

1 State of Arkansas
2 87th General Assembly
3 Regular Session, 2009

SR 1

4
5 By: Senator Whitaker

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8 **SENATE RESOLUTION**

9 TO ADOPT THE RULES OF THE SENATE OF THE EIGHTY-
10 SEVENTH GENERAL ASSEMBLY.

11
12 **Subtitle**

13 TO ADOPT THE RULES OF THE SENATE OF THE
14 EIGHTY-SEVENTH GENERAL ASSEMBLY.

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17 BE IT RESOLVED BY THE SENATE OF THE EIGHTY-SEVENTH GENERAL ASSEMBLY OF THE
18 STATE OF ARKANSAS:

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20 The following are hereby adopted as the Rules of the Senate of the
21 Eighty-Seventh General Assembly of the State of Arkansas:

22
23 **RULES OF THE SENATE**

24
25 **RULE 1**

26 **THE PRESIDENT**

27 1.01 The duties of the President of the Senate shall be to:

28 (a) take the Chair on every legislative day precisely at the hour at
29 which the Senate shall have adjourned to at the last sitting. He shall
30 immediately call the members to order, and on the appearance of a quorum,
31 cause the Journal of the preceding day to be read;

32 (b) preserve order and decorum, and, in case of disturbance or
33 disorderly conduct in the galleries or in the lobby, may cause the same to be
34 cleared;

35 (c) sign all bills, addresses and resolutions that are delivered to
36 the governor's office;



1 (d) decide all questions of order, subject to an appeal by any member,
 2 on which appeal no member shall speak more than once, unless by permission of
 3 the Senate, and may, as presiding officer, open and close the debate on
 4 questions of appeal;

5 (e) declare the vote required for the adoption of each bill.
 6 Constitutionality is a judicial question;

7 (f) state the question to the Senate before each vote is taken, and if
 8 a voice vote is taken and if in doubt of the outcome, or a division is
 9 called, the Senate shall divide;

10 (g) abstain from voting except in case of a tie vote.

11
 12 1.02 The President shall have the right to name any member to perform
 13 the duties of the Chair, but such substitution shall not extend beyond
 14 adjournment; provided, however, that in case of the absence of the President
 15 Pro Tempore, he may make such appointment for a period not exceeding ten (10)
 16 days, with the approval of the Senate at the time the same is made.

17 18 RULE 2

19 THE PRESIDENT PRO TEMPORE

20 2.01(a) At the beginning of every regular session of the General
 21 Assembly the Senate shall elect from its members an officer to be styled
 22 "President Pro Tempore" of the Senate, who shall perform all the duties of
 23 the President of the Senate during his absence, except as otherwise provided
 24 in these Rules. At the beginning of each regular session, the President Pro
 25 Tempore shall appoint four (4) Assistant President Pro Tempores, one from
 26 each of the current Congressional Districts. At least three (3) of the
 27 Assistant President Pro Tempores shall be a member of the majority party.
 28 The President Pro Tempore shall designate one of the four Assistant President
 29 Pro Tempores to perform all the duties of the President Pro Tempore during
 30 his or her absence.

31 (b) Beginning with the 87th General Assembly, the President Pro
 32 Tempore shall not serve more than one term in the office nor shall the
 33 President Pro Tempore be Chairman of any Class "A", "B" or Class "C"
 34 Committee nor the Joint Budget Committee.

35 (c) The President Pro Tempore shall have the authority to convene the
 36 members of the Senate between sessions for the purpose of addressing any

1 matter that affects the business of the full Senate.

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RULE 3

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THE SECRETARY OF THE SENATE

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3.01 At the beginning of every regular session of the General
6 Assembly, the Senate shall elect a Secretary of the Senate.

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Seal

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(a) The Secretary of the Senate shall attest and affix the Seal of the
10 Senate to all writs, warrants, and subpoenas issued by order of the Senate;

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(b) The Secretary of the Senate shall certify to the passage of all
12 bills and joint resolutions;

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Contracts

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(c) The Secretary of the Senate, or designee, shall make or approve
16 all contracts, bargains, or agreements relative to furnishing any matter or
17 thing, or for the performance of any labor, for the Senate in pursuance of
18 law or on order of the Senate;

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Record of Disbursements

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(d) The Secretary of the Senate shall keep full and accurate records
22 and accounts of all disbursements of funds of the Senate;

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Supplies

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(e) The Secretary of the Senate shall furnish the members with
26 stationery, postage, and other supplies as may be authorized by the Senate,
27 upon direction of the Efficiency Committee;

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Assistant Secretary of the Senate

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(f) The Secretary of the Senate may designate an Assistant Secretary,
31 to the Secretary of the Senate office, to sign all papers that may require
32 the official signature of the Secretary of the Senate and do all other acts
33 except such as are provided by statute, that may be required under the Rules
34 and practices of the Senate to be done by the Secretary of the Senate. Such
35 official acts, when so done by the Assistant Secretary, shall be under the
36 name of the Secretary of the Senate;

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2 (g) The Secretary of the Senate shall keep a register of all bills
3 introduced in the Senate or transmitted for concurrence from the Senate, and
4 which shall be recorded, under appropriate heading, the progress of all such
5 bills from the date of their introduction to the time of their transmission,
6 as Senate bills, to the Governor, and if House bills, their return to the
7 House.

8
9 Journal

10 3.02 The Secretary of the Senate shall have the Journal of the Senate
11 recorded in a well-bound book to be kept for that purpose, and each day's
12 proceedings shall be signed by the President, attested by the Secretary, and
13 at the close of the session filed in the Office of the Secretary of State.
14 The Journal, as the same is transcribed into a record book, shall be
15 carefully compared and revised by the appropriate committee appointed for
16 that purpose. The Secretary shall enter in the Journal the hour at which the
17 Senate convenes and adjourns each day the Senate is in session. The finished
18 and official Journal of the Senate shall be entered by the Senate into the
19 General Assembly's Internet web site.

20
21 Delivery of Bills to the Governor

22 3.03 Whenever any Senate bill shall be approved by the House and
23 enrolled by the Senate, the Secretary of the Senate shall, without delay,
24 deliver the same to the Governor or his designated representative. In the
25 event the Governor or his designated representative shall refuse to accept
26 delivery of any such bill, the Secretary of the Senate shall proceed to serve
27 the bill upon the Governor's office in the manner provided in the Joint Rules
28 of the Senate and House of Representatives, and shall enter the record
29 thereof in the Journal in the manner provided in the Joint Rules, and the
30 same shall constitute proof of delivery of said bill to the Governor
31 determining the period of time in which the Governor has to sign the same or
32 return it to the Senate with his veto, as provided in the Constitution of the
33 State of Arkansas.

34
35 RULE 4

36 THE SERGEANT AT ARMS

1 (1) Four (4) Class "A" Committees which shall be as follows:
 2 Public Health, Welfare and Labor
 3 Judiciary
 4 Education
 5 Revenue and Taxation

6 (2) Four (4) Class "B" Committees which shall be as follows:
 7 State Agencies and Governmental Affairs
 8 Insurance and Commerce
 9 Agriculture, Forestry and Economic Development
 10 City, County and Local Affairs

11 (3) One (1) Class "C" Committee which shall be as follows:
 12 Public Transportation, Technology and Legislative Affairs

13 (4) Six (6) Joint Committees

14 (5) Two (2) Select Committees

15 (b) Membership of the Senate Committees shall be determined in the
 16 following manner:

17 (1) Prior to the convening of the 86th General Assembly, and all
 18 subsequent sessions thereafter, all members shall assemble for an
 19 organizational meeting to select committee assignments. The committees of the
 20 Senate shall be selected in the following manner:

21 (2) The most senior member of the Senate shall select first and
 22 shall choose either a Class "A", Class "B" or Class "C" Committee. The next
 23 senior member shall then choose a position on either a Class "A", Class "B"
 24 or Class "C" Committee. The seniority rotation procedure shall continue,
 25 without regard to party affiliation, until the member with the least
 26 seniority makes his or her selection. After the member with the least
 27 seniority makes his or her selection, the most senior member shall select his
 28 or her second Class "A", Class "B" or Class "C" Committee. The seniority
 29 rotation procedure shall continue until the member with the least seniority
 30 selects his or her second Class "A", Class "B" or Class "C" Committee. When
 31 the least senior member selects his or her second Class "A", Class "B" or
 32 Class "C" Committee, the President Pro Tempore shall appoint two (2) members
 33 to serve on any Class "A", Class "B" or Class "C" Committee that does not
 34 have eight (8) Senate members. Only a member of the majority party may serve
 35 as the Chairman of a Class "A", Class "B" or Class "C" Committee.

36 (3) No member may serve on committees of the same class.

1 (4) COMMITTEE ON JUDICIARY - matters pertaining to State and
2 local courts, court clerks and stenographers and other employees of the
3 courts, civil and criminal procedures, probate matters, civil and criminal
4 laws, and similar matters;

5 (5) COMMITTEE ON AGRICULTURE, FORESTRY & ECONOMIC DEVELOPMENT -
6 matters pertaining to agriculture, livestock, forestry, industrial
7 development, natural resources, oil and gas, publicity and parks, levees and
8 drainage, rivers and harbors, and similar legislation;

9 (6) COMMITTEE ON INSURANCE AND COMMERCE - matters pertaining to
10 banks and banking, savings and loan associations, stocks, bonds, and other
11 securities, securities dealers, insurance, public utilities, partnerships and
12 corporations, home mortgage financing and housing, and similar legislation;

13 (7) COMMITTEE ON STATE AGENCIES AND GOVERNMENTAL AFFAIRS -
14 matters pertaining to State government and State Agencies, except where the
15 subject matter relates more appropriately to another committee, proposed
16 amendments to the Constitution of the State of Arkansas or the Federal
17 government, election laws and procedures, Federal and Interstate relations,
18 and similar legislation. The committee shall also have the responsibility of
19 monitoring and making recommendations for periodic updating, modernizing, and
20 revising the Code of Ethics for public officials;

21 (8) COMMITTEE ON CITY, COUNTY AND LOCAL AFFAIRS - matters
22 pertaining to city and municipal affairs, county affairs, local improvement
23 districts, interlocal governmental cooperation, and similar legislation;

24 (9) COMMITTEE ON PUBLIC TRANSPORTATION, TECHNOLOGY AND
25 LEGISLATIVE AFFAIRS - matters pertaining to roads, highway safety, airports
26 and air transportation, common carriers, mass transits and similar
27 legislation; matters pertaining to science, technology, bio-technology and
28 similar legislation and other matters whenever the subject matter is not
29 germane to the subject matter of any other Class "A" or Class "B" Committee.
30 The committee shall serve as the supervisory committee over the preparation
31 of the Journal and the engrossing and enrolling of bills. The committee
32 shall have no jurisdiction of matters affecting the interpretation of the
33 rules of the Senate, but such jurisdiction shall be exercised by the Senate
34 Rules Committee.

