall provide staff support to each
22 legislative task force.

23 (2) Staff support for a legislative task force shall include:

24 (A) Administrative support at meetings of a legislative
25 task force;

26 (B) Dissemination of information among the members of a
27 legislative task force;

28 (C) Posting of legislative task force meeting notices; and

29 (D) Other assistance as approved by the Director of the
30 Bureau of Legislative Research.

31 (b) The Legislative Council shall determine the duration and extent of
32 staff support provided by the bureau to a nonlegislative task force.

33 (c) Unless approved by both the Senate Cochair of the Legislative
34 Council and the House Cochair of the Legislative Council, the bureau shall
35 not provide staff support to a task force during any session of the General
36 Assembly.

1
2 10-1-105. Fiscal impact statements.

3 (a)(1) Each bill for the creation of a task force shall have a fiscal
4 impact statement attached to it prepared by the sponsor of the bill and filed
5 with the bill at the time of its introduction.

6 (2) A copy of the fiscal impact statement shall be placed on the
7 desk of each member of the committee to which the bill is referred before the
8 bill may be called up for final action in the committee.

9 (3) A copy of the fiscal impact statement shall be placed on the
10 desk of each member of the General Assembly before a final vote may be taken
11 on the bill for final passage.

12 (b) If the sponsor of the bill fails to file a fiscal impact statement
13 with the bill:

14 (1) A member of the committee to which the bill is referred may
15 object to the bill's being called up for final action in the committee until
16 a fiscal impact statement is provided to each member of the committee; and

17 (2) A member of the General Assembly may object to the bill's
18 being called up for final passage until a copy of the fiscal impact statement
19 is provided to each member of the General Assembly.

20
21 10-1-106. Introduction of bills.

22 (a) Proposed legislation concerning a task force to be considered by
23 the General Assembly at a regular session shall be introduced in the General
24 Assembly during the first fifteen (15) calendar days of a regular session.

25 (b)(1) A bill concerning a task force shall not be introduced after
26 the fifteenth day of a regular session unless the bill's introduction is
27 first approved by a three-fourths (3/4) vote of the full membership of each
28 house of the General Assembly.

29 (2) Additionally, if the General Assembly recesses for longer
30 than three (3) consecutive days during the first fifteen (15) days of a
31 regular session, the fifteen-day introduction deadline shall be extended for
32 a time period equal to the recess.

33 (c) A bill concerning a task force shall not be introduced or
34 considered at an extraordinary session or fiscal session of the General
35 Assembly unless the introduction and consideration of the bill is first
36 approved by a three-fourths (3/4) vote of the full membership of each house

1 of the General Assembly.

2

3 10-1-107. Expiration.

4 Unless a specific date is provided by law, a task force shall expire on
5 December 31 of the year preceding the next regular session of the General
6 Assembly following the creation of that task force.

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8 SECTION 2. NOT TO BE CODIFIED. Sunset clause.

9 Each task force in existence as of the effective date of this act shall
10 expire no later than January 1, 2012.

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Stricken language would be deleted from and underlined language would be added to the law as it existed prior to this session of the General Assembly.

1 State of Arkansas

2 88th General Assembly

3 Regular Session, 2011

DRAFT JET/CDS

HR

4
5 By: Representative <NA>

6
7 **HOUSE RESOLUTION**

8 TO AMEND THE RULES OF THE HOUSE OF REPRESENTATIVES OF
9 THE EIGHTY-EIGHTH GENERAL ASSEMBLY TO ESTABLISH NEW
10 REQUIREMENTS CONCERNING BILLS PROPOSING TO CREATE OR
11 CONTINUE A TASK FORCE.

12
13
14 **Subtitle**

15 TO AMEND THE RULES OF THE HOUSE OF
16 REPRESENTATIVES TO ESTABLISH NEW
17 REQUIREMENTS CONCERNING BILLS PROPOSING
18 TO CREATE OR CONTINUE A TASK FORCE.

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

23
24 SECTION 1. Section 36 of the Rules of the House of Representatives of
25 the Eighty-Eighth General Assembly, concerning bills, is amended to add an
26 additional subsection to read as follows:

27 36.(s) Bills creating a new task force or extending the expiration
28 date of an existing task force.

29 36.(s)(1) The Speaker shall refer a bill creating a task force or
30 amending an act creating a task force, including extending the expiration
31 date of an existing task force, to the Committee on Rules.

32 36.(s)(2)(A) Each bill for the creation of a task force or that
33 proposes to extend the expiration date of a task force shall have a fiscal
34 impact statement attached to it prepared by the sponsor of the bill and filed
35 with the bill at the time of its introduction.

36 (B) A copy of the fiscal impact statement shall be placed

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1 on the desk of each member of the committee before the bill may be called up
2 for final action in the committee.

3 (C) A copy of the fiscal impact statement shall be placed
4 on the desk of each member of the House before a final vote may be taken on
5 the bill for final passage.

6 (D) If the sponsor of the bill fails to file a fiscal
7 impact statement with the bill:

8 (i) A member of the committee may object to the bill
9 being called up for final action in the committee until a fiscal impact
10 statement is provided to each member of the committee; and

11 (ii) A member of the House may object to the bill
12 being called up for final passage until a copy of the fiscal impact statement
13 is provided to each member of the House.

Stricken language would be deleted from and underlined language would be added to present law.

