

DRAFT: June 3, 2019

DATA-SHARING AND DATA-DRIVEN DECISION-MAKING TASK FORCE RULES OF PROCEDURE

PURPOSE: The purpose of these rules is to establish rules and procedures for conducting the business of the **Data-Sharing and Data-Driven Decision-Making Task Force** 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 is required by Act 943 of 2019 to:
 - a. Study and examine the possibility of implementing a shared services model for statewide data sharing;
 - b. Recommend specific solutions and legislation necessary to create a statewide data sharing system for maintaining and sharing public data that is owned, controlled, collected, or maintained by a state agency; and
 - c. Recommend funding mechanisms to support the use of statewide data sharing, including without limitation data analytics, machine learning, and innovative technologies to line data between agencies, to support data driven decision making for all state agencies.
2. On or before December 31, 2019, the task force shall file with the Governor, the Speaker of the House of Representatives, and the President Pro Tempore of the Senate a final written report of the task force's activities, findings, and recommendations, including recommendations for proposed legislation.
3. The task force expires on January 1, 2020.

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, insofar 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 twelve (12) members of the General Assembly. A majority of the members of the task force shall constitute a quorum for transacting business of the task force.
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. Reimbursement of Witnesses. Reimbursement of travel expenses and mileage to an expert witness called to testify before the task force shall require an affirmative vote of a majority of the task force members prior to scheduling of the expert witness. The task force shall provide monthly reports to the Policy Making Subcommittee of the Legislative Council regarding the authorization and payment of expert witness expenses and any other special expenses incurred.