35
36 Members of Class "A", Class "B" and Class "C" Committees

1 (b) Class "A", Class "B" and Class "C" Committees of the Senate shall
2 be composed of eight (8) members.

3
4 Vacancies

5 (c) All vacancies on Class "A", Class "B" and Class "C" Committees of
6 the Senate shall be filled by the President Pro Tempore on the basis of
7 seniority or as provided by law or by other Rules of the Senate. In the
8 temporary absence of the Chairman and the Vice-Chairman, the member next in
9 rank and seniority, and soon, as often as the case may happen, shall act as
10 Chairman. In case of a permanent vacancy in the Chairmanship or Vice-
11 Chairmanship of any committee, the President Pro Tempore shall appoint
12 another Chairman or Vice-Chairman within the first three (3) days of the next
13 regular or special session of the General Assembly.

14
15 Special Election

16 (d) When a vacancy occurs on Class "A", "B" and Class "C" Committees
17 during the biennium because of death, resignation or expulsion of the Senate
18 member, the person elected to fill the vacant Senate seat in a special
19 election will automatically fill the vacant positions on the Class "A", Class
20 "B" and Class "C" Committees for the remainder of the biennium. The person
21 elected to fill a vacant Senate seat in a special election shall draw for
22 seniority with the next group of newly elected incoming Senators at the
23 Senate organizational meeting.

24
25 Legislative Council and Joint Auditing Committee

26 (e) Prior to the convening of the 86th General Assembly, and all
27 subsequent sessions thereafter, all members shall assemble for an
28 organizational meeting and at that time the Senate shall select sixteen (16)
29 members of the Senate to serve on the Legislative Council and the Joint
30 Auditing Committee, with four (4) members to be chosen from each of the four
31 (4) current congressional districts by caucus of the members of the Senate
32 residing in the respective congressional districts. Each caucus shall at the
33 time of selecting regular members of the Legislative Council and Joint
34 Auditing Committee, also select a first alternate member and a second
35 alternate member for each regular member. After the four congressional
36 district caucuses have selected the sixteen (16) members to serve on the

1 Legislative Council and the sixteen (16) members to serve on the Joint
 2 Auditing Committee, the members of the Legislative Council and the members of
 3 the Joint Auditing Committee shall separately meet and, from amongst the
 4 membership of each committee, select a Senate Chairman and Vice-Chairman for
 5 the Legislative Council and the Joint Auditing Committee. The terms of the
 6 Senate members and Senate alternate members of the Legislative Council and
 7 Joint Auditing Committee shall begin on January 1 of each odd numbered year
 8 and end on December 31 of each even numbered year. If a vacancy occurs on
 9 Legislative Council or the Joint Auditing Committee, the vacant member's
 10 position shall be filled by his or her first alternate. The second alternate
 11 shall then assume the first alternate position.

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Joint Budget Committee

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(f) Prior to the convening of the 85th General Assembly, and all
 subsequent sessions thereafter, all members shall assemble for an
 organizational meeting and at that time the Senate members of the Joint
 Budget Committee shall be selected as follows: Six (6) members residing from
 each of the four (4) current congressional districts, based on seniority
 within the Senate; provided, that Senate members who are designated as
 members of the Joint Budget Committee pursuant to Arkansas Code § 10-3-
 502(a)(1)(A)(i), (ii), (iii) and (iv) shall not be considered for selection
 as one of the six members so selected. If the immediate past Senate Co-Chair
 of the Legislative Council continues to serve as Senate Co-Chair, the
 President Pro Tempore of the Senate shall appoint a member in the stead of
 the immediate past Senate Co-Chair position. If the immediate past Senate
 Co-Chair of the Legislative Joint Auditing Committee continues to serve as
 Senate Co-Chair, the President Pro Tempore of the Senate shall appoint a
 member in the stead of the immediate past Senate Co-Chair position. One (1)
 Senate alternate member shall be selected from each congressional district.
 The terms of the Senate members and Senate alternate members of the Joint
 Budget Committee shall begin on January 1 of each odd numbered year and end
 on December 31 of each even numbered year. If a vacancy occurs on the Joint
 Budget Committee, the vacant member's position shall be filled by the
 alternate member from the vacant Senator's congressional district. The
 alternate position shall then be filled by the next most senior Senator from
 that congressional district. The Chairman of the Senate Joint Budget

1 Committee shall be elected by the members of the Senate Joint Budget
2 Committee.

3 4 Joint Meetings of Committees

5 (g) The appropriate subject-matter Committees of the Senate are
6 authorized and encouraged to meet with the appropriate parallel committees of
7 the House as joint committees, as authorized in the Joint Rules of the Senate
8 and House of Representatives, for the purpose of holding public hearings or
9 considering any proposed or pending legislation, but upon conclusion of the
10 joint meeting of said committees, each committee shall take such action and
11 report to their respective houses as determined by said committees. Whenever
12 the appropriate subject matter committees of the House and Senate shall hold
13 joint hearings or meetings, the chairman of the Senate committee and the
14 chairman of the House committee shall, by agreement, determine which of them
15 shall preside at the joint meeting.

16 17 Special Meetings of Committees

18 (h) Special meetings of a committee may be called by the chairman of
19 the committee or by a majority of the members of the committee for conducting
20 any business of the committee; provided, a special meeting of the committee
21 may not conflict with regularly-scheduled meetings of the committee; provided
22 further, special meetings shall be subject to the same procedures requiring
23 the publication of agendas and notices of meetings that apply to regular
24 committee meetings.

25 26 Public Hearing - Two Days' Notice

27 (i) All meetings and hearings of committees and their subcommittees,
28 at which public testimony is to be taken (normally called "public hearings"),
29 shall be open to the public, and shall be scheduled at least two (2) days in
30 advance, and agendas of all bills, resolutions, or other proposals or
31 business to be considered at such meetings of committees shall be posted in a
32 designated place at least two (2) days in advance. In case of an emergency, a
33 two-thirds (2/3) majority of the committee shall be allowed to bring bills up
34 for consideration at any time.

35 36 Schedule of Committee Meetings

1 (j) Each Class "A", Class "B" and Class "C" Committee shall meet at a
 2 scheduled time which shall be determined by the Rules Committee of the
 3 Senate.

4
 5 Joint Committees

6 7.03 (a) The joint committees of the Senate shall consist of:

7 (1) the Joint Budget Committee which shall be composed of
 8 twenty-eight (28) Senators;

9 (2) the Joint Committee on Public Employee Retirement and Social
 10 Security Programs which shall be composed of ten (10) Senators;

11 (3) the Joint Committee on Energy which shall be composed of ten
 12 (10) Senators;

13 (4) the Joint Performance Review Committee which shall be
 14 composed of ten (10) Senators;

15 (5) the Joint Legislative Facilities Committee which shall be
 16 composed of seven (7) Senators; and

17 (6) the Senate Interim Committee on Children and Youth which
 18 shall be composed of ten (10) Senators.

19 (b) Meetings of joint committees of the Senate and the House shall be
 20 scheduled, insofar as is possible, at times that do not conflict with regular
 21 scheduled meetings of the regular Class "A", Class "B" and Class "C"
 22 Committees of the Senate and the standing Committees of the House.

23
 24 Select Committees

25 7.04 The following committees shall be select committees of the
 26 Senate:

27 (1) Rules Committee;

28 (2) Efficiency Committee.

29
 30 Rules Committee

31 (a) The Rules Committee shall consist of fifteen (15) members, and all
 32 proposed action touching the Senate Rules, Joint Rules, and order of business
 33 shall be referred to the Committee on Rules.

34 (1) It shall always be in order to call up for consideration a
 35 report from the Committee on Rules.

36 (2) The Committee on Rules shall present to the Senate its

1 recommendations concerning Rules, Joint Rules and order of business on or
2 before the third day of each regular session of the General Assembly.

3 (3) The Committee on Rules shall perform such other duties as
4 may be provided in the Rules of the Senate or as may be directed by the
5 Senate.

6 (4) Any ruling made by the Chair may be appealed to the Rules
7 Committee by any member of the Senate.

8
9 Efficiency Committee

10 (b) The Efficiency Committee shall consist of twelve (12) members, and
11 shall perform the following duties:

12 (1) have charge of the chambers and property of the Senate and
13 of the maintenance, repair, and upkeep thereof;

14 (2) the selection, qualifications and compensation of Senate
15 employees, with the approval of the Senate;

16 (3) shall assign and designate the usage of offices of Senators
17 by seniority and request. The following shall be third floor offices
18 designated for Senators: Rooms 301, 302, 303, 304, 305, 306, and 318. The
19 President Pro Tempore of the Senate shall be permanently assigned Room 301
20 and he or she shall hold this office until his or her term expires. When the
21 President Pro Tempore's term expires, he or she shall exit Room 301 but he or
22 she shall have the right to select any office that is vacant on the third
23 floor. If no office is vacant, the out going President Pro Tempore shall have
24 the option to select an office presently held by the junior Senator on the
25 third floor who has less seniority than the out going President Pro Tempore.
26 The Efficiency Committee shall assign and designate the usage of other
27 facilities of the Senate.

28 (4) shall approve all purchases of the Senate;

29 (5) all disbursement of funds appropriated for the Senate, with
30 vouchers thereof to be approved by the Chairman of the Efficiency Committee
31 or designee;

32 (6) shall perform all other duties for the efficient
33 administration of the Senate; and

34 (7) shall control admission to the floor of the Senate.

