

1 State of Arkansas
2 86th General Assembly
3 Regular Session, 2007

HR 1032

4
5 By: Representatives Petrus, Wills, T. Baker, Allen, Harrelson, King, Dunn

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8 **HOUSE RESOLUTION**

9 TO AMEND THE RULES OF THE HOUSE OF
10 REPRESENTATIVES OF THE EIGHTY-SIXTH GENERAL
11 ASSEMBLY.

12
13 **Subtitle**

14 TO AMEND THE RULES OF THE HOUSE OF
15 REPRESENTATIVES OF THE EIGHTY-SIXTH
16 GENERAL ASSEMBLY.

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19 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES OF THE EIGHTY-SIXTH GENERAL
20 ASSEMBLY OF THE STATE OF ARKANSAS:

21
22 SECTION 1. The Rules of the House of Representatives of the Eighty-
23 Sixth General Assembly of the State of Arkansas are amended to read as
24 follows:

25 **MEMBERS**

26 1. Every representative shall be present within the House during the
27 session of the House and every member shall be present at each committee
28 meeting of which he/she is a member, unless excused or necessarily prevented.
29 It is the policy of the Arkansas General Assembly, as a term-limited body, to
30 encourage legislators to learn as much as possible by attending meetings of
31 committees of which they are not a member. Prior signed and documented
32 approval must be obtained from the chairperson of a committee for a visiting
33 non-committee member to enjoy certain privileges offered to regular members.

34 2. For the purpose of seating in the House Chamber for an upcoming
35 regular session of the General Assembly, the Speaker of the House shall, on
36 the first Friday following the November General Election, declare all House



1 Chamber seats vacant and representatives and representatives-elect must
 2 select in the order of their seniority any seat not occupied after
 3 notification by the Chief Clerk of available seats. Absence or failure to
 4 select a seat at the assigned selection time will automatically allow the
 5 Speaker to assign the member to his or her same seat if it is available or
 6 the member or member-elect to a seat selected by the Speaker. Immediately
 7 following the selection of a seat by a member or member-elect or assignment
 8 of a seat by the Speaker, the member or member-elect's signature or Speaker's
 9 signature is required. Following all seat selections or assignments, member
 10 or member-elect's signatures or the Speaker's signature shall represent final
 11 movement. The Chief Clerk shall furnish voting machine and desk keys.

12 3. When it is necessary for seniority of incoming members to be
 13 determined by lot, the Speaker of the House and the Speaker-designate of the
 14 House shall conduct a drawing by lots upon receiving certification from the
 15 Secretary of State of the election of membership to each General Assembly.
 16 Qualified and certified persons to be seated and officially receive the oath
 17 of office may do so only at a time and place prescribed by the House. No
 18 person having resigned from public office as a provision to a plea agreement
 19 to avoid felony prosecution shall be seated or administered the oath of
 20 office. Incoming members with previous legislative tenure shall be placed
 21 highest in seniority among the incoming members based upon previous terms of
 22 service. Where an equivalence of terms of service exists, seniority for
 23 those with equal terms shall be asserted by drawing lots to determine their
 24 numerical standing.

25 4. A majority of all representatives elected to the House shall be
 26 necessary to transact business. When less than a quorum of House members
 27 shall assemble, those present shall be authorized to send for the absent
 28 representatives or adjourn. Penalties may be decided by a majority of the
 29 representatives present. (Art. 5, Sec. 11)

30 5. Each representative is expected to vote on each question put before
 31 the House unless he/she has an immediate personal interest.

32 6. Any representative shall have the right to explain his/her vote on
 33 any bill or other question before the House, in writing. Such explanation
 34 shall not be entered upon the Journal, but shall be filed with the Chief
 35 Clerk.

36 7. Every bill or resolution in the possession of the House or of any

1 committee thereof shall be made available to any member for his/her
 2 examination.

3 8. No member at any time shall take from the House or any committee
 4 any bill or other paper belonging to the House, without consent of the
 5 Speaker, subject to the will of the House.

6 9. It shall be the duty of each representative to know, practice and
 7 preserve Parliamentary Law.

8

9

THE SPEAKER

10 10. Selection.

11 10.(a) As used in this rule, the term "Speaker-designate" shall mean
 12 the member of the House of Representatives selected by the House of
 13 Representatives of each General Assembly held preceding the convening of the
 14 next-following regular session of the General Assembly, in the following
 15 manner:

16 10.(a)(1) A caucus of the entire House of Representatives shall be
 17 held on the second Monday in January of each even numbered year at which time
 18 the members of the House shall select by secret ballot a member of the House
 19 to be known as the Speaker-designate. Each candidate for Speaker-designate
 20 shall be allowed fifteen (15) minutes to address the House before the ballot
 21 is taken. All members are required to be present for the addresses and for
 22 the election. In the event a member is unable to attend, absentee ballots
 23 may be requested by a member for himself/herself from the Speaker's Office no
 24 sooner than twenty (20) calendar days prior to the scheduled election and
 25 must be completed and returned to the Speaker's Office no later than two (2)
 26 hours before the scheduled election. Leave for absence shall be requested
 27 immediately before the time of the election. The Speaker shall announce the
 28 name and number of votes received by the candidate who received at least a
 29 majority of the votes of the membership of the House. Each candidate shall
 30 be entitled to verify the number of votes he or she received.

31 10.(a)(2) The candidate receiving a majority vote of the membership of
 32 the House of Representatives shall be declared the winner of such election
 33 for Speaker-designate of the House of Representatives of the next-following
 34 General Assembly.

35 10.(a)(3) If no candidate receives a majority vote of the membership
 36 of the House of Representatives, the names of the two (2) candidates

1 receiving the highest number of votes cast shall be placed on a run-off
 2 ballot and distributed among the membership of the House of Representatives
 3 in the same manner provided above.

4 10.(a)(4) If it is determined that the Speaker-designate will not
 5 serve as a member of the House of Representatives of the next-following
 6 General Assembly due to death, resignation, failure to be a candidate for
 7 reelection in the party primary election, or failure to be reelected as a
 8 party candidate in the Primary Election, a vacancy in the position of
 9 Speaker-designate shall exist and be filled at the caucus of the entire House
 10 of Representatives-elect held on the Friday of the week designated for the
 11 biennial Institute of Legislative Procedure (House Legislative Orientation),
 12 and the Speaker of the House of Representatives shall be elected upon
 13 convening of the next regular session.

14 10.(a)(5) It is the intent of this subsection that the Speaker-
 15 designate be the Speaker of the House of Representatives of the next-
 16 following General Assembly, subject to selection by the membership of the
 17 House upon convening of the regular session.

18 10.(a)(6) Petitions seeking pledge signatures of members of the House
 19 of Representatives for a particular candidate seeking selection as Speaker-
 20 designate shall not be circulated among the members of the House of
 21 Representatives.

22 10.(b) At the beginning of each session the members of the House of
 23 Representatives shall choose from its own membership a presiding officer
 24 designated as the Speaker of the House of Representatives.

25 11. Duties. The duties of the Speaker of the House shall be to:

26 11.(a) Take the chair each day at the hour fixed on the preceding day
 27 at adjournment. After the opening prayer and pledge of allegiance, he/she
 28 shall immediately call the members to order, and on the appearance of a
 29 quorum, cause the Journal of the preceding day to be read;

30 11.(b) Have control of the area set aside for use by the House and, in
 31 case of disturbance therein, shall have the authority to have the areas
 32 cleared. He/she or his/her designee shall supervise and control the
 33 temporary employees while the legislature is in session and the permanent
 34 employees during the biennium (A.C.A. 10-2-125 -- Employees of the House of
 35 Representatives);

36 11.(c) Preserve order and decorum;

1 11.(d) Sign all acts, proceedings and orders of the House. All writs,
2 warrants and subpoenas issued by the House shall be signed and attested by
3 him/her and the Clerk (J.R. 10; A.C.A. 21-10-101 thru 21-10-108);

4 11.(e) Decide, with assistance of the Parliamentarian, all points of
5 order, subject to appeal by any representative;

6 11.(f) Appoint and confirm all representatives to certain committees
7 and to appoint and confirm committee chairpersons and vice chairpersons in
8 accordance with the House Rules and Statutes;

9 11.(g) Assign all bills to their appropriate committee;

10 11.(h) The Speaker shall not be required to vote, but may do so at
11 his/her discretion. If the Speaker allows a substitute Speaker, neither the
12 Speaker nor the substitute Speaker, if voting, shall be struck during the
13 sounding of the ballot.

14 11.(i) State the question to the House before each vote is taken;

15 11.(j) Appoint, at the beginning of each session, a member of the
16 House to serve as Speaker Pro Tempore. The Speaker Pro Tempore shall serve
17 during the absences of the Speaker and shall perform the Speaker's duties.
18 The Speaker Pro Tempore shall not serve more than ten (10) consecutive
19 legislative days without the consent of the House, or beyond adjournment.
20 The Speaker of the House may appoint Assistant Speakers Pro Tempore, one (1)
21 from each House Caucus District;

22 11.(k) Supervise and direct the preparation of the daily House
23 calendar (J.R. 12);

24 11.(l) Administer the Oath of Office to the Chief Clerk and the
25 Parliamentarian at the beginning of each legislative session;

26 11.(m) Vacate the Speaker's office by January 1 of the calendar year
27 that a new General Assembly is to convene (odd-numbered years) so as to allow
28 the Speaker-designate the privilege of the use of the office in preparation
29 for the forthcoming General Assembly;

30 11.(n) Vacate the Speaker's premises by December 15 in the even-
31 numbered years; and

32 11.(o) Keep a permanent register of the seniority of the members of
33 the House of Representatives.

34 11.(p) When either body shall request a conference, and appoint a
35 committee for that purpose, the other body shall also appoint a committee of
36 equal number to confer, and such conference shall be held at any time and

1 place agreed on by the chairpersons.

2

3 COORDINATOR OF HOUSE LEGISLATIVE SERVICES

4 12. The Coordinator of House Legislative Services shall be appointed
5 by the Speaker of the House with the approval of the House Management
6 Committee. (Art. 5, Sec.11)

7 13. The duties of the Coordinator of House Legislative Services shall
8 be to:

9 13.(a) Coordinate and supervise the activities of all temporary and
10 permanent House employees, i.e., Chief Clerk, Chief Fiscal Officer, Executive
11 Secretary, Assistant Executive Secretary, House Information Officer, and
12 House Properties Manager;

13 13.(b) Keep or cause to be kept all fiscal accounts and records;

14 13.(c) Approve, by co-signing with the Speaker of the House,
15 disbursements of all House funds;

16 13.(d) Acquire stationery, postage and other supplies and equipment
17 for the House of Representatives and its members; (A.C.A. 10-3-602 -- Joint
18 Committee on Legislative Printing Requirements and Specifications)

19 13.(e) Approve for disbursement all interim expense funds;

20 13.(f) Act as travel supervisor;

21 13.(g) Act as purchasing agent;

22 13.(h) Act as custodian of House properties; and

23 13.(i) Review and approve all requests for employee leave.

24

25 THE CHIEF CLERK

26 14. The Chief Clerk shall be appointed by the Speaker-designate by
27 November 1 of the even-numbered years, subject to confirmation by a majority
28 vote of the membership of the House. (Article 5, Sec. 11)

29 15. The duties of the Chief Clerk shall be to (A.C.A. 10-2-102):

30 15.(a) Have custody of all bills, papers and records of the House and
31 not to permit them to be taken out of his/her custody except by the
32 provisions established in House Rule #8. Staff must sign a receipt for all
33 bills taken from the Clerk;

34 15.(b) Keep the Journal of the proceedings of the House, and, under
35 the direction of the Speaker, subject to the will of the House, correct
36 errors in the Journal;

- 1 15.(c) Keep the necessary records for the House;
- 2 15.(d) Supervise the engrossment and enrollment of bills and to
- 3 certify their passage, with the assistance of the appropriate committee (J.R.
- 4 6 thru 9);
- 5 15.(e) Transmit bills, other documents, and messages to the Senate, as
- 6 required and secure a receipt thereof and to receive communications from the
- 7 Senate and receipts of bills, documents and messages (J.R. 3 and 5)
- 8 (J.R. 19);
- 9 15.(f) Attend every session of the House, call or delegate the reading
- 10 of the roll and the reading of all bills, resolutions and other papers as
- 11 directed by the Speaker;
- 12 15.(g) Supervise and have control of session House employees, subject
- 13 to the direction of the House Management Committee and the Speaker or his/her
- 14 designee (A.C.A. 10-2-125 -- Employees of the House of Representatives);
- 15 15.(h) Clear the House Chamber and pertinent support areas of all
- 16 unauthorized persons thirty (30) minutes prior to the convening of the House;
- 17 and
- 18 15.(i) Be responsible for the distribution of all literature within
- 19 the House Chamber and other House premises. One copy of such literature
- 20 which is distributed in the House Chamber and House premises must bear the
- 21 signature of a representative authorizing distribution and the signed copy
- 22 must be filed with the Chief Clerk.
- 23 15.(j) The Secretary of the Senate and the Clerk of the House are
- 24 authorized, subject to approval by the appropriate designated committee, to
- 25 correct obvious errors occurring in documents originating in the House and
- 26 the Senate respectively, provided that each such correction is noted on the
- 27 bill jacket and is documented by a "correction note" at the end of the
- 28 official daily Journal for the date on which the correction was made. (J.R.
- 29 23)

PARLIAMENTARIAN

- 32 16. The duties of the Parliamentarian shall be to (Art. 5, Sec. 11):
- 33 16.(a) Convene the first session of the House at the time prescribed
- 34 by law. The Parliamentarian shall call the members to order, call the roll,
- 35 preserve order and decorum, and decide all questions of order subject to
- 36 appeal by any representative pending the election of the Speaker. The

1 Parliamentarian of the previous House shall serve as the official
 2 Parliamentarian until the appointment of a new Parliamentarian. In the
 3 absence of a Parliamentarian of the previous House, the Speaker of the House
 4 shall designate a temporary Parliamentarian to convene the first session of
 5 the House;

6 16.(b) Assist the Speaker in deciding all points of order;

7 16.(c) Advise the Speaker on the proprieties of motions and the
 8 numbers of votes necessary for passage;

9 16.(d) Assist the Speaker in the supervision of the preparation of the
 10 daily House calendar;

11 16.(e) Assist the Speaker in the selection of a Chaplain for the day;

12 16.(f) Assist the Speaker in the assignment of bills to their
 13 appropriate committee;

14 16.(g) Sit as an ex-officio non-voting member of the House Rules
 15 Committee, and serve as secretary and advisor to the House Committee on the
 16 Journal; Engrossed and Enrolled Bills;

17 16.(h) Prepare and distribute the House Rules and amendments thereto,
 18 under the supervision of the Speaker and the House Rules Committee; and

19 16.(i) Have an adequate knowledge of Parliamentary Law and the Rules
 20 of the Arkansas House of Representatives.