1 State of Arkansas

2 88th General Assembly

3 Regular Session, 2011

DRAFT JET/CAB

SR

4
5 By: Senator <NA>

6
7 **SENATE RESOLUTION**

8 TO AMEND THE RULES OF THE SENATE OF THE EIGHTY-EIGHTH
9 GENERAL ASSEMBLY TO ESTABLISH NEW REQUIREMENTS
10 CONCERNING BILLS PROPOSING TO CREATE OR CONTINUE A
11 TASK FORCE.

12
13
14 **Subtitle**

15 TO AMEND THE RULES OF THE SENATE TO
16 ESTABLISH NEW REQUIREMENTS CONCERNING
17 BILLS PROPOSING TO CREATE OR CONTINUE A
18 TASK FORCE.

19
20
21 BE IT RESOLVED BY THE SENATE OF THE EIGHTY-EIGHTH GENERAL ASSEMBLY OF THE
22 STATE OF ARKANSAS:

23
24 SECTION 1. Rule 14 of the Rules of the Senate of the Eighty-Eighth
25 General Assembly is amended to add an additional section to read as follows:

26
27 Task Force Bills

28 14.17(a)(1) All bills creating a new task force or amending an act
29 concerning a task force, including extending the expiration date of an
30 existing task force, shall be referred to the Efficiency Committee.

31 (2) The Efficiency Committee shall have jurisdiction over
32 matters pertaining to task forces.

33 (b)(1) Each bill for the creation of a task force or that
34 proposes to extend the expiration date of an existing task force shall have a
35 fiscal impact statement attached to it prepared by the sponsor of the bill
36 and filed with the bill at the time of its introduction.

DRAFT

12-16-2010 15:49:48 JET037

1 (2) A copy of the fiscal impact statement shall be placed
2 on the desk of each member of the committee before the bill may be called up
3 for final action in the committee.

4 (3) A copy of the fiscal impact statement shall be placed
5 on the desk of each member of the Senate before a final vote may be taken on
6 the bill for final passage.

7 (4) If the sponsor of the bill fails to file a fiscal
8 impact statement with the bill:

9 (i) A member of the committee may object to the bill
10 being called up for final action in the committee until a fiscal impact
11 statement is provided to each member of the committee; and

12 (ii) A member of the Senate may object to the bill
13 being called up for final passage until a copy of the fiscal impact statement
14 is provided to each member of the Senate.

ARKANSAS LEGISLATIVE COUNCIL

Rule Concerning Legislative Meeting Space on the Fifth Floor of One Capitol Mall

Findings and Purpose: The legislative meeting space on the Fifth Floor of One Capitol Mall differs from the legislative meeting spaces available in the State Capitol, in that the Capitol is equipped with continual security and is open to the public for more hours a day and more days a week. Public access to the committee rooms and adjacent areas before or after business hours of the Bureau of Legislative Research requires special staffing and security by the Bureau. Therefore, this rule is more restrictive than for legislative meeting space in the Capitol while providing for legislative committee meeting needs.

Room Use: This rule applies to the following areas of the 5th Floor of One Capitol Mall: Committee Rooms A and B, lobby area, and the area behind the committee rooms designated for members and staff only.

Committee Room A and B:

(1) Committee Rooms A and B may be used by committees and subcommittees of the Arkansas General Assembly and by the Bureau of Legislative Research for Bureau staff meetings. Priority shall be given to meetings of the Arkansas Legislative Council and its subcommittees and to the Joint Budget Committee and its subcommittees.

(2) With the approval of both the House and Senate chairs of the Arkansas Legislative Council, a legislative task force or a legislative caucus may meet in Committee Room A or B if there is no suitable legislative committee room available in the Capitol. A legislative task force or a legislative caucus shall not hold events in Committee Room A or B.

(3) Committee Room A and B shall not be scheduled for any other purpose.

Area behind Committee Room A and B:

The area behind Committee Room A and B is designated for legislative members and staff only. However, the conference room in that area may be used by the Executive Subcommittee of the Arkansas Legislative Council for its meetings. When the conference room is to be used by the Executive Subcommittee for a meeting the public shall be given access to the area immediately before and during the meeting, and the Bureau of Legislative Research shall post a notice to make the public aware that there is public access to the conference room during those meetings.

The conference room in that area may also be used by a member of the General Assembly for meetings concerning legislative business that require the presence of individuals other than members and staff if the member first obtains the approval for the use from either the House or Senate chair of the Arkansas Legislative Council.

Lobby Area:

The lobby area is the primary access to the offices of the Bureau of Legislative Research and is necessary for access to Committee Rooms A and B and to the member and staff area behind the committee rooms. Therefore, the lobby area shall not be used for

meetings or for events. No food shall be served or eaten in the lobby area, with the exception that the security guard may have food at his or her desk.

Security Arrangements: If a meeting of a legislative committee or subcommittee, task force, or legislative caucus is held in Committee Room A or B before or after normal working hours of the Bureau, the Bureau shall make special arrangements for security personnel to be available during the meeting.

Facility Care and Management: No signs, newsprint, or Post-its may be put on any walls, woodwork, or furniture. No tape of any kind may be used to affix anything to walls, doors, pillars, or woodwork in the designated areas. Furniture may not be moved. There shall be no political paraphernalia, including but not limited to, posters, banners, props, signs, badges, or buttons representing candidates or causes.

Responsibility for Scheduling and Calendar: Scheduling for the designated areas will be conducted by the Bureau of Legislative Research. Reservations for the designated areas will be posted on the meeting calendar on the Arkansas Legislature website, which is maintained by the Bureau.