35 (c) Policies of the Efficiency Committee

36 (1) Access to Chamber Corridors and Offices – While the Senate

1 is in session, no person shall have access to the East or West corridors
 2 adjacent to the Senate Chamber, offices of any employee who has an office on
 3 the third floor of the Senate or a Senator's third floor office. However,
 4 access to a Senator's office or an employee's office or the corridors on the
 5 third floor shall be permitted when a person has specific permission from a
 6 Senator or Senate employee. Such permission, however, shall not permit the
 7 invitee to loiter in such office or corridor after his or her business has
 8 been completed with a Senator or Senate employee.

9 (2) Use of Senate Office Equipment – All persons shall be
 10 prohibited from using Senate office equipment such as, but not limited to,
 11 telephones, copiers, fax machines, or computers at any time without specific
 12 permission or authorization of a Senator or permanent Senate staff member.

13 (d) Select Committees - Meetings and Membership

14 (1) Select Committees of the Senate may meet as business
 15 requires, and shall be open to all members of the Senate. Meetings of Select
 16 Committees during a regular or special session of the Legislature shall be
 17 announced to the entire Senate. All members of the Senate shall be given at
 18 least three (3) days notice in advance of any meeting of a Select Committee
 19 which is held in the interim. Said notice shall include an agenda of the
 20 business to come before the Select Committee, and after the Committee meets
 21 the minutes of the meeting shall be furnished to all members of the Senate.

22 (2) No member shall be eligible to serve on more than one (1)
 23 Select Committee.

24
 25 Committees in General

26 7.05 The following procedures shall apply to Committees of the Senate.

27
 28 Seniority

29 (a) Whenever the rules refer to the selection, appointment, or ranking
 30 of Senators on the basis of seniority, or whenever the Senate shall take any
 31 action to be based on seniority of Senators, the term "seniority" shall mean
 32 continuous, uninterrupted senatorial service of the Senator, and in case of
 33 Senators having equal continuous seniority, priority between such Senators
 34 shall be determined on the basis of previous senatorial service, and if not
 35 determinable in this manner, then by lot.

36

Chairman and Vice Chairman

(b) For Class "A", Class "B" and Class "C", Joint Committees and Select Committees, a member shall not be Chairman of more than one (1) such Committee.

(1) Members of the Senate who serve on both Class "A", Class "B" and Class "C" Committees, Joint Committees and Select Committees shall not be Vice Chairman of more than one (1) of said Committees nor shall any member be Chairman and Vice Chairman of Class "A", Class "B" and Class "C" Committees.

(2) No Class "A", Class "B" and Class "C" Committee or Select Committee shall be composed of Senators who are all Chairmen of other Senate Committees. Provided, if a Joint Committee is composed of members who are all Chairman and or Vice-Chairman of other Senate Committees, the members of that respective Joint Committee are hereby authorized to select from the Committee membership a Senator who shall serve as Chairman.

Seating of Members

(c) Members of the Senate shall choose seats in the Chamber and offices on the basis of seniority. The Secretary of the Senate shall furnish each member with the appropriate keys. Returning members may retain their same seats in the Chamber and their offices.

Bills May Not be Divided

(d) A bill or joint resolution may not be divided for reference to committee, although it may contain matters properly within the jurisdiction of several committees.

Election Contests

(e) If an unsuccessful candidate for a Senate seat (hereafter "petitioner") wishes to contest the election of an individual to serve in the Senate (hereafter "respondent"), the petitioner shall submit a petition to the Secretary of the Senate requesting that the Senate conduct an election contest.

Upon receipt of the petition, the Secretary of the Senate shall make copies available to the President Pro Tempore, the President Pro Tempore designate and the Chairman of the State Agencies and Governmental Affairs Committee. The above individuals shall review the petition with the

1 assistance of appropriate legal counsel.

2 The petition submitted to the Senate shall detail in specificity the
3 fraud or irregularities that existed in the Senate election in which the
4 petitioner is contesting. A petition which alleges fraud or irregularities
5 in general terms shall be rejected.

6 If a decision is made that the petition is in order and the allegations
7 of fraud or irregularities in the contested election should be heard by the
8 Senate, the Committee on State Agencies and Governmental Affairs shall
9 conduct a Senate election contest on behalf of the Senate under authority of
10 Article 5, Section 11 of the Arkansas Constitution. [The judicial branch of
11 state government is without jurisdiction of election contests involving seats
12 in the General Assembly. (Pendergrass v. Sheid, 241 Ark. 908.)] The
13 Committee on State Agencies and Governmental Affairs shall have the authority
14 to adopt any procedure deemed necessary to conduct an election contest
15 hearing under authority of Article 5, Section 12 of the Arkansas Constitution
16 and report such finding to the full Senate.

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Seating Of Member-Elect

19 (f) When applicable, the Senate shall ask a member-elect to stand
20 aside and remain seated when the oath of office is given collectively to
21 other members-elect if such member-elect is a respondent in a Senate election
22 contest. However, if a member-elect is given the oath of office and has been
23 seated as a member of the Senate, it shall not prejudice a subsequent Senate
24 election contest.

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26

Retirement Bills

27 (g) Bills which pertain to a publicly funded state retirement system
28 shall be considered at a specified time and day of the week as determined by
29 the Rules Committee. Bills to be considered that day shall be placed on a
30 special retirement bill calendar and considered in the Committee of the
31 Whole. The retirement calendar of bills shall be placed on a Senator's desk
32 twenty four (24) hours before consideration.

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(h) The Senate shall not consider any bill that pertains to publicly
funded state retirement systems unless the bill contains an attached summary
and impact statement from the respective retirement system to which the bill
pertains. This requirement shall not apply to Joint Budget Bills.

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Vote Required for Committee Action

(i) All action by Class "A", Class "B" and Class "C" Committees, Joint Committees and Select Committees shall be by a majority vote of the members of the Committee, unless otherwise provided by law. No action may be taken in any Class "A", Class "B", Class "C" or Select Committee until a motion and a second has been recognized by the respective Committee Chairman, Vice-Chairman or Chairman designee.

(j) No committee shall sit during the sittings of the Senate without special leave, except the Committee on Rules and such committee shall notify the Senate.

Committee Reports - Contents

(k) Each committee report shall include the number and title of the bill or resolution, with one of the following three recommendations: "Do Pass," "Do Pass, as Amended," or "Do Not Pass," which shall be recorded in the Journal.

In addition to the aforementioned committee report, which shall be attached to the bill or resolution, the committee staff shall keep records of:

(1) how every member voted on each bill when action is taken by the committee, if a roll call vote is taken. A roll call vote shall be taken if requested by any committee member. Votes on motions to postpone consideration of the bill, and a recorded vote on any other motion, shall be tallied if requested by a committee member; and

(2) a list of all people testifying before the committee on each bill, the interest they represent, and an indication of their position on the bill.

Such staff notes shall be available to the members of records of committee action, but shall not be filed with the Secretary of the Senate unless instructed by the Committee.

Bills to be Transferred to Appropriate Committee

(l) Each bill, resolution, petition, memorial, or other matter filed with the Senate shall be referred to the appropriate committee, and no such bill or matter shall be removed from the committee and placed on the calendar

1 for final debate and approval by the Senate which does not have a "Do Pass"
2 or "Do Pass, as Amended" recommendation; however, notwithstanding the
3 Committee's recommendation, a bill or other measure may be placed on the
4 Senate calendar by the approval of the Senate members as hereinafter
5 provided.

6 The several committees of the Senate shall report on each bill,
7 resolution or other matter referred to them. After a bill, resolution or
8 other matter has been referred to a committee for twenty (20) calendar days,
9 the bill, resolution or other matter may be extracted from the committee and
10 placed on the calendar upon a vote of at least a majority of the members of
11 the Senate or upon a vote of at least the number of members necessary to pass
12 the bill or other measure, whichever is greater. After the fiftieth (50th)
13 calendar day of any regular session, and at any time during a special
14 session, any bill, resolution or other matter may be extracted from a
15 committee by the vote of at least a majority of the members of the Senate or
16 by a vote of at least the number of members necessary to pass the bill,
17 whichever is greater, regardless of the length of time the measure has been
18 in the committee. No motion to extract a bill or other matter shall be in
19 order prior to the bill or other matter being heard by the committee to which
20 it is assigned or, if not heard by the committee, not before the author of
21 said measure has requested a hearing before said committee. No bill receiving
22 a "Do Not Pass" recommendation from the committee to which referred shall be
23 placed on the calendar of bills to be acted on by the Senate except on
24 approval of sixty percent (60%) of the members elected to the Senate, or upon
25 the approval of at least the number of members necessary to pass the bill,
26 whichever is greater. Once a bill, resolution or other matter has been
27 extracted from a committee by such vote of the Senate, the bill, resolution
28 or other matter shall not thereafter be referred to a committee except by the
29 vote of at least a majority of the members of the Senate, notwithstanding any
30 action taken on the measure by the Senate. Any bill, resolution or other
31 matter extracted from a committee shall be placed upon the calendar provided
32 that it shall not be subject to a vote by the full Senate until the
33 expiration of two (2) legislative calendar days.

34

35

Committee Staff

36

(m) In addition to the staff furnished by the Bureau of Legislative

1 Research, the chairman of a Class "A", Class "B" and Class "C" or Joint
 2 Committee shall appoint the clerk or clerks or other employees of such
 3 committee, subject to the approval of the Efficiency Committee of the Senate,
 4 who shall be paid at the public expense, the Senate first having provided
 5 therefore.

6
 7 RULE 8

8 CALENDAR

9 8.01 There shall be one (1) calendar to which all business reported
 10 from committees shall be referred, and all business which is put upon the
 11 calendar without reference.

12
 13 8.02 A bill or resolution shall not be called for a third reading and
 14 final passage unless it appears on the calendar of the Senate.

15
 16 8.03 A calendar of bills, resolutions and amendments to be
 17 considered in the order of business during any legislative day shall be
 18 printed and placed on the members' desks after adjournment of the preceding
 19 legislative day.