21
 22 PARLIAMENTARY PRACTICE

23 17. When a question is under debate, motions shall have precedence in
 24 the following order (the request for a quorum call is always in order; the
 25 Chairperson is not compelled to accept any motion):

26 17.(a) To fix the time to which the House will adjourn (non-debatable)
 27 (majority of a quorum);

28 17.(a)(1) (A majority of a quorum is a majority of those voting when
 29 at least a majority of the members are present and voting;)

30 17.(b) To adjourn (non-debatable) (majority of a quorum);

31 17.(c) To take a recess (non-debatable) (majority of a quorum);

32 17.(d) Postpone temporarily; lay on the table (non-debatable)
 33 (majority of a quorum) To take from the table (non-debatable) (majority of a
 34 quorum);

35 17.(e) Immediate consideration (non-debatable) (2/3 of a quorum);

36 17.(f) Previous question (non-debatable) (5 seconds) (majority of a

1 quorum);

2 17.(g) Limit or extend debate (non-debatable) (2/3 of a quorum);

3 17.(h) To expunge (debatable) (2/3 of membership) (67);

4 17.(i) Postpone to a day certain (debatable) (majority of a quorum);

5 17.(j) Committee of the Whole, go into (non-debatable) (majority of a
6 quorum);

7 17.(k) Refer (debatable) (majority of a quorum);

8 17.(l) Amend (debatable) (majority of a quorum);

9 17.(m) Substitute motion (debatable) (majority of a quorum);

10 17.(n) Postpone indefinitely (debatable) (majority of membership);

11 17.(o) Take out of proper order (non-debatable) (2/3 of a quorum);

12 17.(p) Special order of business (debatable) (2/3 of a quorum); and

13 17.(q) To suspend the rules (non-debatable) (2/3 of a quorum).

14 18. A motion to adjourn shall always be in order, when the Floor can
15 be obtained for that purpose, except when the previous question has been
16 ordered.

17 19. The motion to recess, when the Floor can be obtained for that
18 purpose, must specify the time which shall elapse and the time for
19 reconvening. It may be amended to alter specific time.

20 20. Previous question:

21 20.(a) When any debatable question is before the House, any member may
22 move the previous question. It shall be seconded by five (5) members whether
23 the question shall be stated. When the previous question shall have been
24 adopted, the proponents shall be allowed fifteen (15) minutes in which to
25 debate it, and the opponents of the main question shall be allowed fifteen
26 (15) minutes, after which time a vote upon the main question shall be taken.

27 20.(b) Pending a vote on the main question, one (1) motion to refer is
28 permitted. A motion to refer under this rule applies to House resolutions as
29 well as to House bills, to Senate bills and to Senate amendments to a House
30 bill, and to a motion to amend the Journal. The motion to refer under this
31 rule is non-debatable and may not be laid upon the table.

32 21. A motion to postpone to a day certain may not specify the hour; a
33 special order is necessary to specify the hour; the motion may be amended and
34 it is debatable within narrow limits only, confined to the merit of the
35 motion itself.

36 22. The simple motion to refer is debatable within its narrow limits,

1 but the merits of the proposition to which it is proposed to refer may not be
 2 brought into the debate. The motion to refer with instructions is debatable
 3 (majority vote of a quorum). When a question is raised about the proper
 4 referral of a bill to committee, if the Speaker admits error in the referral
 5 of the bill to a committee, the bill may be re-referred by a majority vote of
 6 a quorum; however, if the Speaker does not admit error in the referral of the
 7 bill to committee, the bill may only be re-referred by a two-thirds (2/3)
 8 vote of a quorum. When a bill is re-referred to a committee, any previous
 9 committee recommendation is automatically stripped from the bill.

10 22.(a) When a motion is under consideration, only two (2) substitutes
 11 to that motion shall be in order. Only a motion applicable to the main
 12 motion and of a higher precedence upon recognition may be substituted for the
 13 motion under consideration. A substitute to the third degree shall not be in
 14 order.

15 23. The motion to postpone indefinitely opens to debate all the merits
 16 of the proposition to which it is applied. It may not be applied to the
 17 motion to refer, or to suspend the rules, or to motions relating to the order
 18 of business.

19 23.(a) The motion for indefinite postponement and possible
 20 consideration by a joint interim committee shall be as follows: "Mr. Speaker,
 21 I move that consideration of _____ be postponed indefinitely and that
 22 consideration be given by the joint interim committee on _____ for a study
 23 of _____." (majority of membership).

24 24. The motion to limit or extend debate must specify time
 25 limitations. A substitute motion specifying a lesser time may be accepted.

26 25. Reconsideration:

27 25.(a) When a proposition has been made and carried or lost, it shall
 28 be in order for any member of the majority on the same or succeeding
 29 legislative day to move for the reconsideration thereof, or give notice of
 30 his/her intentions to do so and such motion shall take precedence over other
 31 questions except consideration of a conference report or a motion to adjourn:
 32 Provided, the motion or proposition shall only be considered during the
 33 period reserved for regular bills. The notice shall not be withdrawn after
 34 the said succeeding legislative day without the consent of the House, and
 35 thereafter any member may call it up for consideration: Provided, the notice
 36 to reconsider must be disposed of within three (3) legislative days following

1 the day the vote was taken; provided, that such notice to reconsider cannot
2 be given after the 57th day of a regular session or during a special session
3 during which times a motion to reconsider must be disposed of immediately.

4 25.(b) The provisions of the rule that the motion may be made "by any
5 member of the majority" is construed, in case of a tie, to mean the member of
6 the prevailing side, and the same construction applies in the case of a two-
7 thirds (2/3) vote. Where the yeas and nays have not been ordered recorded in
8 the Journal, any member, irrespective of whether he/she voted with the
9 majority or not, may make the motion to reconsider or give notice thereof;
10 but a member who was absent or who was paired in favor of the majority
11 contention and did not vote may not make a motion.

12 25.(c) A bill in the possession of the House is not considered passed
13 or an amendment agreed to if a motion to reconsider is pending; the effect of
14 the motion being to suspend the original proposition. A notice or motion to
15 reconsider shall not be allowed unless the bill is in the House. A bill
16 shall not leave the House once notice of reconsideration is given. When the
17 motion to reconsider is decided in the affirmative, the question immediately
18 recurs on the motion reconsidered. However, prior to consideration of the
19 question at hand, the Speaker shall have the title, expressing the main
20 contents of the proposition being reconsidered, read to the House. When the
21 motion to reconsider is defeated, a second motion to reconsider may not be
22 made.

23 25.(d) The motion to reconsider is agreed to by a majority of a
24 quorum, even though the vote reconsidered requires a majority or more of the
25 membership. Upon reconsideration when a proposition has been voted twice and
26 either carried or lost it is considered "Clinched".

27 25.(e) A notice to reconsider is not debatable. A motion to
28 reconsider is debatable when the item to which it applies is debatable.

29 25.(f) No bill, petition, memorial, or resolution referred to a
30 committee or reported there-from for recommitment shall be brought back into
31 the House on a motion to reconsider.

32 25.(g) The "Clincher" motion is two (2) motions in one (1); it is a
33 motion to reconsider and to lay on the table. Having prevailed, the
34 proposition shall not be again considered except by expunging the record.
35 The "Clincher" motion is adopted by a majority of the membership. The
36 Speaker shall accept a "Sound the Ballot" request after the "Clincher" has

1 been adopted and before the next order of business is called.

2 25.(h) No "Clincher" motion shall be entertained on a bill passed
 3 during the morning hour or which has been represented to be non-controversial
 4 regardless of when passed. Prior to the 60th day of a session, no bill
 5 passed during the morning hour, or a bill appearing on the non-controversial
 6 bill calendar which has passed, shall be transmitted to the Senate until the
 7 expiration of the morning hour of the day next following its passage in which
 8 the House is in session.

9 26. No dilatory motion shall be entertained by the Speaker.

10 27. Two-thirds (2/3) of a quorum may suspend the rules, other than
 11 rules that require a two-thirds (2/3) or three-fourths (3/4) vote of the
 12 membership. (J.R. 14 - Suspending Joint Rules)

13 28. No standing rule or order shall be revised without one (1) day's
 14 notice being given thereof.

15 29. In every case not provided for in the House rules, the Speaker,
 16 the Parliamentarian, and the members shall be guided by Mason's Manual of
 17 Legislative Procedure. Each member of the Rules Committee may be furnished a
 18 copy of the current edition and of each new or revised edition of Mason's
 19 Manual of Legislative Procedure and additional copies may be available to
 20 other members from the Parliamentarian, upon approval of the Rules Committee.
 21

22 DAILY ORDER OF BUSINESS

23 30. The House shall convene at 1:30 p.m., unless otherwise ordered by
 24 the House membership.

25 31. The daily order of business shall be:

- 26 (a) Prayer
- 27 (b) Pledge of Allegiance
- 28 (c) Roll Call
- 29 (d) Leaves of absence
- 30 (e) Reading and approval of the previous day's Journal
- 31 (f) Reports from select committees
- 32 (g) Reports from standing committees
- 33 (h) Unfinished business
- 34 (i) Executive communications
- 35 (j) Introduction, reading and advancement of bills and resolutions
- 36 31.(k)1. Senate communications and amendments to House bills

1 2. Introduction, reading and advancement of bills and joint
2 resolutions

3 3. Bills and resolutions from the Senate on first reading

4 4. Bills and resolutions from the Senate on second reading

5 5. Senate bills and joint resolutions on third reading

6 31.(l) Announcement of committee meetings, and

7 31.(m) Adjournment.

8 32.(a) Introduction and reading of bills and resolutions may be
9 ordered by the Speaker of the House at his/her discretion.

10 32.(b) The following types of resolutions shall be considered for
11 passage during the time set aside for the consideration of members' own
12 amendments to their own bills: a memorial resolution, a concurrent memorial
13 resolution, and a resolution or a concurrent resolution that commends,
14 congratulates, or recognizes an individual, group, or other entity.

15 Notwithstanding Rule 25 (h), a concurrent resolution or concurrent memorial
16 resolution that is subject to this rule may be transmitted to the Senate on
17 the same day that it is passed. A joint resolution proposing a
18 Constitutional amendment shall be placed on the regular House calendar and is
19 subject to Rule 25 (h).

20 33. Items "(a)" through "(h)" shall take no more than one (1) hour of
21 House time each day unless extended by a majority vote of the House members
22 present. These items may not be extended on those designated Senate days
23 beyond the one (1) hour limit. (J.R. 12 – Senate days)

24 34. Unfinished business items, except items "(a)" through "(g)", take
25 up where the House left the day before when it adjourned. Items "(a)"
26 through "(g)" begin new each day.

27 35. Privileged matters may interrupt the order of business. These
28 privileged matters are:

29 35.(a) Appropriation bills and revenue bills, sponsored by the
30 committees on Budget, Revenue and Taxation and the Committee on Rules (J.R.
31 15);

32 35.(b) Conference reports;

33 35.(c) Special orders reported by the Committee on Rules for
34 consideration by the House;

35 35.(d) Consideration of amendments between the House and Senate after
36 disagreement;

1 4)

2 36.(k) In making appropriations for any biennial period, the General
 3 Assembly shall first pass the General Appropriation Bill provided for in
 4 Section 30 of Article 5 of the Constitution, and no other appropriation bill
 5 may be enacted before that shall have been done. (As added to Article 5, Sec.
 6 40 by Amendment No. 19)

7 36.(l) No money shall be drawn from the treasury except in pursuance
 8 of specific appropriation made by law, the purpose of which shall be
 9 distinctly stated in the bill, and the maximum amount which may be drawn
 10 shall be specified in dollars and cents; and no appropriation shall be for a
 11 longer period than two (2) years. (Art. 5, Sec. 29)

12 The general appropriation bill shall embrace nothing but appropriations
 13 for the ordinary expense of the executive, legislative and judicial
 14 departments of the State; all other appropriations shall be made by separate
 15 bills, each embracing but one (1) subject. (Art.5, Sec. 30)

16 No state tax shall be allowed, or appropriation of money made, except
 17 to raise means for the payment of the just debts of the State, for defraying
 18 the necessary expenses of government, to sustain common schools, to repel
 19 invasion and suppress insurrection, except by a majority of two-thirds (2/3)
 20 of both houses of the General Assembly. (Art. 5, Sec. 31)

21 None of the rates for property, excise, privilege or personal taxes,
 22 now levied shall be increased by the General Assembly except after the
 23 approval of the qualified electors voting thereon at an election, or in case
 24 of emergency, by the votes of three-fourths (3/4) of the members elected to
 25 each House of the General Assembly. (Art. 5, Sec. 38 added by Amend. 19,
 26 Sec. 2)

27 Excepting monies raised or collected for educational purposes, highway
 28 purposes, to pay Confederate pensions and the just debts of the State, the
 29 General Assembly is hereby prohibited from appropriating or expending more
 30 than the sum of Two and One-Half Million Dollars for all purposes, for any
 31 biennial period; provided the limit herein fixed may be exceeded by the votes
 32 of three-fourths (3/4) of the members elected to each House of the General
 33 Assembly. (Art. 5, Sec. 39 added by Amend. 19, Sec. 3)

34 36.(m) No appropriation bill shall be filed for introduction in either
 35 the House of Representatives or the Senate later than the fiftieth (50th) day
 36 of a regular session except upon consent of two-thirds (2/3) of the members

