

For Adoption: May 17, 2023

ALC-Employee Benefits Division Oversight Subcommittee Rules

1. **Rules of the Arkansas Legislative Council.** As a standing subcommittee of the Legislative Council, the Rules of the Arkansas Legislative Council, as adopted, shall apply to the procedures of this subcommittee.

2. **Placement of Items on Subcommittee Agenda.**

(a) Except as set forth in subdivision 2.(a)(2), in order to have an item placed on an upcoming subcommittee agenda, all documentation related to the agenda item shall be submitted Bureau of Legislative Research staff no later than ten (10) calendar days prior to the scheduled subcommittee meeting.

(1) A contract to be considered for review by the subcommittee shall have been submitted to the Review Subcommittee staff through the Office of State Procurement at least ten (10) days prior to the scheduled meeting of the EBD Oversight Subcommittee at which it will be considered. Review Subcommittee staff will provide the completed contract documentation to this subcommittee's staff for placement on the agenda.

(2) A rule to be considered for review by the subcommittee shall have met all requirements for appearing on an agenda of the Administrative Rules Subcommittee, including submission of all required information to Administrative Rules staff. In addition, a rule to be considered by the EBD Oversight Subcommittee shall have met the deadline to appear on the Administrative Rules Subcommittee agenda for the same month that the EBD Oversight Subcommittee will consider the rule. Administrative Rules Subcommittee staff will provide the completed rule documentation to this subcommittee's staff for placement on the agenda.

(b)(1) An item submitted less than ten (10) calendar days prior to the scheduled subcommittee meeting will be placed on a supplemental agenda and may only be considered by the subcommittee upon a vote to suspend the rules, which requires an affirmative vote of two-thirds (2/3) of a quorum. Upon passage of the motion to suspend the rules, the subcommittee may take up consideration of the agenda item.

(2) This option shall only be exercised upon a showing that there is imminent need for review or approval such that the matter cannot be delayed until the next regularly scheduled meeting of the subcommittee.

3. **Consideration of Rules.**

(a)(1) When considering a rule submitted by the State Board of Finance or the Employee Benefits Division regarding the implementation, administration, or enforcement of the State and Public School Life and Health Insurance Program, the subcommittee may vote to review the rule or to not review the rule.

(2) The action of the subcommittee with regard to the rule shall be promptly reported in writing to the co-chairs of the Administrative Rules Subcommittee.

(b) When conducting its review of a proposed rule, the subcommittee may allow members of the public an opportunity to comment on the proposed rule.