20
 21 8.04 In addition to the regular calendar of the Senate, there shall be
 22 a "Non-Controversial Calendar" on which shall be placed bills that have been
 23 recommended "do pass" by committee and deemed to be non-controversial. The
 24 Non-Controversial Calendar shall be circulated among the members of the
 25 Senate one (1) day prior to the date on which the Non-Controversial Calendar
 26 is to be considered. If any member objects in writing or orally, to a bill
 27 or other matter on the Non-Controversial Calendar being considered as non-
 28 controversial, the bill, amendment or resolution shall be removed from the
 29 Non-Controversial Calendar and placed on the regular calendar of the Senate.

30
 31 Policy Concerning Items Which Are Not On The Agenda

32 8.05 Senators are requested to give the Presiding Officer notification
 33 of any item which is not on the agenda, such as motions to amend, motions to
 34 refer, etc. The Presiding Officer will add them on a list that he maintains
 35 for consideration after that day's agenda has been completed. The Secretary
 36 of the Senate will compile the list before the end of that day's agenda and

1 will place it on the member's desks.

2

3

RULE 9

4

DECORUM AND DEBATE

5

Address the Chair

6

9.01 When any member desires to speak or deliver any matter to the
7 Senate, he/she shall rise and respectfully address themselves to "Madam or
8 Mr. President," and on being recognized, may address the Senate from any
9 place on the floor, and shall confine themselves to the question under
10 debate, avoiding personalities.

11

12

Decorum and Order

13

9.02 The Presiding Officer shall preserve decorum and order, may speak
14 to points of order in preference to other members (rising from his chair for
15 that purpose), and shall decide questions of order, subject to an appeal when
16 requested by any member of the Senate, to the Senate Rules Committee, and may
17 open and close debate thereon.

18

19

Recognition by Presiding Officer

20

9.03 When two (2) or more members rise at once, the Presiding Officer
21 shall name the member who is first to speak. However, a motion to sound the
22 ballot takes precedent over a clincher motion.

23

24

Limitation on Debate

25

9.04 No member shall occupy more than one (1) hour in debate on any
26 question in the Senate or in committee, except as further provided in these
27 rules.

28

29

Open and Close of Debate

30

9.05 The member reporting the measure under consideration from a
31 committee, or the author, may open and close when general debate has been had
32 thereon; and if it shall extend beyond one day, he shall be entitled to one
33 (1) hour to close, notwithstanding he may have used an hour in opening.

34

35

Member Called to Order for Transgression of Rules

36

9.06 If any member in speaking or otherwise transgresses the Rules of

1 the Senate, the Presiding Officer shall, or any member may, call him to
 2 order, in which case he shall immediately sit down unless permitted on motion
 3 of another member to explain, and the Senate shall, if appealed to, decide on
 4 the case without debate. If the decision is in favor of the member called to
 5 order he shall be at liberty to proceed, but not otherwise, and, if the case
 6 requires it, he shall be liable to censure or such punishment as the Senate
 7 may deem proper.

8
 9 Member Called to Order for Words Spoken in Debate

10 9.07 If a member is called to order for words spoken in debate, the
 11 member calling him to order shall indicate the words excepted to, and they
 12 shall be taken down in writing at the Secretary's desk and read aloud to the
 13 Senate; but he shall not be held to answer, or by such other censure of the
 14 Senate, therefore, if further debate or other business has intervened.

15
 16 No Member to Speak More Than Once on Same Question

17 9.08 No member shall speak more than once to the same question without leave
 18 of the Senate, unless he is the mover, proposer, or introducer of the matter
 19 pending, in which case he shall be permitted to speak in reply, but not until
 20 every member choosing to speak shall have spoken.

21
 22 Order and Decorum When in Session

23 9.09. When a member is speaking, another member shall not pass between
 24 him and the chair; and during the session of the Senate, no member shall
 25 remain at the Secretary's desk during the call of the roll or the counting of
 26 ballots.

27
 28 Questions of Privilege

29 9.10 Questions of privilege shall be, first, those affecting the
 30 rights of the Senate collectively, its safety, dignity, and integrity of its
 31 proceedings; second, the right, reputation, and conduct of members,
 32 individually, in their representative capacity only, and shall have
 33 preference over all other questions, except Motions to Adjourn.

34
 35 Rule 10

36 VOTING AND ROLL CALL

1 Roll Call

2 10.01 Upon every roll call, the names of the members shall be called
3 alphabetically by surname, except when two (2) or more have the same surname,
4 in which case the whole name shall be called. After the entire roll is
5 called, the Presiding Officer may allow members to vote who were present and
6 did not hear their name called, but not after the ballot has been ordered
7 cast up.

8

9 Calls for Yeas and Nays (Sounding of the Ballot)

10 10.02 Any five (5) members of the Senate shall have the right to call
11 for yeas and nays (sounding of the ballot).

12

13 Vote

14 10.03 Upon the call for the yeas and nays (sounding of the ballot) on
15 any question, each member shall answer from his seat. Provided, any member
16 shall have the right to explain his vote in writing. All roll call votes on
17 bills, emergency clauses on bills, resolutions, and amendments in the Senate
18 shall be entered by the Senate into the General Assembly's Internet web site.

19

20 Pairs

21 10.04 Any Senator who will be absent from the Senate may pair his vote
22 with a Senator who shall be present.

23 (a) Such Senators must be casting opposite votes.

24 (b) Pairs are counted when signed by both Senators and with one (1) of
25 the members present.

26 (c) Pairs shall be presented to the Secretary of the Senate for
27 attachment to the bill for delivery to the Presiding Officer on the day of
28 the vote for which the Senators are paired is to be taken.

29 (d) Pairs shall be announced by the Presiding Officer before the
30 completion of the roll call from a Pairs Form presented to the Presiding
31 Officer by the Secretary of the Senate.

32 (e) The Senator may not cast his vote by other methods when he is
33 paired.

34

35 Compel the Attendance of Absent Members

36 10.05 In the absence of a quorum, five (5) members shall be appointed

1 by the President Pro Tempore to compel the attendance of absent members. In
 2 all calls of the Senate, the doors shall be closed, the names of the members
 3 shall be called by the Secretary of the Senate, and the absentees noted.
 4 Those for whom no sufficient excuse is made may, by order of the majority of
 5 those present, be sent for by members to be appointed by the President Pro
 6 Tempore for that purpose and their attendance secured and retained. The
 7 Senate shall determine upon what conditions they may be discharged. Members
 8 who voluntarily appear shall, unless the Senate otherwise directs, be
 9 immediately admitted to the Senate Chamber, and they shall report the names
 10 to the Secretary of the Senate to be entered upon the Journal as present. At
 11 any time after the roll call has been completed, the Presiding Officer may
 12 entertain a motion to adjourn. If the Senate adjourns, all proceedings under
 13 this section shall be vacated.

14

15

Leave to be Absent

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21

22

RULE 11

23

MOTIONS

24

Order of Motions

25

26

11.01 When a question is under debate, motions shall have a precedence
 as per the following order:

27

NON-DEBATABLE

28

to fix the time at which the Senate will adjourn;

29

to adjourn;

30

to take a recess;

31

to lay on the table;

32

for the previous question;

33

DEBATABLE

34

to postpone to a certain day;

35

to refer;

36

to amend;

1 to postpone indefinitely.

2 The above motions shall have precedence in the foregoing order, and no
3 motion to postpone to a day certain, to refer or postpone indefinitely being
4 decided, shall be again allowed on the same day upon the same question.

5

6

TABLE OF MOTIONS

7

ADJOURN. (When Privileged.)

8

Not debatable.

9

Cannot be amended.

10

Subsidiary motions cannot be applied.

11

Cannot be reconsidered.

12

Requires a majority vote of those voting.

13

Floor must be secured for that purpose.

14

ADOPT, ACCEPT OR AGREE TO A REPORT.

15

Debatable.

16

Debate confined to pending question.

17

Can be amended.

18

Can be reconsidered, if affirmative vote.

19

Cannot be reconsidered, if negative vote.

20

Requires a majority vote of those voting.

21

Subsidiary motion can be applied.

22

ADOPT, STANDING RULES, OR RULES OF ORDER.

23

Debatable.

24

Debate confined to pending question.

25

Can be amended.

26

Cannot be reconsidered, if affirmative vote.

27

Can be reconsidered, if negative vote.

28

Requires eighteen (18) votes.

29

Subsidiary motions can be applied.

30

AMEND.

31

Debatable, except non-debatable when the motion to be amended or

32

reconsidered is non-debatable.

33

Debate confined to pending question.

34

Can be amended; but not to third degree.

35

Subsidiary motions can be applied.

36

Can be reconsidered.

1 Requires a majority vote of those voting.
 2 (Any amendment may be made by inserting or adding words or paragraphs;
 3 by striking out words or paragraphs; by striking out certain words and
 4 inserting others; by substituting one (1) or more paragraphs for others, or
 5 an entire resolution for another, on the same subject, i.e., the amendment
 6 must be germane to the subject matter.)

7 AMEND RULES OF ORDER.

- 8 Debatable.
- 9 Debate confined to pending question.
- 10 Can be amended.
- 11 Subsidiary motions can be applied.
- 12 Can be reconsidered.
- 13 One (1) day's notice must be given.
- 14 Requires twenty-four (24) votes.

15 APPEAL, RELATING TO INDECORUM, ETC.

- 16 Not debatable.
- 17 Cannot be amended.
- 18 Subsidiary motions may be applied.
- 19 Can be reconsidered.
- 20 Requires a majority vote of those voting.

21 (An appeal is non-debatable only when made while a non-debatable
 22 question is pending or when relating to indecorum, transgressions of the
 23 rules of speaking, or to priority of business. When debatable, only one (1)
 24 speech from each member is permitted, except the presiding officer shall have
 25 the right to open and close the debate. On a tie vote, the decision of the
 26 Chair is sustained).

27 APPEAL, ALL OTHER CASES.

- 28 Debatable.
- 29 Debate confined to pending question.
- 30 Cannot be amended.
- 31 Subsidiary motions may be applied.
- 32 Can be reconsidered.
- 33 Requires eighteen (18) votes.

34 COMMIT, RECOMMIT, REFER OR RE-REFER

- 35 Debatable.
- 36 Debate confined to pending question.