1 elected to each house; and, no other bill or resolution except adjournment
2 resolutions and resolutions requesting permission to introduce a bill or
3 resolution shall be filed for introduction in either the House of
4 Representatives or the Senate later than the fifty-fifth (55th) day of a
5 regular session, except upon consent of two-thirds (2/3) of the members
6 elected to each house. When the filing deadline for any bills or resolutions
7 ends on Saturday or Sunday, the deadline is hereby extended until the close
8 of business the following Monday. (J.R. 16)

9 36.(n) The Joint Committee on Constitutional Amendments shall consist
10 of the members of the Senate Committee on State Agencies and Governmental
11 Affairs and the members of the House Committee on State Agencies and
12 Governmental Affairs. No proposed constitutional amendment can be
13 recommended to either House of the General Assembly except upon the
14 affirmative vote of a majority of the members of the Senate Committee on
15 State Agencies and Governmental Affairs and an affirmative vote of a majority
16 of the members of the House Committee on State Agencies and Governmental
17 Affairs. No resolution proposing a constitutional amendment shall be filed
18 in either the House of Representatives or the Senate after the thirty-first
19 (31st) day of each regular session of the General Assembly. All resolutions
20 proposing constitutional amendments shall be referred to the Joint Committee
21 on State Agencies and Governmental Affairs. Other resolutions proposing
22 constitutional amendments shall not be reported to or considered by either
23 House of the General Assembly until the original recommendations of the Joint
24 Committee on State Agencies and Governmental Affairs are disposed of.
25 (J.R. 21)

26 36.(o)(a) Any proposed legislation affecting any publicly supported
27 retirement system or pension plan to be considered by the General Assembly at
28 a regular biennial session shall be introduced in the General Assembly during
29 the first fifteen (15) calendar days of a regular biennial session.
30 (A.C.A. 10-2-115)

31 36.(o)(b) No such bill shall be introduced after the fifteenth day of
32 a regular biennial session unless its introduction is first approved by a
33 three-fourths (3/4) vote of the full membership of each House of the General
34 Assembly. (A.C.A. 10-2-115)

35 36.(o)(c) A bill affecting any publicly supported retirement system or
36 systems shall not be introduced or considered at any special session of the

1 General Assembly unless the introduction and consideration of the bill is
 2 first approved by a three-fourths (3/4) vote of the full membership of each
 3 House of the General Assembly. (A.C.A. 10-2-115)

4 36.(p) Definition. -- As used in this subchapter, unless the context
 5 otherwise requires, "fiscal impact statement" means a realistic statement of
 6 the estimated financial cost of implementing or complying with the proposed
 7 law, regulation, rule, policy, order, or administrative law upon
 8 municipalities or counties to which the proposed law, regulation, rule,
 9 policy, order or administrative law applies. (A.C.A. 19-1-301)

10 Before adoption of regulation, etc. -- No regulation, rule, policy,
 11 order, or administrative law which would have a fiscal impact on any
 12 municipality or county in this state shall be valid unless 30 days prior to
 13 its adoption by a board, commission, agency, department, office or other
 14 authority of the government of the State of Arkansas, except the General
 15 Assembly, the Courts and the Governor, such board, commission, agency,
 16 department, officer or other authority shall file a fiscal impact statement
 17 with the Secretary of State. Any municipality or county which will be
 18 affected by the proposed regulations, rule, policy, order or administrative
 19 law upon request shall immediately be furnished with a copy of the fiscal
 20 impact statement by the board, commission, agency, department, officer or
 21 other authority. (A.C.A. 19-1-302)

22 Bills imposing new or additional costs on municipality or county.

23 36.(p) 1. When any House or Senate bill requiring an expenditure of
 24 public funds or otherwise imposing a new or increased cost obligation on any
 25 municipality or county is pending before any committee of the House of
 26 Representatives, any member of the committee may request that a fiscal impact
 27 statement for such bill be placed on the desk of each member of the committee
 28 before the bill is called up for final action in the committee. If such
 29 request is made, the chairperson of the committee shall refer the bill to the
 30 appropriate state agency or to the legislative staff for the preparation of a
 31 fiscal impact statement, to be returned to the committee in writing not later
 32 than five (5) days from the date of the request. (A.C.A. 19-1-303)

33 36.(p) 2. Any time before such bill is read for the third time in the
 34 House of Representatives, any member of the House may request that a fiscal
 35 impact statement for the bill be prepared and placed on the desk of each
 36 member. When a member of the House of Representatives so requests a fiscal

1 impact statement on any bill, the Speaker shall furnish the member a fiscal
2 impact statement signature form which shows the number of the bill for which
3 the statement is requested and the date and time the request was made. If
4 the member returns the form containing the signature of the requesting member
5 and the signatures of at least nine (9) other House members within thirty
6 (30) minutes of the time shown on the form, the fiscal impact statement shall
7 be prepared and placed on the desk of each member of the House before the
8 bill is read the third time. (A.C.A. 19-1-303)

9 36.(p) 3. If a bill is called up for final passage in the House of
10 Representatives and a fiscal impact statement has not been provided for the
11 bill, any member of the house in which the bill is being considered may move
12 that a final vote on the passage of the bill be delayed until a fiscal impact
13 statement is prepared and made available on the desk of each member of the
14 House at least one (1) full day prior to the bill being called up for final
15 passage. If such motion is made and is adopted by a majority vote of the
16 membership of the House, the Speaker of the House shall cause the bill to be
17 referred to the appropriate state agency or to the designated legislative
18 staff for the preparation of a fiscal impact statement, which shall be filed
19 with the House within five (5) days of the date of the request. (A.C.A. 19-1-
20 303)

21 36.(p) 4. Failure of the sponsor of a bill to provide the fiscal
22 impact statement required in this rule shall not prohibit the consideration
23 of it in the committee to which referred or on the Floor of the house in
24 which the bill is called up for final passage, if no objection to it is made
25 at the time such action is taken. (A.C.A. 19-1-303)

26 36.(p) 5. Nothing in this rule shall prohibit a committee to which a
27 bill is referred or the house in which the bill is being considered from
28 suspending the requirement of the filing of a fiscal impact statement on any
29 such bill in the same manner as provided for the suspension of the rules in
30 the house in which the bill is being considered. (A.C.A. 19-1-303)

31 36.(p) 6. Copies of the fiscal impact statements prepared in
32 compliance with the provisions of this rule shall be made available, upon
33 request for them, to representatives of municipal or county governments. A
34 fiscal impact statement filed or prepared in compliance with this rule is
35 declared to be a public record within the meaning of the Freedom of
36 Information Act of 1967, § 25-19-101 et seq. (A.C.A. 19-1-303)

1 36.(p) 7. For the purposes of this rule, the term “fiscal impact
2 statement” means a realistic statement of the estimated financial cost to
3 municipalities or counties of implementing or complying with a proposed law
4 and regulations promulgated under it. (A.C.A. 19-1-303)

5
6 Bills imposing new or additional costs on education

7 36.(q)(a)(1) As used in this section, unless the context otherwise
8 requires, "fiscal impact statement" means a realistic written statement of
9 the purpose of a proposed law, or a regulation promulgated under a law, and
10 the estimated financial cost to the state or any local school district of
11 implementing or complying with the proposed law or regulation.

12 (2) The fiscal impact statement shall be developed by the Office of
13 Economic and Tax Policy of the Bureau of Legislative Research with the
14 assistance of the Department of Education within the guidelines adopted by
15 the House Committee on Education and the Senate Committee on Education, as
16 applicable.

17 (b) Any bill filed in the House of Representatives or Senate that will
18 impose a new or increased cost obligation for education in grades
19 kindergarten through twelve (K-12) on the State of Arkansas or any local
20 school district shall have a fiscal impact statement attached to it prepared
21 and filed with the chair of the committee to which the bill is referred:

- 22 (1) At least three (3) days before the bill may be called up for final
23 action in the committee during a regular session of the General Assembly; and
- 24 (2) At least one (1) day before the bill may be called up for final action
25 in the committee during a special session of the General Assembly.

26 (c)(1)(A) If any such House or Senate bill is called up for final passage in
27 the House or Senate and a fiscal impact statement has not been provided by
28 the author of the bill or by the committee to which the bill was referred,
29 any member of the House or Senate may object to the bill’s being called up
30 for final passage until a fiscal impact statement is prepared and made
31 available on the desk of each member of the House or Senate at least one (1)
32 day prior to the bill’s being called up for final passage.

33 (B) An affirmative vote of two-thirds (2/3) of a quorum present and voting
34 shall override the objection.

35 (2) If an objection is made without override, the presiding officer of the
36 House or Senate shall cause the bill to be referred to the office for the

1 preparation of a fiscal impact statement which shall be filed with the
 2 presiding officer not later than five (5) days from the date of the request.

3 36.(r) Bills imposing new or additional costs and restrictions on
 4 inmate population patterns or affecting programs or services of the
 5 Department of Corrections.

6 (a) Each of the following bills introduced in the General Assembly shall
 7 have a cost impact statement attached to the bill prior to the committee to
 8 which the bill is referred taking action in regard to the bill:

9 (1) Bills which affect inmate population patterns at facilities of the
 10 Department of Correction by imposing restrictions on inmate release, or by
 11 increased intake into the department of inmates based on felony convictions;
 12 and

13 (2) Bills which affect programs or services of the department.

14 (b) In addition, copies of the cost impact statement shall be furnished on
 15 the desk of each member of the Senate and of the House of Representatives at
 16 least one (1) day prior to the date on which the bill is on third reading and
 17 debated for final passage in the respective houses.

18 (c) Cost impact statements required under this section shall be prepared,
 19 upon referral thereof by the Speaker of the House of Representatives, with
 20 respect to House bills, and by the President of the Senate upon
 21 recommendation of the Senate Rules Committee, with respect to Senate bills,
 22 at the time of introduction thereof, to:

23 (1) The Director of the Department of Correction, who shall either
 24 personally prepare, or cause appropriate officials of the department to
 25 prepare, a cost impact statement to be approved by the director before
 26 submission to the house in which the request was made; or

27 (2) Any other state agency which has information available upon which
 28 to base a cost impact statement.

29 (d) The cost impact statement shall be furnished to the Governor and to the
 30 President of the Senate and the Speaker of the House of Representatives who
 31 shall cause copies thereof to be prepared for distribution upon the desks of
 32 the members of the House and Senate at least twenty-four (24) hours prior to
 33 consideration of any such bill by committee or twenty-four (24) hours prior
 34 to the bill's being called up for third reading and final passage.

35 (e) The cost impact statement shall be certified by the director, or the
 36 director of the appropriate agency to which the bill is referred for

1 preparation of an impact statement, and shall be returned and filed as
2 required in this section within not more than five (5) days from the date of
3 receipt thereof unless additional time in which to prepare the statement is
4 granted by the requesting official. (A.C.A. 12-28-103)

5 37.(a) The first reading of a bill shall be for information and unless
6 otherwise ordered by the House, it shall be placed on the second reading
7 calendar. (Every bill shall be read at length on three different days in
8 each house, unless the rules be suspended by two-thirds (2/3) of the House,
9 when the same may be read a second or third time on the same day; (Art.5,
10 Sec. 22)

11 37.(b) No bill shall be read and considered either a first, second or
12 third time which does not contain a bill number, at least one author, a title
13 expressing the main contents of the bill, a subtitle, an enacting clause and
14 at least one section which shall be expressed in the title and the subtitle.
15 The Speaker shall not entertain a motion to suspend this rule.

16 38. Second reading

17 38.(a) A bill shall be read a second time and the Speaker shall assign
18 the bill to its appropriate committee.

19 38.(b) A bill or resolution may not be divided for assignment to
20 committee although it may contain certain matters properly within the
21 jurisdiction of several committees.

22 38.(c) Before consideration by a committee, any representative may
23 attach an amendment to the bill which shall be referred to the committee with
24 the bill, without debate. It is the author's responsibility to have the
25 amendment properly numbered by the Bill Clerk, not the committee staff. An
26 amendment must be properly filed by the author and properly numbered by the
27 Bill Clerk prior to being voted on by the House.

28 38.(d) In order to amend a bill, it shall be necessary to adopt a
29 motion to place the bill back on second reading for the purpose of submitting
30 an amendment.

31 38.(e) When a bill has a committee recommendation, it is the author's
32 responsibility to place the bill on the calendar for consideration.

33 39. A bill shall not be called for a third reading and final passage
34 until a photocopied, printed copy, or electronic copy of same shall have been
35 placed on every representative's desk for twenty-four (24) hours.

36 The twenty-four (24) hour period begins when a bill is initially

1 introduced and read across the desk. No bill or resolution may be brought up
 2 for a third reading and final passage on the Floor of the House until it has
 3 been on the calendar of the House for at least one (1) day.

4 40. A calendar of bills and resolutions to be considered in the order
 5 of business during any legislative day shall be printed and placed on the
 6 members' desks prior to the adjournment of the preceding legislative day.
 7 Calendared items are considered to be a motion for passage.

8 41. A bill ordered to be engrossed or enrolled shall be typed or
 9 photocopied.

10 42. A bill having been rejected may not be brought up again during the
 11 same legislative session unless it be an appropriation bill. Appropriation
 12 bills may be considered a total of two times during any calendar day.
 13 Following a second consideration during the same calendar day, a motion to
 14 reconsider or a motion to expunge must be adopted before an appropriation
 15 bill may be considered.

16 43. When a bill has been passed and transmitted to the Senate, it may
 17 be recalled from the Senate by the same vote that was necessary to pass the
 18 bill.

19 44. A committee may receive a bill, resolution, amendment, petition
 20 and memorial only through the House, and the House may receive same only
 21 through a member. (Art.5, Sec. 34 -- No new bill shall be introduced into
 22 either house during the last three days of the session.)

23 45. Amendments to bills and resolutions:

24 45.(a) When a bill or resolution is under consideration, amendments
 25 shall be in order. Upon adoption, amendments shall become a part of the bill
 26 or resolution. Amendments to amendments may not be offered. All amendments
 27 offered before the House or one of its committees must be typewritten on an
 28 approved amendment form and signed by the sponsor. All amendments shall be
 29 attached to the original bill, numbered by the Bill Clerk, and shall be
 30 placed upon the members' desks before being acted upon by the House.

