

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

JUNE 17, 2011

Senator Mary Anne Salmon, Co-Chair
Senator Robert Thompson
Senator Jim Luker
Senator Paul Bookout

Representative Tommy Lee Baker, Co-Chair
Representative Terry Rice
Representative Robert S. Moore, Jr.
Representative Kathy Webb

Legislative Council Members:

We, your Executive Subcommittee of the Arkansas Legislative Council, met at 12:00 noon on Thursday, June 16, 2011 in room 205 of the State Capitol.

The subcommittee discussed cancelling the July or August Legislative Council meeting to avoid conflicts with the annual legislative conferences. Senator Salmon made a motion that the Legislative Council will not meet in the month of July 2011 and that action of the Legislative Council subcommittees that would normally be reviewed by the Legislative Council at the July meeting will be considered final and shall be reported to the Legislative Council during its meeting scheduled for the month of August 2011. The motion carried without objection.

Jill Thayer, Legal Counsel to the Director, Bureau of Legislative Research was recognized to discuss the draft Room Use Policy for the 5th Floor of the Big MAC Building (Attachment A). Senator Luker made a motion for Legislative Council to adopt the Draft Room Use Policy and review the policy again in the fall. The motion carried without objection.

Jill Thayer presented information concerning reports submitted to the Legislative Council. There was discussion among subcommittee regarding this issue.

Representative Tommy Lee Baker, House Co-Chair

Senator Mary Anne Salmon, Senate Co-Chair

TB/MS:lw

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

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

Committee Rooms A and B:

Committee Rooms A and B may be used by:

- (1) Committees and subcommittees of the Arkansas General Assembly for committee and subcommittee meetings;
- (2) The Bureau of Legislative Research, the Division of Legislative Audit, and the House of Representatives and Senate for legislative staff meetings; and
- (3) Other state agencies on Bureau business days between the hours of 8:00 AM and 4:30 PM, if no committee rooms are available for scheduling in the Capitol.

Area behind Committee Rooms A and B:

The area behind Committee Rooms A and B is designated for legislative members and staff only, however, a member of the General Assembly may use the conference room for legislative business. A non-legislative state agency that uses Committee Room A or B must not allow access through the committee room into the areas behind the committee rooms designated for members and staff and shall not use the offices located in Committee Room B.

Lobby:

The lobby shall not be used for meetings or events.

Scheduling: The Bureau of Legislative Research shall coordinate scheduling of Committee Rooms A and B and the conference room, and post the room reservations on the meeting calendar on the Arkansas General Assembly website, which is maintained by the Bureau. The Arkansas Legislative Council and its subcommittees and the Joint Budget Committee and its subcommittees shall have priority over all other users. Second priority shall be given to all other committees and subcommittees of the General Assembly. A reservation made by a non-legislative state agency will be cancelled, if the committee room is needed for use by a committee or subcommittee of the General Assembly.

Security: The Bureau of Legislative Research shall make special arrangements for extended security guard coverage, if a meeting of a legislative committee or subcommittee is held in Committee Room A or B before or after the normal working hours of the Bureau.

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.

Food: No food shall be served or eaten in Committee Rooms A or B, except if a legislative

committee or subcommittee is meeting in the room, the committee chair or subcommittee chair may approve food as part of the meeting. No food shall be served or eaten in the lobby, with the exception that the security guard may have food at his or her desk.

Equipment use by non-legislative state agencies: A non-legislative state agency that reserves a room may use the room microphone system; however, because the microphone system is computerized, this may be used only with the assistance of Bureau staff. Other equipment located in the committee rooms, including other audio-visual equipment, the computer network, telephones, copiers, and fax machines, may not be used by a non-legislative state agency. The Bureau will not provide equipment or technical support to non-legislative state agencies, other than turning the microphone system on and off.