- 1 Can be amended.
- 2 Subsidiary motions can be applied.
- 3 Can be reconsidered.
- 4 May not be postponed.
- 5 Requires eighteen (18) votes.
- 6 DEBATE, TO LIMIT, EXTEND, OR CLOSE (IMMEDIATE CONSIDERATION).
- 7 Not debatable.
- 8 Can be amended.
- 9 Subsidiary motions may be applied.
- 10 Can be reconsidered.
- 11 Requires twenty-four (24) votes.
- 12 (May be moved whenever the immediately pending question is debatable,
- 13 and they apply only to it, unless otherwise specified.)
- 14 DIVISION OF THE SENATE, ON A QUESTION.
- 15 Not debatable.
- 16 Cannot be amended.
- 17 Subsidiary motions cannot be applied.
- 18 Cannot be reconsidered.
- 19 Any member may call for a division of the question when the same
- 20 will admit it.
- 21 EXPUNGE.
- 22 Debatable.
- 23 Debate confined to pending question.
- 24 Can be amended.
- 25 Subsidiary motions can be applied.
- 26 Can be reconsidered.
- 27 Requires twenty-four (24) votes.
- 28 FIX THE TIME TO WHICH TO ADJOURN.
- 29 Non-debatable if made when another question is before the Senate.
- 30 Debate confined to pending question.
- 31 Subsidiary motions can be applied.
- 32 Can be reconsidered.
- 33 Requires a majority vote of those voting.
- 34 (To fix the time to which to adjourn is privileged only when made while
- 35 another question is pending, and if the Senate has made no provision for
- 36 another meeting on the same or the next day.)

1 LAY ON THE TABLE.

2 Not debatable. Author of bill, etc., may explain.

3 Cannot be amended.

4 Subsidiary motions cannot be applied.

5 Cannot be reconsidered.

6 Requires eighteen (18) votes.

7 LEAVE TO CONTINUE SPEAKING AFTER INDECORUM.

8 Not debatable.

9 Cannot be amended.

10 Subsidiary motions cannot be applied.

11 Can be reconsidered.

12 Requires a majority vote of those voting.

13 MAIN MOTION OR QUESTION.

14 Debatable. Debate confined to pending question.

15 Can be amended.

16 Subsidiary motions can be applied.

17 Can be reconsidered.

18 Requires a majority vote of those voting.

19 NOMINATIONS, TO MAKE.

20 Debatable.

21 Cannot be amended.

22 Subsidiary motions can be applied.

23 Cannot be reconsidered.

24 Requires only nominator.

25 NOMINATIONS, TO CLOSE.

26 Not debatable.

27 Can be amended.

28 Subsidiary motions can be applied.

29 Cannot be reconsidered if affirmative vote.

30 Requires a majority vote of those voting.

31 OBJECTIONS TO CONSIDERATION OF QUESTION.

32 Not debatable.

33 Cannot be amended.

34 Subsidiary motions cannot be applied.

35 Cannot be reconsidered, if affirmative vote.

36 Requires twenty-four (24) votes.

1 ORDER, QUESTION OF.

2 Not debatable. Except on appeal, see appeal.

3 Cannot be amended.

4 Subsidiary motions cannot be applied.

5 Cannot be reconsidered.

6 Requires decision of Presiding Officer; if matter is before
7 Senate.

8 ORDER, TO MAKE A SPECIAL.

9 Debatable.

10 Can be amended.

11 Subsidiary motions can be applied.

12 Can be reconsidered.

13 Requires twenty-four (24) votes.

14 PARLIAMENTARY INQUIRY.

15 Not debatable.

16 Cannot be amended.

17 Subsidiary motions cannot be applied.

18 Cannot be reconsidered.

19 Requires decision of Presiding Officer, if matter is before
20 Senate.

21 POSTPONE TO A TIME CERTAIN.

22 Debatable.

23 Can be amended.

24 Subsidiary motions can be applied.

25 Can be reconsidered.

26 Requires a majority vote of those voting.

27 POSTPONE INDEFINITELY.

28 Debatable.

29 Mover speak but once; except by consent.

30 Author or sponsor of bill shall close debate.

31 Cannot be amended.

32 Subsidiary motions can be applied.

33 Cannot be reconsidered, if negative vote.

34 Requires a majority vote of those voting.

35 PREVIOUS QUESTION.

36 Not debatable.

1 Cannot be amended.
 2 Subsidiary motions cannot be applied.
 3 Cannot be reconsidered after vote taken on it.
 4 Must be seconded by five (5) members. Requires twenty-four (24)
 5 votes.

6 After adoption, main question can be debated for fifteen (15)
 7 minutes by proponents, and then fifteen (15) minutes by opponents; after
 8 which a vote shall be taken.

9 PRIVILEGE, TO RAISE QUESTION OF.

10 Not debatable. One (1) hour by person debating.
 11 Cannot be amended.
 12 Subsidiary motions cannot be applied.
 13 Cannot be reconsidered.
 14 No vote required.

15 PRIVILEGE, QUESTIONS OF, WHEN PENDING.

16 Debatable.
 17 Can be amended.
 18 Subsidiary motions can be applied.
 19 Can be reconsidered.
 20 Requires a majority vote of those voting.

21 READING PAPERS.

22 Not debatable.
 23 Cannot be amended.
 24 Subsidiary motions cannot be applied.
 25 Can be reconsidered.
 26 Requires a majority vote of those voting.

27 RECESS, TO TAKE A. (When Privileged).

28 Non-debatable if made when another question is before the Senate.
 29 Can be amended.
 30 Subsidiary motions can be applied.
 31 Cannot be reconsidered.
 32 Requires a majority vote of those voting.

33 RECONSIDER.

34 Non-debatable when the motion to be amended or reconsidered is
 35 non-debatable.
 36 Opens to debate main questions when same is debatable.

- 1 Cannot be reconsidered.
- 2 Cannot be amended.
- 3 Subsidiary motion can be applied.
- 4 If not given on the same day, one (1) day's notice shall be
- 5 required to be given of the intention to make it.
- 6 Must be disposed of within three (3) days from the time the vote
- 7 was taken which it is sought to have reconsidered.
- 8 Cannot be given within the last six (6) days of a Regular
- 9 Session.
- 10 If made within the last six (6) days of a Regular Session, must
- 11 be disposed of when made.
- 12 Cannot reconsider a question on which one (1) motion to
- 13 reconsider has been laid on the table.
- 14 Requires a majority vote of those voting.
- 15 After Clincher requires twenty-four (24) votes.
- 16 RESCIND OR REPEAL.
- 17 Debatable.
- 18 Can be amended.
- 19 Subsidiary motions can be applied.
- 20 An affirmative vote cannot be reconsidered
- 21 Requires twenty-four (24) votes.
- 22 SUBSTITUTE.
- 23 Debatable; except non-debatable when the motion to be amended is
- 24 non-debatable.
- 25 Can be amended; but not to the third degree.
- 26 Subsidiary motions can be applied.
- 27 Can be reconsidered.
- 28 Requires a majority vote of those voting.
- 29 SUSPEND THE RULES.
- 30 Not debatable.
- 31 Cannot be amended.
- 32 Subsidiary motions cannot be applied.
- 33 Cannot be reconsidered.
- 34 Requires twenty-four (24) votes.
- 35 TAKE FROM THE TABLE.
- 36 Not debatable.

1 Cannot be amended.
 2 Subsidiary motions cannot be applied.
 3 Cannot be reconsidered.
 4 Requires twenty-four (24) votes.
 5 Cannot be applied to motion to reconsider, which has once been
 6 laid on the table.

7

8

Special Orders

9 11.02 Special orders may be made by suspension of the rules or by
 10 unanimous consent, and it is in order, by motion of the Senate, to provide
 11 that a subject be made a special order for a given date, or make a special
 12 order by motion to postpone to a day certain.

13

14

Motion to be Reduced to Writing on the Demand of any Member

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11.03 Every motion made to the Senate and entertained by the Presiding Officer shall be reduced to writing on the demand of any member and shall be entered on the Journal with the name of the member making it, unless it is withdrawn the same day.

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Stating and Withdrawal of Motions

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11.04 When a motion has been made, the Presiding Officer shall state
 it, or (if it be in writing) cause it to be read aloud by the secretary
 before being debated, and it shall then be in possession of the Senate, but
 may be withdrawn at any time before a decision or amendment.

11.05 When a question is under debate, no motion shall be received but
 to adjourn, when the floor can be obtained for that purpose, to lay on the
 table, for the previous question (which motion shall be decided without
 debate), to postpone to a day certain, to refer, or to amend or postpone
 indefinitely; which several motions shall have precedence in the foregoing
 order; and no motion to postpone to a day certain, to refer, or to postpone
 indefinitely being decided shall be again allowed on the same day at the same
 stage of the question. After the previous question shall have been ordered
 on the passage of a bill or joint resolution, one motion to recommit shall be
 in order, and the Presiding Officer shall give preference in recognition for

1 such purpose to a member who is opposed to the bill or joint resolution.

2

3

The Motion to Adjourn

4

11.06(a) The Motion to Adjourn shall always be in order and shall have the highest precedence when a question is under debate if the floor can be obtained for that purpose, which shall be decided without debate; provided the previous question has not been ordered. When a vote is being taken, a Motion to Adjourn shall not be in order.

5

(b) If no time is set, the Senate adjourns until 1:30 p.m. of the next legislative day.

6

7

(c) Questions of privilege and reconsideration yield to a Motion to Adjourn, and a conference report may defer it only until the report is before the Senate.

8

9

(d) A Motion to Adjourn may be made after the yeas and nays are ordered and before the roll call has begun.

10

11

(e) The Motion to Adjourn may not interrupt a member who has the floor or interrupt the Senate while in the voting process.

12

13

(f) A Motion to Adjourn is in order in simple form only. After the motion is made, neither another motion nor an appeal may intervene before the taking of the vote.

14

15

(g) The Presiding Officer, with three (3) members, in the absence of a quorum, shall be a sufficient number to adjourn.

16

17

(h) Neither house shall, without the consent of the other, adjourn for more than three (3) days, nor to any other place than that in which the two houses shall be sitting.