31 45.(b) When a House bill has been amended in the Senate, upon return
 32 of said bill to the House, the Speaker shall re-refer the bill, together with
 33 the Senate amendment(s), to the committee to which the bill was originally
 34 referred, for review. Concurrence in the Senate amendment shall not be
 35 considered by the House until the committee report is received by the House.
 36 When a House bill is amended and passed by the Senate and is returned to the

1 House, the bill shall be reprinted with the Senate amendments included
2 therein and specifically identified and shall be placed on each member's desk
3 before final action is taken on the bill by the House. When the Senate
4 amendment is before the House, the same number of votes will be required to
5 concur in the Senate amendment as was required in the original passage of the
6 bill in the House. Amendments containing an emergency clause require sixty-
7 seven (67) votes.

8 45.(c) Fifty-one (51) votes shall be required to adopt a House
9 amendment to a House or Senate bill. When a House bill has been amended in
10 the House, it shall not be acted upon until it has been engrossed and such
11 engrossed bill has been printed and placed on each member's desk.

12 45.(d) Every amendment proposed must be germane to the subject of the
13 proposition to be amended.

14 45.(e) All appropriation bills and other bills which are required to
15 be submitted to the Budget Committee, or to another designated committee of
16 the House and Senate, which are amended on the Floor of either House of the
17 General Assembly by an amendment which was not recommended favorably by the
18 Budget Committee, or by any other committee of the House and Senate to which
19 referred, shall be re-referred to such committee of the House and Senate for
20 consideration and recommendation before said bill may be considered for final
21 passage or concurrence by the House of Representatives.

22 45.(f) Members' own House bills and Senate bills on which a House
23 member is the lead sponsor may be amended with their own amendments beginning
24 at a specific time set aside by the House. Senate bills may be amended in
25 accordance with the applicable rules provided for amending members' own House
26 bills with their own amendments.

27 45.(g) Members' own amendments to their own House bills and Senate
28 bills with House sponsors must be signed only by the sponsor of the bill
29 whose name is listed first in the list of sponsors.

30 45.(h) Members' own amendments to their own House bills and Senate
31 bills on which there are House sponsors must be presented to the House Bill
32 Clerk only by the sponsor of the House or Senate bill whose name is listed
33 first in the list of sponsors.

34 45.(i) After acceptance, the House Bill Clerk shall furnish the
35 sponsor with a stamped and numbered copy of the members' signed amendment.

36 45.(j) The sponsor shall present a stamped, numbered and signed copy

1 of a proposed amendment to the Calendar Clerk in order to have the bill and
2 amendment placed on the "Members' Own Bill/Own Amendment Calendar".

3 45.(k) A House or Senate bill to be amended by a member with his/her
4 own amendment shall only be placed on the "Members' Own Bill/Own Amendment
5 Calendar" by the sponsor whose name is listed first on the bill.

6 45.(l) An objection by any member, written or oral, to the Speaker of
7 the House or his/her designee, shall cause a member's own amendment to
8 his/her own bill to not be considered and to be removed from the "Members'
9 Own Bill/Own Amendment Calendar" and automatically placed on the same day's
10 regular amendment calendar for consideration.

11 45.(m) A member's own House bill or Senate bill amended with a
12 member's own amendment shall be transmitted directly to Engrossing after
13 having been amended.

14 45.(n) No House or Senate bills having been amended shall be
15 considered by any committee or the full House until such bills have been
16 engrossed, proofed and reported "correctly engrossed". The Speaker or
17 presiding officer shall not accept a motion to suspend this rule.

18 45.(o) Members' own House bills or Senate bills to be amended with
19 their own amendments shall be placed on the "Members' Own Bill/Own Amendment
20 Calendar" no later than 4:30 p.m. the day preceding the day they are to be
21 considered.

22 45.(p) When a bill has a committee recommendation and is subsequently
23 amended to change the title and/or the list of sponsors, such amendment shall
24 not cause the bill to be re-referred to committee.

25 45.(q) Members' own House bills may be withdrawn at a specific time
26 set aside by the House by placing them on the "Withdrawal Calendar" no later
27 than 4:30 p.m., the day preceding the day they are to be withdrawn. ~~Bills~~
28 House bills for withdrawal may be placed on the "Withdrawal Calendar" only by
29 the member whose name is listed first as author of the bill. The member
30 requesting withdrawal may recommend the bill to be studied by the same
31 committee to which the bill was assigned at the time of request for
32 withdrawal.

33 45.(r) Budget bills sponsored by members but recommended to be amended
34 to delete the sponsor and substitute the Joint Budget Committee as sponsor
35 may be amended during the period set aside to amend "Members Own Bills with
36 their Own Amendments".

1 45.(s) The Rules governing members amending their own bills with their
 2 own amendments shall be in effect for House and Senate Budget bills so far as
 3 they are applicable.

4 45.(t) Budget bills to be amended deleting the sponsor and
 5 substituting the Joint Budget Committee shall be placed on the Joint Budget
 6 Calendar by the Joint Budget Calendar Clerk.

7 45.(u) The House Chairman of the Joint Budget Committee shall sign all
 8 amendments deleting the sponsor and substituting the Joint Budget Committee
 9 as sponsor.

10
 11 RESOLUTIONS

12 46. Resolutions shall follow the same procedure as bills.

13 47. A House resolution shall be directed at some matter for the sole
 14 action of the House and may be introduced in extraordinary sessions, lack of
 15 germaneness notwithstanding. Fifty-one (51) votes shall be required to adopt
 16 a House resolution.

17 48. Joint resolutions are for incidental, unusual, or informal
 18 objectives of legislation (i.e., as extending the thanks of the State to
 19 individuals; invitations to celebrities to visit the State), or to submit
 20 proposed amendments to the United States Constitution, ratifying United
 21 States Constitutional amendments and proposing amendments to the Arkansas
 22 Constitution.

23 49. Concurrent resolutions shall be a means of expressing fact,
 24 principles, opinions, purposes, and all other matters requiring concurrence
 25 of both houses except the subject matter provided for in the joint
 26 resolution. A concurrent resolution is binding on neither house until agreed
 27 to by both.

28 50. Resolutions of Inquiry:

29 50.(a) All resolutions of inquiry addressed to the heads of executive
 30 departments shall be reported to the House within one (1) week after
 31 presentation.

32 50.(b) A House resolution authorizing a committee to request
 33 information is treated as a resolution of inquiry.

34 50.(c) A resolution of inquiry from a committee shall have a
 35 privileged status to report.

36

1 STANDING, SELECT, AND SPECIAL COMMITTEES

2 (Interim Committees) (A.C.A. 10-3-201 thru 10-3-220)

3 51. The committees of the House of Representatives shall consist of
 4 ten (10) standing committees, seven (7) select committees, and three (3)
 5 special committees. The standing committees shall be five (5) Class "A"
 6 committees and five (5) Class "B" committees. The seven (7) select
 7 committees shall be five (5) joint select committees and two (2) House select
 8 committees. The three (3) special committees shall be two (2) joint
 9 committees and one (1) House committee. The House standing, joint select,
 10 select and special committees are as follows:

11 51.(a) HOUSE STANDING COMMITTEES

12 Class "A" Committees

- 13 Education
- 14 Judiciary
- 15 Public Health, Welfare and Labor
- 16 Public Transportation
- 17 Revenue and Taxation

18 Class "B" Committees

- 19 Aging, Children and Youth, Legislative and Military Affairs
- 20 Agriculture, Forestry and Economic Development
- 21 City, County and Local Affairs
- 22 Insurance and Commerce
- 23 State Agencies and Governmental Affairs

24 51.(b) JOINT SELECT COMMITTEES

25 (1) Joint Budget -- (to consist of twenty four (24) members of the
 26 House and twenty four (24) members of the Senate, and the immediate past co-
 27 chairs of the Legislative Council and ex-officio members in accordance with
 28 A.C.A. 10-3-502.). (A.C.A. 10-3-501 thru 10-3-509) The House members of the
 29 Joint Budget Committee shall be known as the House Budget Committee.

30 (2) Joint Committee on Energy -- (to consist of fifteen (15) members
 31 of the House, fifteen (15) House alternates, and ten (10) members of the
 32 Senate). (A.C.A. 10-3-801 thru 10-3-822)

33 (3) Joint Committee on Public Retirement and Social Security Programs
 34 -- (to consist of ten (10) members of the House, ten (10) House alternates,
 35 and ten (10) members of the Senate). (A.C.A. 10-3-701 thru 10-3-703)

36 (4) Joint Performance Review Committee -- (to consist of twenty (20)

1 members of the House and ten (10) members of the Senate). (A.C.A. 10-3-901
 2 thru 10-3-903)

3 (5) Joint Committee on Advanced Communications and Information
 4 Technology -- (to consist of ten (10) members of the House, ten (10) House
 5 alternates, and seven (7) members of the Senate). (A.C.A. 10-3-1701 thru 10-
 6 3-1707)

7 51.(c) HOUSE SELECT COMMITTEES

8 House Rules Committee shall consist of no more than fifteen (15)
 9 members.

10 House Management Committee shall consist of the Speaker and no more
 11 than six (6) additional members.

12 51.(d) SPECIAL COMMITTEES

13 (1) Joint Interim Committee on Legislative Facilities -- (to consist
 14 of fourteen (14) members of the General Assembly, as follows:

15 51.(d)(1)(a) The chairperson of the House Budget Committee;

16 51.(d)(1)(b) Two (2) members of the House of Representatives appointed
 17 by the Speaker;

18 51.(d)(1)(c) The chairperson of the House Management Committee and two
 19 (2) additional members of the House Management Committee to be designated by
 20 its chairperson;

21 51.(d)(1)(d) The Speaker of the House of Representatives; and

22 51.(d)(1)(e) Seven (7) members of the Senate to be named by the Senate
 23 Committee on Committees. (A.C.A. 10-3-1101 thru 10-3-1111)

24 51.(2) House Committee on the Journal; Engrossed and Enrolled Bills
 25 shall consist of not more than five (5) members. The House Committee on the
 26 Journal; Engrossed and Enrolled Bills shall not be considered a standing or
 27 select committee. The committee shall consist of the Speaker of the House of
 28 Representatives who shall be chairperson, the chairperson of the House Rules
 29 Committee who shall be the vice chairperson, the chairperson of the House
 30 Management Committee, and two (2) members of the House appointed by the
 31 Speaker of the House; and, the House Parliamentarian shall serve as secretary
 32 and advisor to the committee.

33 51.(3) Joint Committee on Legislative Printing Requirements and
 34 Specifications -- (to consist of the chairperson and vice chairperson of the
 35 House Management Committee, the chairperson and vice chairperson of the
 36 Senate Efficiency Committee, the Speaker of the House of Representatives and

1 the President Pro Tempore of the Senate). (A.C.A. 10-3-601 thru 10-3-605)

2 52.(a) STANDING COMMITTEES

3 52.(a)(1) Members of the standing committees shall be selected by
4 House District Caucuses of members-elect on the Friday following the November
5 General Election with each caucus selecting five (5) members for each "A"
6 standing committee and five (5) members for each "B" standing committee. The
7 members-elect of the Second District Caucus shall select up to three (3)
8 members for each standing committee from within the Pulaski County membership
9 and the remaining members for each standing committee from without the
10 Pulaski County membership; this provision may be waived by majority vote of
11 the members-elect from without Pulaski County. Standing committee membership
12 shall be confirmed at the same time that representatives are administered the
13 oath of office.

14 52.(a)(2) Each member of the House who is serving a first or second
15 term in the House shall be entitled to serve as a non-voting member of one of
16 the ten (10) joint interim committees designated as "A" and "B" committees.
17 The non-voting members of each of the ten (10) joint interim committees shall
18 be selected by the four (4) House caucuses at a time designated by the
19 Speaker sometime before the adjournment of each regular session. Each caucus
20 shall select not to exceed three (3) first or second term members to serve as
21 non-voting members of each of the ten (10) joint interim committees
22 designated as "A" and "B" committees. The non-voting members shall be
23 entitled to attend meetings of the committees, to serve on subcommittees of
24 the committee, to participate in the deliberations of the committee or
25 subcommittee, and to receive per diem and mileage for attending meetings of
26 the committee or subcommittee, but shall not have a vote in the committee or
27 a subcommittee.

28 52.(a)(3) Members of the House of Representatives who are committee
29 chairpersons or vice-chairpersons or select seniority members who have been
30 assigned an office or other premises shall vacate the office or other
31 premises by December 15 following the General Election in the even-numbered
32 years.

33 52.(a)(4) Each standing committee shall consist of twenty (20)
34 members. Each member of the House shall serve on two (2) standing
35 committees, one (1) of which shall be a Class "A" committee and one (1) of
36 which shall be a Class "B" committee. From within each standing committee

1 there shall be created three (3) permanent subcommittees consisting of eight
2 (8) members. Each member of the House shall serve on two (2) permanent
3 subcommittees, one (1) from a Class "A" standing committee and one (1) from a
4 Class "B" standing committee. The Speaker and the chairperson of each
5 standing committee shall jointly appoint from the membership of the standing
6 committee six (6) persons for each permanent subcommittee available, provided
7 further the chairperson and vice chairperson of each standing committee shall
8 be ex-officio, voting members of each permanent subcommittee created from
9 within their standing committee. The permanent subcommittees of the standing
10 committees may meet after having first obtained prior approval of the
11 standing committee chairperson.

12 52.(a)(5) A signed report from the chairperson of a caucus district
13 will represent final movement to a standing committee. A signed report from
14 the chairperson of a standing committee will represent final movement to a
15 permanent subcommittee. There shall be no transfers from one standing
16 committee to another or from one permanent subcommittee to another during the
17 biennium following initial biennial appointment and or confirmation. After
18 selection of standing committee members and permanent subcommittee members, a
19 vacancy occurring on a standing committee or permanent subcommittee during
20 the biennium because of the death, resignation, impeachment, etc., of a
21 member, shall be temporarily filled by the Speaker of the House assigning the
22 newly elected member, for the remainder of the biennium, to the "A" and "B"
23 standing committees, and the permanent subcommittees previously held by their
24 predecessor. At the end of the biennium, the temporary positions held on the
25 "A" and "B" committees and the permanent subcommittees will be declared
26 vacant and will be available for choosing in accordance with House rules.
27 The newly elected member does not automatically assume a chairmanship or
28 vice-chairmanship, which vacancies shall be filled in the same manner as the
29 original appointment.

