

ARKANSAS LEGISLATIVE TASK FORCE ON AUTISM RULES OF PROCEDURE

PURPOSE: The purpose of these rules is to establish rules and procedures for conducting the business of the **Arkansas Legislative Task Force on Autism** 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 1272 of 2009, to:
 - a. Examine how the State of Arkansas responds to autism and autism spectrum disorders;
 - b. Determine the best practices to treat autism and autism spectrum disorders;
 - c. Recommend more efficient methods for treating autism and autism spectrum disorders;
 - d. Recommend how to obtain more federal funds for treating autism and autism spectrum disorders and provide special education to children with autism and autism spectrum disorders; and
 - e. Recommend to the General Assembly specific changes to the law that will improve treatment of autism and autism spectrum disorders and improve the provision of special education to children with autism and autism spectrum disorders.
2. On or before August 31 of each year, the task force shall provide the General Assembly with a written explanation of the recommended legislative changes.

PARLIAMENTARY PROCEDURE:

1. **Quorum.** The task force is made up of sixteen (22) members consisting of members of the General Assembly and agency personnel. A quorum is twelve task force members. A majority of the voting members of the task force shall constitute a quorum for transacting business of the task force.
2. **Action.** Only task force members are allowed to make recommendations and motions on pending motions. Task force officers have the right to vote. Ex-officio members are not allowed to vote. An affirmative vote of a majority of a quorum present shall be required for the passage of a motion or other task force action. Votes cannot be taken via email; as all meetings are public.
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.

Proposed Meeting Rules 2017

4. Motions. A motion shall receive a second to be considered for action by the task force; prior to a vote.
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. Membership. Proxies are allowed for non-legislative members. Chairs may appoint “ex-officio” members.