18

19

(i) The motion to fix the day to which the Senate shall adjourn shall not give way to a Motion to Adjourn, if a Motion to Adjourn be made first, the motion to fix the day or for a recess is not in order. The motion to fix the day is not debatable.

20

21

22

Motion to Lay on the Table

23

11.07 Eighteen (18) votes shall be sufficient to lay a proposition or measure on the table. Provided, that when an amendment proposed to any pending measure is laid on the table, it shall not carry with it or prejudice such measure, but it shall take twenty-four (24) votes to take any matter from the table, provided that no motion to table shall be entertained by the

24

25

26

27

1 Presiding Officer until a second reading shall have been had on the bill
 2 under introduction, or in the case of a resolution that the same shall have
 3 been read in full at least once. If a motion to reconsider has been tabled,
 4 no further reconsideration may be obtained.

5 6 The Motion to Postpone

7 11.08 On motion to postpone indefinitely, the mover thereof shall
 8 speak but once, except by unanimous consent of the Senate, but the mover,
 9 introducer, proposer, or sponsor of a bill or resolution so sought to be
 10 postponed shall have the right to close the debate on said motion.

11 12 The Motion to Refer

13 11.09 The motion to refer may not be used in direct form in the
 14 Committee of the Whole. It may be made after the engrossment and third
 15 reading of a bill, even though the previous question may not have been
 16 ordered. The simple motion to refer is debatable, but the merits of the
 17 proposition which it is proposed to refer may not be brought into the debate.
 18 The motion to refer with instructions is debatable.

19 20 Instructions With the Motion to Refer

21 11.10 The motion to refer may specify that the reference shall be to a
 22 Class "A", Class "B" or Class "C" Committee or Joint Committee, or to the
 23 Committee of the Whole, and even that the committee be endowed with power to
 24 send for persons and papers. The motion may be amended by adding
 25 instructions on any germane subject, but it is not in order to propose as
 26 instructions anything that might not be properly directed as an amendment,
 27 such as to eliminate an amendment adopted by the Senate, or strike out an
 28 amendment that has been adopted, and insert something in its place, or to
 29 amend an adopted amendment. An amendment in the nature of a substitute is in
 30 order. When a bill is recommitted, it is before the committee as a new
 31 subject, but the committee may confine itself to the instructions, if there
 32 be any. When the Senate has recommitted a bill to a committee with
 33 instruction to report it back forthwith with certain amendments, the
 34 amendment must be adopted by the Senate after the report by the committee.

35 36 Repetition of Motions

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The Motion to Strike Out the Enacting Words of a Bill

11.17 A motion to strike out the enacting words of a bill shall have precedence of a motion to amend, and if carried, shall be considered equivalent to its rejection.

RULE 12

PREVIOUS QUESTION

12.01 When any debatable question is before the Senate, any member may move the previous question, but it shall be seconded by at least five (5) members, whether the question shall be put. When the previous question has been adopted, the proponents of the main question shall be allowed fifteen (15) minutes in which to debate it, and the opponents of the main question shall be allowed fifteen (15) minutes, after which time a vote upon the main question shall be taken.

Vote required to Sustain the Previous Question

12.02 Twenty-four (24) votes are required to sustain the previous question.

Effect of Previous Question on Debate

12.03 The previous question is the only question used for the closing of debate in the Senate, except the motion to immediately consider.

12.04 The previous question motion is not in order in the Committee of the Whole.

Motion to Refer

12.05 The motion to refer under this rule applies to: Senate resolutions, as well as Senate and House bills and amendments to bills. The motion to refer requires eighteen (18) votes for adoption and is a debatable motion.

Relation of the Previous Question to Other Motions

12.06 The motion to lay on the table may not be applied to the previous question; nor may it be applied to the main question after the

1 previous question has been ordered or after the yeas and nays have been
 2 ordered on the demand for the previous question. The previous question may
 3 be applied both to the main question and a pending motion to refer.

4
 5 Relation of Previous Question to Failure of a Quorum

6 12.07 A quorum call of the Senate shall not be in order after the
 7 previous question is ordered, unless it shall appear upon an actual count by
 8 the Presiding Officer that a quorum is not present.

9
 10 Questions of Order Pending the Motion for the Previous Question

11 12.08 All incidental questions of order arising after a motion is made
 12 for the previous question, and pending such motion, shall be decided, whether
 13 on appeal or otherwise, without debate.

14
 15 Effect of Previous Question

16 12.09 The Senate cannot adjourn before voting on a proposition on
 17 which the previous question has been ordered, either directly or by the terms
 18 of a special order.

19
 20 RULE 13

21 RECONSIDERATION

22 The Motion to Reconsider

23 13.01 When a motion or proposition has been made and carried or lost,
 24 it shall be in order for any member of the majority, on the same or
 25 succeeding day, to move for reconsideration thereof, or give notice of his
 26 intention to do so, and such motion (or notice) shall take precedence over
 27 all other questions except the consideration of a conference report or a
 28 Motion to Adjourn, and it shall not be withdrawn after said succeeding day
 29 without the consent of the Senate. Provided, the notice to reconsider must
 30 be disposed of within three (3) business days from the time the vote was
 31 taken on the matter sought to be reconsidered. The motion to reconsider
 32 shall be made only when the measure or proposition to be reconsidered is in
 33 the possession of the Senate. Provided, such notice (or motion) to
 34 reconsider, if given (or made) after the fifty-fourth (54th) day of a regular
 35 session, must be disposed of immediately.

36

1 (d) A bill in the possession of the Senate is not considered passed or
 2 an amendment agreed to if a motion to reconsider is pending; the effect of
 3 the motion being to suspend the original proposition. A notice or motion to
 4 reconsider shall not be allowed unless the bill is in the Senate. A bill
 5 shall not leave the Senate once notice of reconsideration is given. When the
 6 motion to reconsider is decided in the affirmative, the question immediately
 7 recurs on the motion reconsidered. When the motion to reconsider is
 8 defeated, a second motion to reconsider may not be made unless the nature of
 9 the proposition has been changed by amendment.

10 (e) A notice to reconsider is not debatable. A motion to reconsider
 11 is debatable when the item to which it applies is debatable.

12 (f) No bill, petition, memorial, or resolution referred to a committee
 13 or reported from the committee for recommitment shall be brought back into
 14 the Senate on a motion to reconsider.

15 16 Effect of the Motion to Reconsider

17 (g) A bill is not considered passed or an amendment agreed to if a
 18 motion to reconsider is pending, the effect of the motion being to suspend
 19 the original proposition.

20 21 The Vote on the Motion to Reconsider

22 (h) The motion to reconsider is agreed to by a majority vote of those
 23 voting, even when the vote reconsidered requires two-thirds (2/3) or three-
 24 fourths (3/4) for affirmative motion. But one motion to reconsider the yeas
 25 and nays having been acted on, another motion to reconsider is not in order.

26 27 Clincher Motion

28 13.02 The "Clincher" motion is two (2) motions in one; it is a motion
 29 to reconsider and to lay on the table. Having prevailed, the proposition
 30 shall not be again considered except by expunging the record. The clincher
 31 motion is adopted by eighteen (18) votes.

32 33 RULE 14

34 BILLS, RESOLUTIONS, MEMORIALS, 35 ENGROSSED COPIES, AND AMENDMENTS

36 Introduction of Bills

1 (e) In order to amend a bill, it shall be necessary to put the bill
2 back on second reading for the purpose of submitting an amendment.

3
4 Yeas and Nays Vote for Final Passage

5 14.04 No bill shall become a law unless on its final passage the vote
6 be taken by yeas and nays and the names of the persons voting for and against
7 the same shall be entered on the Journal. No less than a majority of the
8 members of the Senate may enact a law.

9
10 Printed Copies on Members' Desks Before Vote on Final Passage

11 14.05 A bill shall not be called up for a third reading and final
12 passage until a printed copy or a photocopy of the same, including all
13 engrossments, shall have been placed on every Senator's desk for twenty-four
14 (24) hours.

15
16 Effect on Rejected Bill

17 14.06 A bill having been rejected may not be brought up again the same
18 session, unless it be an appropriation bill.

19
20 Recall from the House or Governor

21 14.07 (a) No action shall be taken on any resolution or bill which is
22 not physically inside the Senate Chamber.

23 (b) The motion to recall a resolution or bill from the House of
24 Representatives or the Governor's office may be made regardless of the
25 location of the bill or resolution.

26 (c) When a bill has been passed and transmitted to the House, it may
27 be recalled from the House by the same vote that was necessary to pass the
28 bill.

29
30 Bills - How Received

31 14.08 A committee may receive a bill, resolution, memorial, and
32 petition only through the Senate, and the Senate may receive the same only
33 through a member or members of the Senate.

34
35 Bills - Not to be Defaced or Interlined

36 14.09 The body of the bill shall not be defaced or interlined, but all

1 amendments, noting the page and line, shall be entered by the Secretary on
2 separate forms and so reported to the Senate.

3
4 Engrossed and Enrolled Bills

5 14.10 A bill engrossed, passed or enrolled shall be certified by the
6 Secretary upon its passage.

7
8 Resolutions, Memorials, and Petitions

9 14.11 Before any resolution, memorial or petition may be considered by
10 the Senate, a copy thereof shall have been on the desk of each member of the
11 Senate at least twenty-four (24) hours prior to the consideration thereof.
12 All Senate resolutions and memorials and all House resolutions and memorials
13 considered by the Senate, other than procedural resolutions, shall be read at
14 least three (3) times before action may be taken thereon, with each reading
15 to be on a separate day. Provided, that upon suspension of the rules, a
16 resolution or memorial may be read a second time on the same day. After
17 second reading, all resolutions and memorials other than procedural
18 resolutions shall be referred to committee as follows:

19 (a) Joint Senate and House resolutions proposing a constitutional
20 amendment or proposing to ratify an amendment to the United States
21 Constitution, shall be referred to the Committee on State Agencies and
22 Governmental Affairs.

23 (b) All proposed amendments to the Senate rules or amendments to the
24 Joint Rules of the House and Senate shall be referred to the Committee on
25 Rules.