30 52.(b) SELECT COMMITTEES

31 52.(b)(1) The Speaker shall appoint all members and all alternates on
32 all House select committees and all Joint Select Committees except the Joint
33 or House Budget Committee. The Speaker shall appoint ex-officio members in
34 accordance with the law.

35 52.(b)(2) The House Budget Committee shall consist of six (6) members
36 of the House of Representatives and two (2) alternates chosen from each

1 caucus district on the first Friday following the November General Election
2 before each regular biennial session. At the time the alternates are
3 selected, one (1) shall be designated as first alternate and the other as
4 second alternate. The selections shall be made by caucus of the House
5 members-elect residing within each caucus district. Members-elect chosen for
6 membership on the House Budget Committee shall select one (1) of their number
7 to serve as chairperson-elect and one (1) to serve as vice chairperson-elect.
8 The term of office of the members shall be from January 1 of odd-numbered
9 years through December 31 of the following even-numbered year. Vacancies in
10 either a member or alternate member position shall be filled in the same
11 manner as the initial member or alternate member position was filled. House
12 Budget Committee membership shall be confirmed at the same time that
13 representatives are administered the oath of office. Prior to confirmation,
14 however, members-elect chosen to serve on the House Budget Committee shall
15 conduct pre-session budget hearings, either standing alone or in conjunction
16 with the Legislative Council.

17 52.(b)(3) No member of the House of Representatives shall serve on
18 more than one (1) select committee. The Legislative Council, the Legislative
19 Joint Auditing Committee, the House Budget Committee, the House Committee on
20 the Journal; Engrossed and Enrolled Bills, and the House Management Committee
21 are excluded therefrom.

22 52.(c)(1) The Speaker of the House shall appoint a chairperson and a
23 vice chairperson of each standing committee and each select committee who
24 shall serve at the pleasure of the Speaker. The Speaker, in consultation
25 with the chairperson of each standing committee, shall appoint from the
26 membership of each permanent subcommittee, a chairperson and vice
27 chairperson, provided however that the vice chairperson of the standing
28 committee shall automatically be the chairperson of the permanent
29 subcommittee of his/her choosing. No member of the House, with the exception
30 of each House standing committee vice chairperson, shall be chairperson or
31 vice chairperson of more than one (1) standing committee, select committee,
32 or permanent subcommittee.

33 52.(c)(2) The rules or proceedings of the House of Representatives
34 shall be observed in all select committees, standing committees, and
35 subcommittees of the House so far as they may be applicable.

36 52.(c)(3) The House Committee on the Journal; Engrossed and Enrolled

1 Bills shall serve as the supervisory committee over the preparation of the
2 Journal and engrossing and enrolling of bills.

3 52.(c)(4) After the membership of a standing committee or a permanent
4 subcommittee is established, no member shall be removed from any standing
5 committee or any permanent subcommittee during the biennium for which he/she
6 was selected. All appointees selected by the Speaker serve at his/her
7 discretion.

8 53. Committee Operations.

9 53.(a) Each committee of the House shall be provided a secretary who
10 shall maintain a current record of all bills, resolutions, amendments,
11 petitions, memorials, or other matters filed in committee. A record of
12 committee actions (committee reports, committee adopted amendments, etc.)
13 shall be filed with the Chief Clerk of the House as the first priority upon
14 adjournment of the committee. The secretary shall post, on a bulletin board
15 and/or electronically, a current list of all measures pending before the
16 committee.

17 53.(b) All committees shall consider the bills, resolutions,
18 amendments, petitions, and memorials referred to them and make one of the
19 following reports in writing to the House:

20 53.(b)(1) That a bill, resolution, petition or memorial "do pass";

21 53.(b)(2) That a bill, resolution, petition or memorial "do not pass",
22 in which event the measure shall not be considered unless the vote is
23 expunged;

24 53.(b)(3) That a bill, resolution, petition or memorial "do pass as
25 amended". No bill, resolution, petition or memorial shall be acted upon
26 without a "do pass" or a "do pass as amended" recommendation. No bills shall
27 be placed on the non-controversial calendar or deemed to be non-controversial
28 in any way unless a motion is adopted in the committee to which the bill was
29 referred. With a quorum present, the motion is considered adopted if there
30 are no negative votes.

31 53.(c) The appropriate subject matter standing committees of the House
32 and the Senate may meet as joint committees whenever agreed by said
33 committees, for the purposes of holding public hearings or considering any
34 proposed or pending legislation but upon conclusion of the joint meeting of
35 said committees, each standing committee of the House of Representatives and
36 the Senate shall take such action and report to their respective houses as

1 determined by said committees. Whenever the appropriate subject committees
2 of the House and Senate hold hearings or meetings, the chairperson of the
3 House committee and the chairperson of the Senate committee shall by
4 agreement determine which of them shall preside at the joint meeting.

5 54. The Speaker of the House shall keep a permanent register of the
6 seniority of the members of the House of Representatives. When it is
7 necessary for the seniority of incoming members to be determined by lot, the
8 Speaker of the House and the Speaker-designate of the House shall conduct a
9 drawing by lots upon receiving certification from the Secretary of State of
10 the election of membership to each General Assembly. Such seniority drawings
11 shall be effective for the purposes of determining legislative license tag
12 numbers, Chamber seating, and State Capitol parking.

13 55. Seniority shall be based on the total consecutive uninterrupted
14 terms served in the House of Representatives. In the event a member has been
15 elected that has had previous non-continuous service, he/she shall rank ahead
16 of members elected in the year his/her uninterrupted services began. In the
17 event that two (2) or more members have equal terms of non-continuous
18 service, their seniority shall be asserted by drawing lots to determine their
19 numerical standing in rank ahead of members elected in the year his/her
20 uninterrupted services begin.

21 56. Seniority ranking for new members elected for the first time to
22 serve in the General Assembly shall be determined by lot.

23 57. The chairperson shall appoint the clerk or clerks or other
24 employees of his/her committee, subject to committee approval, who shall be
25 paid at the public's expense, the House having first provided therefor.

26 58. Meetings and Hearings:

27 58.(a) All committee and subcommittee meetings including but not
28 limited to hearings at which public testimony is to be taken, (normally
29 called "public hearings") shall be open to the public (Art. 5, Sec. 13) and
30 shall be scheduled at least eighteen (18) hours in advance; agendas of bills,
31 resolutions, and other proposals to be considered at such meetings shall be
32 posted in a designated place at least eighteen (18) hours in advance; but in
33 case of an emergency, a two-thirds (2/3) majority of the membership of the
34 committee may bring bills up for consideration upon notice of not less than
35 two (2) hours.

36 58.(b) Special meetings of a standing committee may be called by the

1 chairperson of the committee or by a majority of the members of the committee
2 for conducting any business of the committee; provided, a special meeting of
3 the committee may not conflict with regularly scheduled meetings of any
4 standing committee; provided further, special meetings shall be subject to
5 the same procedures regarding the publishing of agendas and notices of
6 meetings that apply to regular standing committee meetings. (J.R. 22 – Joint
7 Committees)

8 58.(c) The Speaker of the House shall establish a regular schedule of
9 committee meetings in order that each Class "A" committee shall meet at a
10 scheduled time on the mornings of Tuesday and Thursday of each legislative
11 week, and all Class "B" committees shall meet at a scheduled time on the
12 mornings of Wednesday and Friday of each legislative week.

13 58.(d) The Speaker of the House shall establish a schedule of House
14 standing and select committee meetings so as to minimize conflicts.

15 59. All persons wishing to offer testimony to a committee hearing
16 shall be given a reasonable opportunity to do so as determined by a majority
17 of the committee. An oral or written statement shall not be a prerequisite
18 to offer testimony before a committee.

19 60. All contested elections cases entertained by the House shall be
20 referred to the Rules Committee which shall make its final recommendation not
21 later than two (2) weeks from the first day of the session.

22 61. No committee shall sit while the House is in session except the
23 Committee on Rules or a Conference Committee, which shall notify the House.

24 62. The following subject areas shall be within the jurisdiction of
25 each of the respective House standing committees:

26 62.(1) Committee on Education – matters pertaining to public
27 kindergarten, elementary, secondary, and adult education, vocational
28 education, vocational-technical schools, vocational rehabilitation, higher
29 education, private educational institutions, similar legislation, and
30 resolutions germane to the subject matter of the committee;

31 62.(2) Committee on Judiciary – matters pertaining to state and local
32 courts, court clerks and stenographers and other employees of the courts,
33 civil and criminal procedures, probate matters, civil and criminal laws,
34 similar matters, and resolutions germane to the subject matter of the
35 committee;

36 62.(3) Committee on Public Health, Welfare and Labor – matters

1 pertaining to public health, mental health, mental retardation, public
 2 welfare, human relations and resources, environmental affairs, water and air
 3 pollution, labor and labor relations, similar legislation, and resolutions
 4 germane to the subject matter of the committee;

5 62.(4) Committee on Public Transportation – matters pertaining to
 6 roads and highways, city streets, county roads, highway safety, airports and
 7 air transportation, common and contract carriers, mass transit, similar
 8 legislation, and resolutions germane to the subject matter of the committee;

9 62.(5) Committee on Revenue and Taxation – matters pertaining to the
 10 levy, increase, reduction, collection, enforcement and administration of
 11 taxes and other revenue-producing measures, and resolutions germane to the
 12 subject matter of the committee;

13 62.(6) Committee on Aging, Children and Youth, Legislative and
 14 Military Affairs – matters pertaining to the aged and problems of aging;
 15 children and youth, military, veterans, legislative affairs, memorials, other
 16 matters whenever the subject matter is not germane to the subject matter of
 17 any other standing committee and resolutions germane to the subject matter of
 18 the committee;

19 62.(7) Committee on Agriculture, Forestry and Economic Development –
 20 matters pertaining to agriculture, livestock, forestry, industrial
 21 development, natural resources, oil and gas, publicity and parks, levee and
 22 drainage, rivers and harbors, similar legislation and resolutions germane to
 23 the subject matter of the committee;

24 62.(8) Committee on City, County and Local Affairs – matters
 25 pertaining to city and municipal affairs, county affairs, local improvement
 26 districts, interlocal government cooperation, similar legislation and
 27 resolutions germane to the subject matter of the committee;

28 62.(9) Committee on Insurance and Commerce – matters pertaining to
 29 banks and banking, savings and loan associations, stock, bonds, and other
 30 securities, securities dealers, insurance, public utilities, partnerships and
 31 corporations, home mortgage financing and housing, similar legislation and
 32 resolutions germane to the subject matter of the committee;

33 62.(10) Committee on State Agencies and Governmental Affairs – matters
 34 pertaining to state government and state agencies, except where the subject
 35 matter relates more appropriately to another committee, proposed amendments
 36 to the Constitution of the State of Arkansas or the Federal government,

1 election laws and procedures, Federal and interstate relations, similar
2 legislation, and resolutions germane to the subject matter of the committee;

3 62.(10)(a) The following permanent subcommittees are hereby created
4 from within each standing committee:

5 62.(10)(a)(1) For the House standing committee on Aging, Children and
6 Youth, Legislative and Military Affairs, the following permanent
7 subcommittees are created:

- 8 (1) Aging
- 9 (2) Children and Youth
- 10 (3) Legislative, Military and Veterans Affairs

11 62.(10)(a)(2) For the House standing committee on Agriculture,
12 Forestry and Economic Development, the following permanent subcommittees are
13 created:

- 14 (1) Agriculture, Forestry and Natural Resources
- 15 (2) Small Business and Economic Development
- 16 (3) Parks and Tourism

17 62.(10)(a)(3) For House standing committee on City, County and Local
18 Affairs, the following permanent subcommittees are created:

- 19 (1) Planning
- 20 (2) Finance
- 21 (3) Local Government Personnel

22 62.(10)(a)(4) For the House standing committee on Education, the
23 following permanent subcommittees are created:

- 24 (1) Early Childhood
- 25 (2) Kindergarten Through Twelve, Vocational/Technical
26 Institutions
- 27 (3) Higher Education

28 62.(10)(a)(5) For the House standing committee on Insurance and
29 Commerce, the following permanent subcommittees are created:

- 30 (1) Financial Institutions
- 31 (2) Insurance
- 32 (3) Utilities

33 62.(10)(a)(6) For the House standing committee on Judiciary, the
34 following permanent subcommittees are created:

- 35 (1) Courts/Civil Law
- 36 (2) Corrections/Criminal Law

1 (3) Juvenile Justice/Child Support

2 62.(10)(a)(7) For the House standing committee on Public Health,
3 Welfare and Labor, the following permanent subcommittees are created:

- 4 (1) Human Services
- 5 (2) Health Services
- 6 (3) Labor and Environment

7 62.(10)(a)(8) For the House standing committee on Public
8 Transportation, the following permanent subcommittees are created:

- 9 (1) Motor Vehicle and Highways
- 10 (2) Public Transportation and Rail
- 11 (3) Waterways and Aeronautics

12 62.(10)(a)(9) For the House standing committee on Revenue and
13 Taxation, the following permanent subcommittees are created:

- 14 (1) Sales, Use, Miscellaneous Taxes and Exemptions
- 15 (2) Income Taxes—Personal and Corporate
- 16 (3) Complaints and Remediation

17 62.(10)(a)(10) For the House standing committee on State Agencies and
18 Governmental Affairs, the following permanent subcommittees are created:

- 19 (1) State Agencies and Reorganization
- 20 (2) Constitutional Issues
- 21 (3) Elections

22 63.(a) Committee on Rules:

23 63.(a)(1) All proposed action touching the rules, joint rules, and
24 order of business shall be referred to the Committee on Rules.

25 63.(a)(2) It shall always be in order to call up, for consideration, a
26 report from the Committee on Rules.

27 63.(a)(3) The Committee on Rules shall present to the House reports
28 concerning rules, joint rules, and order of business on the third day after
29 convening of the House. The permanent rules shall be adopted by a majority
30 of the members and thereafter they may be changed only by a vote of sixty-
31 seven (67) members.

32 63.(a)(4) The Speaker shall refer to the Committee on Rules, any
33 matters dealing with alcohol, cigarettes, movies, pornography, tobacco,
34 tobacco products, coin operated amusement devices, vending machines,
35 lobbying, code of ethics, bingo, raffles, racing, race tracks, pari-mutuel
36 betting and similar legislation.