26 (c) All other resolutions and memorials, except procedural
27 resolutions, shall be referred to the appropriate Class "A", Class "B" or
28 Class "C" Committee. Without objection, all non-controversial Resolutions
29 and Memorials may be placed directly onto the Calendar.

30
31 Procedural Resolutions

32 14.12 All procedural resolutions fixing the time for joint session of
33 the House and Senate, time for adjournment, and other matters relating to
34 Senate business and joint House and Senate business of a procedural nature,
35 may be considered and acted upon the same day of introduction without the
36 necessity of being read at length three (3) times as required herein above

1 and, without necessity of being referred to committee, unless otherwise
2 directed by the Senate.

3 4 Resolutions of Inquiry

5 14.13(a) All resolutions of inquiry addressed to the heads of
6 executive departments shall be reported to the Senate within one (1) week
7 after presentation.

8 (b) A Senate resolution authorizing a committee to request information
9 is treated as a resolution of inquiry.

10 (c) A resolution of inquiry from a committee shall have a privileged
11 status to report.

12 13 Forms of Resolutions

14 14.14 Resolutions introduced in the Senate shall be either:

15 (a) A simple resolution (or Senate resolution) shall be directed at
16 some matter for the sole action of the Senate, and may be adopted by a
17 majority vote of the membership of the Senate.

18 (b) Concurrent resolutions shall be used for the purpose of expressing
19 facts, principles, opinions, and purposes of the two houses, and shall be
20 directed to some matter for the concurrent approval of both houses of the
21 General Assembly, and shall be binding on neither house until agreed to by a
22 majority vote of the membership of both houses.

23 (c) A joint resolution shall be used to submit proposed constitutional
24 amendments, and to ratify proposed amendments to the United States
25 Constitution, and shall be adopted only upon receiving a majority vote of the
26 membership of both houses.

27 28 Local Bills

29 14.15 The General Assembly shall not pass any local or special act.
30 This amendment shall not prohibit the repeal of local or special acts
31 (Amendment 14, Arkansas Constitution).

32 33 Emergency Clause

34 14.16 If it shall be necessary for the preservation of the public
35 peace, health or safety, that a measure shall become effective without delay,
36 such necessity shall be stated in one section, and if upon a yea and nay vote

1 two-thirds (2/3) of all the members elected to each house shall vote upon
 2 separate roll call in favor of the measure going into immediate operation,
 3 such emergency measure shall become effective without delay. It shall be
 4 necessary, however, to state the fact which constitutes such emergency
 5 (Amendment 7, Arkansas Constitution).

6
 7 RULE 15

8 ORDER OF BUSINESS

9 15.01 The following shall be the daily Order of Business in the
 10 Senate:

- 11 (1) roll call;
 12 (2) prayer;
 13 (3) Pledge of Allegiance;
 14 (4) reading of Journal;
 15 (5) petitions and memorials;
 16 (6) report of Select Committees;
 17 (7) report of Class "A", Class "B" or Class "C" Committees;
 18 (8) motions, resolutions, and notices;
 19 (9) unfinished business;
 20 (10) Executive communications;
 21 (11) House communications and amendments to Senate bills;
 22 (12) introduction and advancement of bills and joint
 23 resolutions;
 24 (13) bills and resolutions from the House on First Reading;
 25 (14) bills and resolutions from the House on Second Reading;
 26 (15) House bills and joint resolutions on Third Reading.

27
 28 15.02 There shall be maintained within the Senate Chamber a "Business
 29 Agenda" by an employee designated by the Rules Committee. Any Senator who is
 30 the sponsor of a bill, resolution, memorial, petition or other matter which
 31 is properly on the Senate calendar may cause the measure to be placed upon
 32 the "Business Agenda." The bill or resolution to be considered in the order
 33 of business during any legislative day must be placed on the Agenda Calendar
 34 no later than one (1) hour after adjournment of the preceding legislative
 35 day. The measures shall be placed in the order they are presented to the
 36 employee of the Senate designated to keep the "Business Agenda," and except

1 upon the suspension of the rules, no bill or resolution, other than
 2 appropriation bills sponsored or recommended by the Joint Budget Committee
 3 shall be given priority on the "Business Agenda." Each measure on the
 4 "Business Agenda" shall be called in its order. In the event a measure on
 5 the "Business Agenda" is called and the sponsor is not present or does not
 6 wish for the measure to be considered at that time, then said measure shall
 7 be placed at the bottom of said "Business Agenda."

8

9

Morning Hour

10 15.03 The Order of Business described in this rule shall be used each
 11 day, beginning with the first item thereof, and going down to and including
 12 the eighth item, before completing the catalogue of items begun on the
 13 previous day, provided, no more than one (1) hour daily shall be devoted to
 14 so much of said Order of Business as is embraced on the fourth to the eighth
 15 items inclusive. If the morning hour expires when a member is on the floor,
 16 the matter then under consideration goes over as unfinished business to the
 17 next morning hour. Morning hours cannot be extended on House days, without
 18 suspension of the Joint Rules of the Senate and the House.

19

20

21 15.04 There shall be maintained within the Senate a "Morning Hour
 22 Business Agenda." This agenda shall be maintained by the same employee who
 23 maintains the "Business Agenda" referred to in 15.02, and any sponsoring
 24 member may cause to be placed on the "Morning Hour Business Agenda" any bill,
 25 resolution, memorial or petition, to be called in their order.

25

26

The Privileged Matters Which May Interrupt the Order of Business

27

15.05 Privileged matters which may interrupt the Order of Business:

28

(a) general appropriation and revenue bills;

29

(b) conference reports;

30

(c) special orders reported by the Committee on Rules for

31

consideration by the Senate;

32

(d) consideration of amendments between the House and the Senate after
 33 disagreement;

34

(e) questions of privilege;

35

(f) privileged bills reported under the right to report at any time;

36

(g) bills returned with the objection of the Governor.

1 made by voice and standing votes, but the yeas and nays cannot be ordered in
2 the Committee of the Whole.

3 (e) The presence of a quorum is not necessary for a motion that the
4 Committee of the Whole rise; but when the Committee rises without a quorum,
5 it may not report the bills it has acted on, and such bills as have been laid
6 aside to be reported remain in the Committee until the next occasion when the
7 Committee rises without question as to a quorum.

8 (f) A majority of those voting shall prevail in the Committee of the
9 Whole, provided a quorum is present.

10

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Amendments in Committee of the Whole

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16.02 When general debate is closed by order of the Committee of the Whole, any member shall be allowed five (5) minutes to explain any amendment he may offer, after which the member who shall first have obtained the floor shall be allowed to speak five (5) minutes in opposition to it, and there shall be no further debate thereon, but the same privilege of debate shall be allowed in favor of and against any amendment that may be offered to an amendment; and neither an amendment nor an amendment to an amendment shall be withdrawn by the mover thereof unless by unanimous consent of the Committee.

16.03 The Committee of the Whole may, by a vote of a majority of the members present at any time after the five-minute debate has begun on proposed amendments to any section or paragraph of a bill, close all debate upon such section or paragraph, or at least its election upon the pending amendments only (which motion shall be decided without debate) - but this shall not preclude further amendments to be decided without debate.

16.04 No motion limiting debate shall be recognized by the Presiding Officer. The motion for the disposition of any matter referred to the Committee shall be, "Mr. President, I move the Committee to now rise and report." If the Committee has no specific report, the motion shall be to rise and report progress.

16.05 A motion to resolve the Senate into a Committee of the Whole in order to make a presentation to or to recognize an individual or group which bears no relationship to a bill or resolution under consideration by the

1 Senate, shall not be recognized by the President or presiding officer after
 2 40 session days have expired during a regular session or after 20 session
 3 days have expired in an extraordinary session. An affirmative vote of two
 4 thirds (2/3) of the membership of the Senate Rules Committee may make an
 5 exception to this rule.”

6
 7 RULE 17

8 CONFIRMATION OF APPOINTMENTS

9 17.01 It shall be the duty of the Senate to consider for confirmation
 10 appointments made by the Governor, as provided by law.

11
 12 Referral of Proposed Appointments to Committee

13 17.02 Before the name of any person submitted to the Senate for
 14 confirmation shall be considered by the Senate, such appointment shall be
 15 first referred to the Rules Committee, which shall hold a public hearing
 16 thereon prior to making a recommendation to the Senate with respect to the
 17 confirmation of such appointment. Provided that the Committee may waive the
 18 holding of a public hearing with respect to any such appointment on motion
 19 adopted by two-thirds (2/3) of the full membership of such Committee.

20
 21 17.03 No appointment shall be brought before the Senate for
 22 confirmation that has not received a favorable recommendation by a majority
 23 vote of the full membership of the Rules Committee, except upon suspension of
 24 the rules.

25
 26 RULE 18

27 MESSAGES

28 Messages from the House and the Governor

29 18.01 Messages received from the House and the Governor giving notice
 30 of bills passed or approved, or concerning other matters communicated to the
 31 Senate, shall be entered in the Journal of that day's proceedings.

32
 33 18.02 The Senate may receive a message from the House when the House
 34 is not in session.

35
 36 RULE 19

1 AMENDMENTS TO BILLS AND
2 RESOLUTIONS

3 Amendments to Text and Title

4 19.01 When a motion or proposition is under consideration, a motion to
5 amend and a motion to amend that amendment shall be in order, and it shall
6 also be in order to offer a further amendment by way of substitute, to which
7 one amendment may be offered, but which shall not be voted on until the
8 original matter is perfected, but either may be withdrawn before amendment or
9 decision is had thereon. Amendment to the title of a bill or resolution
10 shall be in order before its passage, and shall be decided without debate.
11

12 Engrossed Copies to be on Desks of Members Before Consideration

13 19.02 Any bill, original or as amended, shall be on the desk in
14 engrossed form twenty-four (24) hours before it can be considered. All
15 amendments filed with the Senate numbering clerk are considered to be on the
16 member's desks at such time as scanned in the computer for access. However,
17 any member may require that a printed copy of an amendment be placed on all
18 members' desks before action can be taken on the adoption of the amendment.
19

20 Amendments to Strike

21 19.03 Amendments for striking may be made and adopted the same day.
22

23 Senate Consent Amendment Calendar

24 19.04(a) Amendments signed by Senate members to their own bills,
25 signed by the Senate Chairperson of the Joint Budget Committee making the
26 Joint Budget Committee the sponsor of a bill, or signed by the lead Senate
27 sponsor of a House bill changing sponsors of the bill shall be placed on a
28 Consent Amendment Calendar. The Senate Consent Amendment Calendar shall be
29 conducted at a specific time set aside by the Rules Committee Chairperson.