1 63.(a)(5) Rules of the preceding General Assembly shall automatically
2 be adopted as temporary rules of the current assembly and may be amended or
3 suspended by a majority vote of the membership.

4 63.(b) House Budget Committee. All appropriation bills coming before
5 the House shall be assigned to and considered by the House Budget Committee.

6 64. No committee shall transact business without a quorum (a majority
7 of the committee membership present). The request for a quorum call is
8 always in order. All final action on bills, and on proposed amendments to
9 bills, shall be decided by a majority vote of the total membership of the
10 committee. Provided, however, that the Speaker of the House shall not be
11 included for the purpose of determining what is a majority of a standing
12 committee, unless present at the time of the vote. A member of the committee
13 must be present at the time of the vote for his/her vote to be counted on any
14 matter considered by the committee (no pairs, no proxies).

15 64.(a) A bill, resolution or amendment in a House committee, having
16 been rejected twice, shall not be placed on the committee calendar again or
17 considered again during the same legislative session unless the vote is
18 expunged (two-thirds of the membership of the committee). The motion to
19 expunge shall be placed on the committee agenda, by a committee member, and
20 placed at the bottom of the active list. A bill or resolution may be amended
21 before a second consideration; but, unless expunged, even an amended bill
22 having failed twice shall not be placed on the calendar or considered.

23 65. Upon written request by the author of a bill directed to the
24 chairperson of the committee, a bill shall be considered by the full
25 committee within ten (10) days of the time of such request, but the
26 committees may delay final action on a bill by a majority vote of the
27 committee.

28 66. No bill shall be introduced with a committee as the author of said
29 bill unless that committee has voted unanimously to sponsor the bill.

30 67. Committee Records and Reports:

31 67.(a) The chairperson of each committee of the House shall keep or
32 cause to be kept a separate record for each committee meeting in which there
33 shall be entered:

34 67.(a) 1. The time and place of each hearing and each meeting of the
35 committee.

36 67.(a) 2. The number and title of the bill with one of the following

1 three recommendations: "do pass", "do pass as amended", or "do not pass". If
2 a committee recommends a bill "do pass as amended" and any of the amendments
3 recommended by the committee are not adopted on the Floor, the bill shall be
4 re-referred to the same committee for further consideration and
5 recommendation.

6 67.(a) 3. A summary of each bill's major provision which may be
7 several paragraphs in length in case of major bills or simply the title of
8 the bill in the case of minor bills.

9 67.(a) 4. The reason for the committee's action on the bill, including
10 a brief minority report, if requested by any two (2) committee members.

11 67.(a) 5. A record of how every member voted on each bill when action
12 is taken by the committee, including votes on a motion to postpone
13 consideration on the bill and a recorded vote on any other motion, if
14 requested by any two (2) committee members.

15 67.(a) 6. A list of all people testifying before a committee on each
16 bill, the interest that they represent, and an indication of their position
17 on the bill.

18 67.(b) Such records for each separate committee meeting shall be
19 approved by the chairperson before the expiration of a seven (7) day period,
20 with the exception of those records referred to in (a) 1. and 2., hereinabove
21 which shall be filed immediately with the Clerk of the House.

22 67.(c) Other reports may be filed with the Clerk of the House.

23 68. Consent Calendar – Supplemental Calendar. In addition to the
24 regular calendar of the House of Representatives, there shall be a consent
25 calendar on which shall be placed bills that have been recommended "do pass"
26 by committee, which are deemed by the committee or by the Speaker to be non-
27 controversial, and may be used for other non-controversial matters such as
28 resolutions and amendments to bills proposed by the author of the bill, if
29 the Speaker deems such matter to be non-controversial. The Speaker of the
30 House shall maintain the consent calendar. On Thursday of each week, and
31 such other times as the Speaker may deem advisable, the House shall consider
32 bills and other matters on the consent calendar. Provided, that a list of
33 bills and other matters on the consent calendar which are to be considered on
34 a particular day shall be circulated among the members of the House of
35 Representatives the day prior to the date on which the consent calendar is to
36 be considered. If as many as five (5) members object to a bill or other

1 matter on the consent calendar being considered as non-controversial, the
2 Speaker of the House shall remove the same from the consent calendar and
3 shall place it on the regular calendar of the House business. When deemed
4 advisable, in addition to the regular calendar and the consent calendar, the
5 Speaker may provide for a supplemental calendar on which shall be placed
6 bills and resolutions and other matters as requested by the members for
7 consideration. The list of bills, resolutions and other matters on the
8 supplemental calendar for consideration on a particular day shall be
9 circulated among the members of the House. If as many as five (5) members
10 object to a bill, resolution or any other matter on the supplemental calendar
11 the same shall be removed and placed on the regular House calendar for
12 consideration consistent with the wishes of the House. No bill or resolution
13 may be placed for consideration on any more than one (1) House calendar.

14 69. A vote of two-thirds (2/3) of the elected membership of the House
15 of Representatives shall be necessary to remove a bill from a committee. A
16 bill may be reported by a committee at any time as provided by the House
17 Rules except for bills introduced after the fiftieth (50th) day of the
18 Regular Session, or during a special session, which shall, upon written
19 request by the author, be acted on at the next regular meeting of the
20 committee, but committees may delay final action on a bill by a majority vote
21 of the committee.

22 70.(a) Except as provided in subsection (b), no action may be taken in
23 the House Committee on Public Health, Welfare and Labor or on the Floor of
24 the House of Representatives on any bill that provides for licensure of any
25 profession, occupation or class of health care providers not currently
26 licensed or expands the scope of practice of any profession, occupation, or
27 class of health care providers unless the House Committee on Public Health,
28 Welfare and Labor has initiated a study of the feasibility of such
29 legislation at least thirty (30) days prior to convening the next legislative
30 session.

31 70.(b) A bill providing for the licensure of any profession,
32 occupation, or class of health care providers not currently licensed or
33 expanding the scope of any practice of any profession, occupation, or class
34 of health care providers may be acted upon without the initiation of a
35 feasibility study required in subsection (a) upon a two-thirds (2/3) vote of
36 the House Public Health, Welfare and Labor Committee membership.

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COMMITTEE OF THE WHOLE

71. All measures involving a tax or an appropriation of money, or property, may be first considered in a Committee of the Whole, amendments can be offered in the Committee of the Whole.

72. The Speaker of the House, in setting the calendar of budgets or appropriation bills to be considered in the House shall, from time to time, confer with the chairperson of the House Budget Committee on the appropriation bills pending and may designate specific days or times to be set aside in the House to be devoted solely to consideration of appropriation bills and other budget matters. At least by the end of business on the previous day before any appropriation bill is to be considered by the House, the chairperson of the House Budget Committee shall cause to be prepared and placed on each member's desk a listing of appropriation bills to be considered in the Committee of the Whole or the House, broken down as follows:

72.(a) Appropriation bills sponsored by the Joint Budget Committee or the House Budget Committee, prepared in accordance with Legislative Council recommendations;

72.(b) All other appropriation bills sponsored by the Joint Budget Committee or the House Budget Committee which were not considered by the Legislative Council;

72.(c) Bills introduced by members of the House (or Senate) that shall have been recommended by the Joint Budget Committee or the House Budget Committee "do pass" or "do pass as amended"; and

72.(d) Appropriation bills amended in the Senate without Joint Budget Committee or House Budget Committee action. The aforementioned list of appropriation bills shall include the number of the bill, the author of the bill, and the name and agency and/or program for which the appropriation is to be made. In the event the Joint Budget Committee or the House Budget Committee recommendations in regard to the appropriation shall differ, in any respect, from the recommendations made by the Legislative Council in regard thereto, said list shall identify each such change in the appropriation bill which differs from the recommendation of the Legislative Council.

73. In forming a Committee of the Whole House, the Speaker may leave his/her chair after appointing a chairperson to preside, who shall have the

1 same power as the Speaker to preserve order. A majority of a quorum is
 2 required to resolve the House into a Committee of the Whole.

3 74. When the House resolves itself into the Committee of the Whole,
 4 non-members who are to participate in the matters to be discussed may be
 5 invited into the House Chambers by the proponents or opponents of the
 6 proposals to be discussed but all such non-members shall leave at the time
 7 the committee arises.

8 75. A Committee of the Whole cannot report a measure without a quorum
 9 of its members present.

10 76. The rules and proceedings of the House shall be observed in
 11 Committee of the Whole House so far as they may be applicable. Decisions
 12 will be made by voice or standing votes.

13 77. No motion which has as its effect the limiting of debate in the
 14 Committee of the Whole shall be entertained by the chairperson. The motion
 15 for the disposition of any matter referred to the committee shall be,
 16 "Mr./Ms. Chairman, I move the committee do now rise and report". If the
 17 committee had no specific report, the motion should be to rise and report
 18 progress.

19
 20 LEGISLATIVE COUNCIL; LEGISLATIVE JOINT AUDITING COMMITTEE

21 78. Legislative Council.

22 78.(a) Twenty (20) of the House members of the Legislative Council
 23 shall be selected by members-elect of the House Caucus Districts. Each
 24 caucus shall select five (5) members. The selections shall occur on the
 25 Friday following the November General Election. Following the selections,
 26 the newly selected House of Representative members of the Legislative Council
 27 shall select one (1) of their number as Legislative Council co-chair and one
 28 (1) of their number as Legislative Council co-vice-chair. However no more
 29 than one (1) member selected by caucus shall reside within the same county.
 30 The term of office of the members shall be from January 1 of odd-numbered
 31 years to December 31 of the following even-numbered year. Legislative
 32 Council membership shall be confirmed at the same time that representatives
 33 are administered the oath of office.

34 78.(b) In order that there may be no House vacancies on the
 35 Legislative Council at any time, at the time of selection of the House
 36 members to the Council there shall be selected in each Caucus District a

1 first alternate and a second alternate for each member selected from that
2 district. In the event that any House member or House alternate of the
3 Legislative Council resigns from the Council, is disqualified from serving on
4 the Council, dies, or for any other reason there becomes a permanent vacancy
5 in a House position on the Council, the House members of the Caucus District
6 from which the member or alternate was selected shall choose a replacement
7 member or alternate to serve the remainder of the term. When a vacancy
8 occurs in a House member position on the Council or a House alternate
9 position on the Council, that person's alternate shall serve until a signed
10 report from the Caucus chairperson designating otherwise is filed with the
11 Speaker. The Speaker shall notify the Council chairperson of all changes in
12 membership on the Council.

13 78.(c) Ex-officio members in accordance with A.C.A. 10-3-301.

14 79. Legislative Joint Auditing Committee.

15 79.(a) House members of the Legislative Joint Auditing Committee shall
16 be selected by members-elect of each House Caucus District. The selections
17 shall occur on the Friday following the November General Election. Following
18 the selections, the newly selected House of Representative members of the
19 Legislative Joint Auditing Committee shall select one (1) of their number as
20 Legislative Joint Auditing Committee co-chair and one (1) of their number as
21 Legislative Joint Auditing Committee co-vice-chair. Each caucus shall select
22 five (5) members. However no more than two (2) members shall reside within
23 the same county. The term of office of the members shall be from January 1
24 of odd-numbered years to December 31 of the following even-numbered year.
25 Legislative Joint Auditing Committee membership shall be confirmed at the
26 same time that representatives are administered the oath of office.

27 79.(b) In order that there may be no House vacancies on the
28 Legislative Joint Auditing Committee at any time, at the time of selection of
29 the House members to the Committee there shall be selected in each Caucus
30 District a first alternate and a second alternate for each member selected
31 from that District. In the event that any House member or House alternate of
32 the Legislative Joint Auditing Committee resigns from the Committee, is
33 disqualified from serving on the Committee, dies, or for any other reason
34 there becomes a permanent vacancy in a House position on the Committee, the
35 House membership of the Caucus District from which the member or alternate
36 was selected shall choose a replacement member or alternate to serve the

1 remainder of the term. When a vacancy occurs in a House member position on
 2 the Committee or a House alternate position on the Committee, that person's
 3 alternate shall serve until a signed report from the Caucus chairperson
 4 designating otherwise is filed with the Speaker. The Speaker shall notify
 5 the Committee chairperson of all changes in membership on the Committee.

6 79.(c) Ex-officio members in accordance with A.C.A. 10-3-403 thru 10-
 7 3-404.

8 CAUCUS DISTRICTS

9 80. The First Caucus District shall be composed of the following House
 10 of Representatives Districts: 13; 14; 15; 48; 51; 52; 53; 54; 55; 56; 57; 58;
 11 59; 71; 72; 73; 74; 75; 76; 77; 78; 79; 80; 81; and 82.

12 The Second Caucus District shall be composed of the following House of
 13 Representatives Districts: 28; 29; 31; 32; 33; 34; 35; 36; 37; 38; 39; 40;
 14 41; 42; 43; 44; 45; 46; 47; 49; 50; 60; 61; 68; and 70.

15 The Third Caucus District shall be composed of the following House of
 16 Representatives Districts: 62; 63; 64; 65; 66; 67; 69; 83; 84; 85; 86; 87;
 17 88; 89; 90; 91; 92; 93; 94; 95; 96; 97; 98; 99; and 100.

18 The Fourth Caucus District shall be composed of the following House of
 19 Representatives Districts: 1; 2; 3; 4; 5; 6; 7; 8; 9; 10; 11; 12; 16; 17;
 20 18; 19; 20; 21; 22; 23; 24; 25; 26; 27; and 30.

21
 22 DEBATE

23 81. When a representative desires to speak or to have the attention of
 24 the House, he/she shall rise from his/her seat and respectfully address
 25 himself/herself to "Mr./Madam Speaker", (or in the Committee of the Whole,
 26 "Mr./Madam Chairperson") and upon recognition, he/she may address the House
 27 from his/her seat or the "well" of the House. Representatives must be at
 28 their seats before obtaining recognition. Any representative who receives
 29 recognition from the Chair must confine himself/herself to the question
 30 before the House, or a privileged motion. No representative shall proceed
 31 until recognized by the Speaker. When two (2) or more representatives arise
 32 at once, the Speaker shall name the member who shall be first to speak.

33 82. When a representative desires to interrupt a representative having
 34 the Floor, he/she shall first obtain recognition of the Speaker and
 35 permission of the representative occupying the Floor; and when so recognized
 36 and such permission is obtained, he/she may ask questions of the

1 representative occupying the Floor; but shall not propound a series of
 2 interrogatives or otherwise badger the representative having the Floor.

3 83. No representative shall occupy more than thirty (30) minutes in
 4 debate on any question in the House. The representative reporting a measure
 5 under consideration from a committee or the author may open and close debate.
 6 If debate shall extend beyond one (1) day, the author or sponsor shall be
 7 entitled to thirty (30) minutes to close. The right to close may not be
 8 automatically exercised after limited debate, the previous question or
 9 immediate consideration is voted.

10 84. No representative shall speak more than once on the same question
 11 without leave of the House. One (1) mover, proposer or introducer of the
 12 question pending may speak the second time and close, but not until every
 13 representative choosing to speak shall have been heard.

14 85. A representative having the Floor may not yield it to another for
 15 any purpose including making a motion; but, if he/she desires to allow a
 16 motion to be made, he/she must yield the Floor.

17
 18 DECORUM

19 86. No person other than a member of the Arkansas General Assembly,
 20 designated legislative staff, or on special and certain occasions those
 21 persons specifically invited by the Speaker of the House, shall be permitted
 22 on the Floor of the House Chamber while the House is in session or in brief
 23 recess. A pool arrangement for the media shall be established, the direction
 24 and control of which shall be regulated by the Speaker of the House. No one
 25 in the House Chamber other than a member of the Legislature may advocate or
 26 oppose passage of a measure while the House is in session. No legislative
 27 aides, lobbyists or unauthorized persons shall be permitted access to the
 28 House Floor, lounges or House support areas. This Rule shall be enforced by
 29 the Speaker of the House and/or the House Management Committee. The House
 30 Management Committee and the Rules Committee shall recommend punishment to
 31 the House for violation of this Rule. (A.C.A. 10-2-110 -- Disorderly Conduct)

32 87. The House Chamber during regular and special sessions shall be
 33 used only for the legislative business of the House and for the caucus
 34 meetings of its members, except upon occasions where the House, by
 35 resolution, agrees to take part in any ceremonies to be observed therein; and
 36 the Speaker shall not entertain a motion for suspension of this rule.

1 88. No representative shall use intemperate language with reference to
 2 the House or its members.

3 89. If any representative, in speaking or otherwise, transgresses the
 4 rules of the House, the Speaker shall or any representative may, call him/her
 5 to order. He/she shall immediately be seated unless permitted, on a motion
 6 of another representative, to explain. The House shall, if called upon,
 7 decide on the issue without debate. If the decision is in favor of the
 8 representative called to order, he/she shall be free to continue; and, if the
 9 dispute shall warrant, a representative shall be open to censure or such
 10 punishment as the House shall impose.

11 90. Normal conformity to good manners and taste shall be expected of
 12 each member of the House. Representatives shall avoid references to
 13 personalities and extend to each representative courtesies which they wish
 14 for themselves.

15 91. Introduction of and recognition of family, constituents, or groups
 16 shall not become excessive. Members should be extremely reluctant in using
 17 the time of the House for these personal courtesies. If deemed appropriate by
 18 the Speaker of the House, he/she shall make all introductions from
 19 information provided to the Speaker by a member or appropriate House staff.

20 92. The smoking of cigarettes, cigars and pipes or other tobacco
 21 products shall not be permitted in the Chamber of the House of
 22 Representatives or in the members' private work area.

23 93. A Roll Call shall not be interrupted by a motion or other order of
 24 business from the time the Speaker calls up the ballot until he/she casts up
 25 the ballot and announces the result of said ballot.

26
 27 VOTING

28 94. No person not a representative shall cast a vote for a
 29 representative.

30 95. Any question or motion, except final passage of a bill or final
 31 action on a joint resolution, may be put to the House by a voice vote at the
 32 discretion of the Speaker.

33 96. Any five (5) representatives shall have the right to call for the
 34 ayes and nays and have the result entered on the Journal. (Art. 5, Sec. 12)

35 97. Any representative who will be absent from the House may pair
 36 his/her vote with a representative who shall be present.

1 97.(a) These representatives must be casting opposite votes.

2 97.(b) Dated pairs reflecting the bill number are counted when signed
3 by both representatives,

4 (1) in the presence of each other, and witnessed by another
5 representative, or

6 (2) when the member who will not be present for the vote signs
7 the pair form in the presence of a person authorized by law to take
8 acknowledgements and who verifies the identity of the signer.

9 97.(c) Pairs shall be presented to the Speaker only on the day of the
10 vote for which the representatives are paired is to be taken.

11 97.(d) Pairs shall be announced by the Speaker immediately prior to
12 the Roll Call from a Pair Form presented to the Speaker by the representative
13 present. At the time of the announcement the Speaker shall (1) determine
14 that the member who is required to be present is present, and (2) provide the
15 membership with an opportunity to express procedural objections to the pairs.

16 97.(e) The representative may not cast his/her vote by other methods
17 when he/she is paired.

18 98. The demand to “Sound the Ballot” (a device to determine how each
19 representative voted) may be accomplished by any five (5) members rising and
20 requesting the Speaker to have the names called and the way the member voted
21 repeated. When contested, any representative (except a representative voting
22 by pair vote and the Speaker and a substitute Speaker) who is not present and
23 in his seat shall have his/her vote eliminated.

24 99. After a voice vote, the Speaker or any five (5) representatives
25 that doubt the result may call for a division of the House.

26 99.(a) Representatives voting aye shall stand at their seats until
27 counted.

28 99.(b) Then, representatives voting no shall stand at their seats
29 until counted.

30 99.(c) No representative shall be counted that is not at his/her
31 assigned voting station (his/her seat on the House Floor).

32 99.(d) The Speaker or his/her designee shall be responsible for
33 counting the vote and the Speaker shall announce the result of the vote.

34 100. The Electronic Voting System shall have the same force and effect
35 as a Roll Call. (Not less than a majority of the members of each House of
36 the General Assembly may enact a law.) (Art. 5, Sec. 37 as added by Amend.

1 19, Sec. 1)

2 101. The Speaker, with three (3) representatives, is sufficient to
3 adjourn, or recess to a time certain, or sine die. (Neither house shall,
4 without the consent of the other, adjourn for more than three (3) days, nor
5 to any other place than that in which the two (2) houses shall be sitting.)
6 (Art. 5, Sec. 28)

7 (Governor’s power to adjourn) In cases of disagreement between the two
8 (2) houses of the General Assembly, at a regular or special session, with
9 respect to the time of adjournment, the Governor may, if the facts be
10 certified to him/her by the presiding officers of the two (2) houses, adjourn
11 them to a time not beyond the day of their next meeting; and, on account of
12 danger from an enemy or disease, to such other place of safety as he/she may
13 think proper. (Art. 6, Sec. 20)

14 102. Vetoes. (Art. 6, Secs. 15 thru 17; A.C.A. 10-2-116)

15 103. Extraordinary sessions of the General Assembly. (Art. 6, Sec. 19)

16 104. Homestead exemption increase (3/4 vote) (Art. 16, Sec. 16 as
17 added by Amend. 59)

18 105. Workmen’s Compensation Laws (Art. 5, Sec. 32 as amended by Amend.
19 26)

20 106. It shall be a violation of the Rules of the House for any member
21 of the House to accept a campaign contribution during the period beginning
22 thirty (30) days before and ending thirty (30) days after any regular session
23 of the General Assembly. If there is an extended recess of the General
24 Assembly, the period shall end thirty (30) days after the beginning of the
25 recess. It shall also be a violation of the Rules of the House for any
26 member of the House to accept a campaign contribution during any extended
27 session of the General Assembly or during any special session of the General
28 Assembly.

29 107. All Roll Call votes on bills, emergency clauses on bills, resolutions,
30 and amendments in the House of Representatives shall be entered by the House
31 into the General Assembly’s Internet web site.

32
33
34
35
36

ADDENDUM
HOUSE OF REPRESENTATIVES
COMMITTEE CHAIRPERSONS MANUAL
AND

HOUSE COMMITTEE RULES

1
2
3 A committee chairperson is a member appointed by the Speaker of the House to
4 function as the parliamentary head of a standing, select, special or joint
5 committee.

6
7 1) The chairperson (or vice chairperson in his or her absence) shall call the
8 committee to order at the appointed time.

9
10 2) The presider shall determine a quorum present either by declaration,
11 without objection, or by calling the roll (for quorum purposes only a roll
12 call will be required if there is one objection by a committee member to the
13 declaration of the presence of a quorum).

14
15 3) The presider shall maintain order of the committee meeting.

16
17 4) The presider shall decide all questions of order subject to appeal to the
18 Speaker of the House who may refer the question to the Rules Committee whose
19 decision may be appealed to the full House.

20
21 5) The presider shall supervise and direct the staff of the committee.

22
23 6) The presider shall prepare, or supervise the preparation of, and sign all
24 reports of the committee and submit them to the full House.

25
26 House Rule 53.(b)

27 53.(b) All committees shall consider the bills, resolutions,
28 amendments, petitions, and memorials referred to them and make one of the
29 following reports in writing to the House:

30 53.(b)(1) That a bill, resolution, petition or memorial “do pass”;

31 53.(b)(2) That a bill, resolution, petition or memorial “do not
32 pass”, in which event the measure shall not be considered unless the vote is
33 expunged;

34 53.(b)(3) That a bill, resolution, petition or memorial “do pass as
35 amended”. No bill, resolution, petition or memorial shall be acted upon
36 without a “do pass” or a “do pass as amended” recommendation. No bills shall

1 be placed on the non-controversial calendar or deemed to be non-controversial
 2 in any way unless a motion is adopted in the committee to which the bill was
 3 referred. With a quorum present, the motion is considered adopted if there
 4 are no negative votes.

5

6 7) A quorum (one more than half the total membership of the committee) must
 7 be present to transact official House committee business.

8

9 (House Rule 64) No committee shall transact business without a quorum (a
 10 majority of the committee membership present). All final action on bills or
 11 resolutions, and on proposed amendments to bills or resolutions, shall be
 12 decided by a majority vote of the total membership of the committee.
 13 Provided, however, that the Speaker of the House shall not be included for
 14 the purpose of determining what is a majority of a standing committee, unless
 15 present at the time of the vote. A member of the committee must be present
 16 at the time of the vote for his/her vote to be counted on any matter
 17 considered by the committee (no pairs, no proxies).

18

19 8) (House Rule 52. (c)(2)) The rules or proceedings of the House of
 20 Representatives shall be observed in all select committees, standing
 21 committees, and subcommittees of the House so far as they may be applicable.

22

23 The precedence of motions so far as they are applicable shall be as listed in
 24 House Rule 17(a) – (q):

25

26 (House Rule 17) When a question is under debate, motions shall have
 27 precedence in the following order (the request for a quorum call is always in
 28 order; the chairperson is not compelled to accept any motion):

29 17(a) To fix the time to which the House will adjourn (non-debatable)
 30 (majority of a quorum);

31 17(a)(1) (A majority of a quorum is a majority of those voting when at least
 32 a majority of the members are present and voting);

33 17(b) To adjourn (non-debatable) (majority of a quorum);

34 17(c) To take a recess (non-debatable) (majority of a quorum);

35 17(d) Postpone temporarily; lay on the table (non-debatable) (majority of a
 36 quorum) To take from the table (non-debatable) (majority of a quorum);

- 1 17(e) Immediate consideration (non-debatable) (2/3 of a quorum);
- 2 17(f) Previous question (non-debatable) (5 seconds) (majority of a quorum);
- 3 17(g) Limit or extend debate (non-debatable) (2/3 of a quorum);
- 4 17(h) To expunge (debatable) (2/3 of membership) (67);
- 5 17(i) Postpone to a day certain (debatable) (majority of a quorum);
- 6 17(j) Committee of the Whole, go into (non-debatable) (majority of a
- 7 quorum);
- 8 17(k) Refer (debatable) (majority of a quorum);
- 9 17(l) Amend (debatable) (majority of a quorum);
- 10 17(m) Substitute motion (debatable) (majority of a quorum);
- 11 17(n) Postpone indefinitely (debatable) (majority of membership);
- 12 17(o) Take out of proper order (non-debatable) (2/3 of a quorum);
- 13 17(p) Special order of business (debatable) (2/3 of a quorum); and
- 14 17(q) To suspend the rules (non-debatable) (2/3 of a quorum).

15

16 9) (House Rule 58(a)) All committee and subcommittee meetings including but
 17 not limited to hearings at which public testimony is to be taken, (normally
 18 called "public hearings") shall be open to the public (Art. V, Sec. 13) and
 19 shall be scheduled at least eighteen (18) hours in advance; agendas of bills,
 20 resolutions, and other proposals to be considered at such meetings shall be
 21 posted in a designated place at least eighteen (18) hours in advance; but in
 22 case of an emergency, a two-thirds (2/3) majority of the membership of the
 23 committee may bring bills or resolutions up for consideration upon notice of
 24 not less than two (2) hours.

25

26 10) (House Rule 58(b)) Special meetings of a standing committee may be
 27 called by the chairperson of the committee or by a majority of the members of
 28 the committee for conducting any business of the committee; provided, a
 29 special meeting of the committee may not conflict with regularly scheduled
 30 meetings of any standing committee; provided further, special meetings shall
 31 be subject to the same procedures regarding the publishing of agendas and
 32 notices of meetings that apply to regular standing committee meetings. (J.R.
 33 21 – Joint Committee)

34

35 11) (House Rule 59) All persons wishing to offer testimony to a committee
 36 hearing shall be given a reasonable opportunity to do so as determined by a

1 majority of the committee. An oral or written statement shall not be a
 2 prerequisite to offer testimony before a committee.

3
 4 12) (House Rule 61) No committee shall sit while the House is in session
 5 except the Committee on Rules or a Conference Committee, which shall notify
 6 the House.

7
 8 13) (House Rule 64(a)) A bill, resolution or amendment in a House committee,
 9 having been rejected twice, shall not be placed on the committee calendar
 10 again or considered again during the same legislative session unless the vote
 11 is expunged (two-thirds of the membership of the committee). The motion to
 12 expunge shall be placed on the committee agenda, by a committee member, and
 13 placed at the bottom of the active list. A bill or resolution may be amended
 14 before a second consideration; but, unless expunged, even an amended bill
 15 having failed twice shall not be placed on the calendar or considered. Notice
 16 of reconsideration not permitted in committee.

17
 18 14) (House Rule 45(a)) When a bill or resolution is under consideration,
 19 amendments shall be in order. Upon adoption, amendments shall become a part
 20 of the bill or resolution. Amendments to amendments may not be offered. All
 21 amendments offered before the House or one of its committees must be
 22 typewritten on an approved amendment form and signed by the sponsor. All
 23 amendments shall be attached to the original bill or resolution, numbered by
 24 the Bill Clerk, and shall be placed upon the members' desks before being
 25 acted upon by the House.

26
 27 (House Rule 36(e)) All amendments shall be entered on a separate sheet of
 28 paper noting the line or lines to be changed and the words to be deleted or
 29 inserted.

30
 31 15) (House Rule 66) No bill or resolution shall be introduced with a
 32 committee as the author of said bill or resolution unless that committee has
 33 voted unanimously to sponsor the bill or resolution.

34
 35 16) (House Rule 67) Committee Records and Reports
 36 67(a) The chairperson of each committee of the House shall keep or cause to

1 be kept a separate record for each committee meeting in which there shall be
 2 entered:

3 67(a) 1. The time and place of each hearing and each meeting of the
 4 committee.

5 67(a) 2. The number and title of the bill or resolution with one of the
 6 following three recommendations: "do pass", "do pass as amended", or "do not
 7 pass". If a committee recommends a bill or resolution "do pass as amended"
 8 and any of the amendments recommended by the committee are not adopted on the
 9 floor, the bill or resolution shall be re-referred to the same committee for
 10 further consideration and recommendation.

11 67(a) 3. A summary of each bill or resolution's major provisions which may
 12 be several paragraphs in length in case of major bills or resolutions or
 13 simply the title of the bill or resolution in the case of minor bills or
 14 resolutions.

15 67(a) 4. The reason for the committee's action on the bill or resolution,
 16 including a brief minority report, if requested by any two (2) committee
 17 members.

18 67(a) 5. A record of how every member voted on each bill or resolution when
 19 action is taken by the committee, including votes on a motion to postpone
 20 consideration on the bill or resolution and a recorded vote on any other
 21 motion, if requested by any two (2) committee members.

22 67(a) 6. A list of all people testifying before a committee on each bill or
 23 resolution, the interest that they represent, and an indication of their
 24 position on the bill or resolution.

25

26 17) (House Rule 67(b)) Such records for each separate committee meeting
 27 shall be approved by the chairperson before the expiration of a seven (7) day
 28 period, with the exception of those records referred to in (a) 1. and 2.,
 29 hereinabove which shall be filed immediately with the Clerk of the House.

30

31 18) (House Rule 22 part) When a question is raised about the proper referral
 32 of a bill or resolution to committee, if the Speaker admits error in the
 33 referral of the bill or resolution to a committee, the bill or resolution may
 34 be re-referred by a majority vote of a quorum; however, if the Speaker does
 35 not admit error in the referral of the bill or resolution to committee, the
 36 bill or resolution may only be re-referred by a two-thirds (2/3) vote of a

1 quorum. When a bill or resolution is re-referred to a committee, any
 2 previous committee recommendation is automatically stripped from the bill or
 3 resolution. When a motion is under consideration, only two (2) substitutes
 4 to that motion shall be in order. A substitute to the third degree shall not
 5 be in order. Only a motion applicable to the main motion and of a higher
 6 precedence upon recognition may be substituted for the motion under
 7 consideration.

8
 9 19) (House Rule 53 (a)) House Committee Staff will automatically and without
 10 delay place all bills or resolutions referred to the committees on the
 11 committee agendas. Staff will notify the sponsor of bills or resolutions
 12 assigned to committee. Referred bills shall be placed on the committee's
 13 active agenda in the order they are read across the desk on the House Floor.
 14 When an active agenda is established in a committee and bills from that
 15 agenda are not placed on the deferred list and if they are passed over, they
 16 are placed at the bottom of the list of the day's active agenda. Bills read
 17 across the desk on the House Floor later that same day or on a later day are
 18 placed on the active agenda in the order they are read below bills already on
 19 the active agenda.

20
 21 20) After a bill or resolution has appeared on the Committee
 22 agenda and has been called up for consideration by the Committee and the
 23 sponsor of the bill or resolution or a representative is not present to
 24 present the bill or resolution, the bill or resolution will be placed on the
 25 active agenda two (2) additional times, but will be placed at the bottom of
 26 the active agenda.

27
 28 21) If the sponsor or a representative is not present to present
 29 the bill or resolution when called up after the bill or resolution has
 30 appeared on the active agenda when called up during the third meeting, the
 31 bill or resolution will be automatically dropped from the active agenda and
 32 placed on the deferred list unless the sponsor notifies staff to put the bill
 33 or resolution back on the active agenda before the agenda is prepared, for
 34 the next called meeting. Requests to move bills or resolutions from the
 35 deferred list to the active agenda must be made by 2:30 p.m. two (2) days
 36 prior to the scheduled committee meeting. Bills moved from the deferred list

1 to the active agenda shall be listed at the bottom of the active agenda.
2 Bills on the deferred list may be moved to the active calendar as provided by
3 rule for a total of three (3) times only. A suspension of this rule by the
4 Committee (two-thirds of a quorum) will be required for each transfer of any
5 bill having been moved three (3) times previously.

6
7 22) Bills or resolutions suggested as non-controversial will be
8 considered before consideration of controversial bills or resolutions on the
9 agenda. The objection of one (1) committee member to the consideration of a
10 bill or resolution as non-controversial will automatically keep the bill or
11 resolution from being considered as being non-controversial. Even though a
12 bill or resolution has been considered as non-controversial, it will be
13 necessary after a "do pass" or "do pass as amended" recommendation that a
14 motion be made and there be unanimous consent of no less than a quorum of the
15 Committee for a bill or resolution to be eligible to be placed on the House
16 Non-controversial Calendar.

17
18 23) If a bill or resolution is discussed by a committee at a
19 meeting, but is not voted on because of time limitations or because the vote
20 is deferred to the next meeting, the bill or resolution will not lose its
21 order on the agenda and will not be counted as having been considered.

22
23 24) The author/sponsor of a bill or resolution may make a
24 presentation for his/her bill or resolution and may elect at that time to
25 respond to questions from the committee members. Following the initial
26 presentation, non-legislative---non-committee members will be allowed to
27 alternately speak against and for the bill or resolution. A procedural
28 motion made by a member of the committee and adopted by the committee to
29 limit or end debate will be allowed to govern non-legislative---non-committee
30 members' discussions. At the conclusion of the non-legislative---non-
31 committee member proponent and opponent presentations, the sponsor may return
32 to the podium and may elect to field questions from the committee members.
33 Those questions should be limited to requests for clarification or the
34 securing of information. Questions that are rhetorically offered and are
35 dilatory for the effect of debate are discouraged. At this point, the chair
36 will entertain motions from committee members only. For disposition of a

1 proposition in a House Committee, procedural motions (limit debate, immediate
 2 consideration, etc.) are allowed only following a main motion (do pass, do
 3 not pass, do pass as amended, etc.). Discussion from that point forward is
 4 limited to committee members for and against the motion, if debatable, in
 5 alternating fashion. If immediate consideration is not adopted and if debate
 6 has not been limited and time has not expired, the author/sponsor will be
 7 allowed to close for his/her bill or resolution. During the closing, the
 8 author may elect to field questions from committee members. At the
 9 conclusion of these presentations, a vote will be taken on the motion
 10 properly before the committee.

11

12 25) As determined by the presider courtesy may be extended to
 13 General Assembly members who are non-committee members who need to return to
 14 their own committee meetings.

15

16 26) (House Rule 64) Eleven (11) members of a standing committee
 17 constitute a committee quorum with the Speaker present if he/she is a member
 18 of the committee and ten (10) members when the Speaker is not present. A
 19 committee recommendation of a bill or resolution will require these same
 20 numbers.

21

22 27) Smoking is prohibited in the committee rooms and all
 23 adjoining rooms.

24

25 28) (House Rule 67(a)5) A roll call vote will be required if
 26 requested by any two (2) committee members, except for a quorum call which
 27 may be requested by one (1) member. The request for a quorum call is always
 28 in order.

29

30 29) When a roll call is required, the roll will be called by
 31 seniority with the vice chairperson being called next to last and the
 32 chairperson last. For a member's vote to be counted and recorded, he/she must
 33 vote "yes", "no" or "present".

34

35 30) During a roll call vote, when a member's name has been called
 36 twice and he/she does not respond, or when a member passes, they will not be

1 allowed to vote at a later time on the current issue before the committee.

2

3 31) No seconds are required during the legislative process except those that
 4 are explicit in the rules, (roll call, previous question, sound the ballot,
 5 etc.)

6

7 32) (House Rule 36(p)1) When any House or Senate bill or resolution
 8 requiring an expenditure of public funds or otherwise imposing a new or
 9 increased cost obligation on any municipality or county is pending before any
 10 committee of the House of Representatives, any member of the committee may
 11 request that a fiscal impact statement for such bill or resolution be placed
 12 on the desk of each member of the committee before the bill or resolution is
 13 called up for final action in the committee. If such request is made, the
 14 chairperson of the committee shall refer the bill or resolution to the
 15 appropriate state agency or to the legislative staff for the preparation of a
 16 fiscal impact statement, to be returned to the committee in writing not later
 17 than five (5) days from the date of the request.

18

19 33) (House Rule 36(p)4) Failure of the sponsor of a bill or resolution to
 20 provide the fiscal impact statement required in this rule shall not prohibit
 21 the consideration of it in the committee to which referred or on the floor of
 22 the house in which the bill or resolution is called up for final passage, if
 23 no objection to it is made at the time such action is taken.

24

25 (House Rule 36(p)5) Nothing in this rule shall prohibit a committee to which
 26 a bill or resolution is referred or the house in which the bill or resolution
 27 is being considered from suspending the requirement of the filing of a fiscal
 28 impact statement on any such bill or resolution in the same manner as
 29 provided for the suspension of the rules in the house in which the bill or
 30 resolution is being considered.

31

32 34) Bills imposing new or additional costs on education.

33 (a)(1) As used in this section, unless the context otherwise requires,
 34 "fiscal impact statement" means a realistic written statement of the purpose
 35 of a proposed law, or a regulation promulgated under a law, and the estimated
 36 financial cost to the state or any local school district of implementing or

1 complying with the proposed law or regulation.

2 (2) The fiscal impact statement shall be developed by the Office of
 3 Economic and Tax Policy of the Bureau of Legislative Research with the
 4 assistance of the Department of Education within the guidelines adopted by
 5 the House Committee on Education and the Senate Committee on Education, as
 6 applicable.

7 (b) Any bill filed in the House of Representatives or Senate that will
 8 impose a new or increased cost obligation for education in grades
 9 kindergarten through twelve (K-12) on the State of Arkansas or any local
 10 school district shall have a fiscal impact statement attached to it prepared
 11 and filed with the chair of the committee to which the bill is referred:

12 (1) At least three (3) days before the bill may be called up for final
 13 action in the committee during a regular session of the General Assembly; and

14 (2) At least one (1) day before the bill may be called up for final
 15 action in the committee during a special session of the General Assembly.

16 (c)(1)(A) If any such House or Senate bill is called up for final passage in
 17 the House or Senate and a fiscal impact statement has not been provided by
 18 the author of the bill or by the committee to which the bill was referred,
 19 any member of the House or Senate may object to the bill's being called up
 20 for final passage until a fiscal impact statement is prepared and made
 21 available on the desk of each member of the House or Senate at least one (1)
 22 day prior to the bill's being called up for final passage.

23 (B) An affirmative vote of two-thirds (2/3) of a quorum present and
 24 voting shall override the objection.

25 (2) If an objection is made without override, the presiding officer of the
 26 House or Senate shall cause the bill to be referred to the office for the
 27 preparation of a fiscal impact statement which shall be filed with the
 28 presiding officer not later than five (5) days from the date of the request.

29 (A.C.A. 10-2-127)

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31 35) Bills imposing new or additional costs and restrictions on inmate
 32 population patterns or affecting programs or services of the Department of
 33 Corrections.

34 (a) Each of the following bills introduced in the General Assembly
 35 shall have a cost impact statement attached to the bill prior to the
 36 committee to which the bill is referred taking action in regard to the bill:

1 (1) Bills which affect inmate population patterns at facilities
 2 of the Department of Correction by imposing restrictions on inmate release,
 3 or by increased intake into the department of inmates based on felony
 4 convictions; and

5 (2) Bills which affect programs or services of the department.

6 (b) In addition, copies of the cost impact statement shall be
 7 furnished on the desk of each member of the Senate and of the House of
 8 Representatives at least one (1) day prior to the date on which the bill is
 9 on third reading and debated for final passage in the respective houses.

10 (c) Cost impact statements required under this section shall be
 11 prepared, upon referral thereof by the Speaker of the House of
 12 Representatives, with respect to House bills, and by the President of the
 13 Senate upon recommendation of the Senate Rules Committee, with respect to
 14 Senate bills, at the time of introduction thereof, to:

15 (1) The Director of the Department of Correction, who shall
 16 either personally prepare, or cause appropriate officials of the department
 17 to prepare, a cost impact statement to be approved by the director before
 18 submission to the house in which the request was made; or

19 (2) Any other state agency which has information available upon
 20 which to base a cost impact statement.

21 (d) The cost impact statement shall be furnished to the Governor and
 22 to the President of the Senate and the Speaker of the House of
 23 Representatives who shall cause copies thereof to be prepared for
 24 distribution upon the desks of the members of the House and Senate at least
 25 twenty-four (24) hours prior to consideration of any such bill by committee
 26 or twenty-four (24) hours prior to the bill's being called up for third
 27 reading and final passage.

28 (e) The cost impact statement shall be certified by the director, or
 29 the director of the appropriate agency to which the bill is referred for
 30 preparation of an impact statement, and shall be returned and filed as
 31 required in this section within not more than five (5) days from the date of
 32 receipt thereof unless additional time in which to prepare the statement is
 33 granted by the requesting official. (A.C.A. 12-28-103)

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