30 (b) These amendments must be presented to the Senate Bill Clerk. The
31 Senate Bill Clerk shall present stamped, numbered and signed copies of any
32 proposed amendment to the Bill Custodian who shall have the bill and
33 amendment placed on the Senate Consent Amendment Calendar.

34 (c) An objection by any member, written or oral, to the Rules
35 Committee Chairperson or Secretary of the Senate, of an amendment on the
36 Senate Consent Amendment Calendar, shall cause the amendment to be removed

1 from the calendar and automatically placed on the Senate calendar.

2 (d) Any amendment on the Senate Consent Amendment Calendar, shall be
3 transmitted directly to Engrossing after having been approved.

4 (e) No bills having been amended shall be considered by any committee
5 or the full Senate until such bills have been engrossed, proofed and reported
6 "correctly engrossed".

7 (f) These proposed amendments may be placed on the Senate Consent
8 Amendment Calendar up to one (1) hour after adjournment the day preceding the
9 day the amendment is to be considered.

10 Precedence of the Motion to Amend

11 19.05 The motion to refer has precedence over the motion to amend.
12 Amendments reported by a committee are acted on before those offered from the
13 floor. A motion to strike out the Enacting Clause has precedence over a
14 motion to amend and may be offered while an amendment is pending.
15

16 Relation of the Motion to Amend to Other Motions

17 19.06 The motions to postpone, refer, amend, for a Recess, and to fix
18 the day on which the Senate will adjourn, may be amended. But the motions
19 for the previous question, to lay on the table, to adjourn, and to go into
20 Committee of the Whole to consider a privileged bill may not be amended.
21

22 House Amendments

23 19.07 House amendments to a Senate bill shall take the same course of
24 the bill, but are considered by a viva voce vote; and after adoption shall be
25 read with the bill the third time and adopted by a yea and nay vote.
26

27 (a) Eighteen (18) votes shall be required to adopt a Senate amendment
28 to a Senate or House bill.

29 (b) When a Senate bill has been amended in the House and the House
30 amendment is before the Senate, the same number of votes shall be required to
31 concur in the House amendment as was required in the original passage of the
32 bill.
33

34 RULE 20

35 CONFERENCE COMMITTEES

36 20.01 The President Pro Tempore shall appoint all conference

1 committees which shall be ordered from the Senate from time to time, and
2 unless otherwise directed by the Senate, the same number of Senators shall be
3 named to serve on the conference committees as are named to serve on such
4 committees by the House.

5
6 20.02 The presentation of reports of committees of conference shall
7 always be in order, except when the Journal is being read, while the roll is
8 being called, or the Senate is dividing on any proposition.

9
10 20.03 There shall accompany every conference committee report a
11 detailed statement sufficiently explicit to inform the Senate of the effect
12 amendments or propositions will have upon the measure to which they relate.

13 14 RULE 21

15 PRIVILEGES OF THE FLOOR

16 Use of the Senate Chamber

17 21.01 The Chamber of the Senate during regular and special sessions
18 shall be used only for the legislative business of the Senate and for the
19 caucus meetings of its members, except upon occasions when the Senate, by
20 resolution agrees to take part in any ceremonies to be observed therein, and
21 the Presiding Officer shall not entertain a motion for the suspension of this
22 rule.

23
24 21.02 Persons desiring to visit with members of the Senate shall first
25 secure a written permit from the Sergeant at Arms upon instruction from the
26 member desiring to be visited.

27
28 21.03 Whenever any person desires to visit a member of the Senate, he
29 shall first write his name upon a form given him, together with the name of
30 the member he desires to visit. Whereupon, the page of the Sergeant at Arms
31 shall deliver said form to the member desired, and the member shall then
32 leave the Chamber and confer with said visitor, or may:

33 (i) give to the page a written paper which shall allow the
34 visitor to be escorted to the Senate Lounge on the East corridor adjacent to
35 the Senate Chamber, which has been set aside for use of members of the Senate
36 in holding conferences with persons who are not members of the Senate; or

1 (ii) give to the page a written paper which shall allow the page
2 to escort the visitor to the office of the Senator located on the West
3 corridor adjacent to the Senate Chamber, if such Senator's office is located
4 thereat, and to instruct the visitor to wait in the Senator's office until
5 the Senator is able to leave the Chamber. Upon conclusion of such visit, the
6 page shall then escort the visitor from the corridors of the Senate.

7 All visitors admitted to the East or West corridor adjacent to the
8 Senate Chamber shall refrain from blocking the corridors or abusing access to
9 such corridors, except for the purposes as herein authorized.

10
11 21.04 No person shall be allowed to enter the Senate Chamber other
12 than members of the House of Representatives, members of a Senator's
13 immediate family and authorized employees of the General Assembly, while the
14 Senate is in session.

15
16 21.05(a) No lobbyist, including a representative of a constitutional
17 officer, shall be admitted in the Senate Chamber while the Senate is in
18 session. Any former member of the General Assembly who is registered as a
19 lobbyist shall be considered as a lobbyist and shall be excluded from the
20 Senate Chamber while the Senate is in session.

21 (b) A lobbyist or a family member of a lobbyist shall be prohibited
22 from working for the Senate on a permanent basis.

23
24 21.06 No member of the media, including but not limited to reporters,
25 photographers and camera persons, shall be allowed inside the Senate Chamber,
26 on the third floor of the Capitol, while the Senate is in session, except as
27 provided in this rule. A total of three (3) members of the media may be
28 present in the Senate Chamber while the Senate is in session in an area
29 designated by the Senate Efficiency Committee. These three (3)
30 representatives of the media shall be selected by the Senate Efficiency
31 Committee. These members of the media may not conduct interviews on the
32 Senate floor while the Senate is in session. Members of the media who do not
33 have assigned seats may sit in the Senate Gallery on the fourth floor. No
34 member of the media shall be admitted to the east or west corridors adjacent
35 to the Senate Chamber, except on invitation of a Senator who shall meet and
36 accompany the member of the media to a private area.

1 Senate.

2

3 Vote Required to Amend the Rules

4 23.02 To amend the rules requires a two-thirds (2/3) vote of the
5 membership of the Senate (24 votes).

6

7 Notice Required to Revise or Amend the Rules

8 23.03 No standing rule or order shall be revised or amended without
9 one (1) day's notice being given thereof.

10

11 RULE 24

12 CODE OF ETHICS

13 24.01 Introduction

14 The holding of public office is a public trust created by the
15 confidence which the electorate places in the integrity of Senators who serve
16 in the Arkansas Senate. Members of the Senate are expected to carry out
17 their duties in a manner that brings honor and integrity to the body. It is
18 recognized that the part-time, citizen-based nature of the Arkansas General
19 Assembly may create ethical dilemmas, but this does not nullify or diminish
20 the Senate's expectation that Senators will make every effort to resolve
21 these issues in satisfactory fashion and comply with these rules.

22 This Code of Ethics has been adopted to define the ethical
23 expectations, provide a process for addressing accusations of ethical
24 misconduct, and to provide for sanctions and penalties. The Code is adopted
25 pursuant to authority granted by the Constitution of the State of Arkansas
26 for the Senate to be the sole judge of the qualifications of its members and
27 to determine its own rules and procedures.

28

29 24.02 Definitions

30 (a) "State agency" means every board, commission, department,
31 division, institution, and other office of state government whether located
32 within the legislative, executive, or judicial branch of government and
33 including state supported colleges and universities.

34 (b) "Family" means an individual who is a spouse, natural or adopted
35 child, parent, brother, sister, brother-in-law, sister-in-law, mother-in-law,
36 father-in-law, son-in-law, or daughter-in-law.

1 (c) "Financial Interest" means any relationship to a business in which
 2 a Senator or a member of his or her family is an officer, director or owns
 3 more than ten percent (10%) interest.

4 (d) "Compensation" means any money or anything of value received,
 5 whether in the form of a retainer fee, fee, salary, or expense allowance, or
 6 any form of recompense or any combination thereof.

7 (e) "Business" means any specific and particular corporation,
 8 partnership, sole proprietorship, firm, enterprise, franchise, association,
 9 organization, self employed individual, receivership, trust or any legal
 10 entity through which a commercial enterprise is conducted.

11 (f) "Contract" means any contract, lease agreement, grant, request for
 12 proposal, sub-grant, sub-contract, sub-lease, or assignment.

13
 14 24.03 Compliance with Law

15 Senators shall comply with all constitutional and statutory provisions
 16 relating to elected office. Violation of any constitutional or statutory
 17 provision shall be grounds for administering penalties as provided in the
 18 Code of Ethics. Any penalty imposed by the Senate shall not bar any other
 19 civil or criminal proceedings.

20
 21 24.04 Advisory Opinion

22 A Senator may request in writing an advisory opinion from the Senate
 23 Rules Committee concerning his or her compliance with the Senate Code of
 24 Ethics. A written opinion from the Rules Committee shall be signed by the
 25 Chairman. An opinion shall be advisory only and shall not be binding on the
 26 Senate as a whole.

27
 28 24.05 Use of Influence and Knowledge for Personal Gain

29 A Senator, personally or through others, shall not knowingly:

30 (a) Use the influence or knowledge of his or her office to obtain
 31 personal or family financial gain other than that provided by law for the
 32 performance of the Senator's legislative duties.

33 (b) Acquire a financial interest in any business which the Senator has
 34 reason to believe may be directly affected to its economic benefit by action
 35 taken by the Senate.

36 (c) Perform an act that adversely affects a business when the Senator

1 or his or her family has a financial interest in a competing business.

2 (d) Use or attempt to use his or her official position to secure or
3 create privileges, advantages, or special treatment for the Senator's benefit
4 or the benefit of the Senator's family unless the enactment or administration
5 of law benefits the public generally.

6 (e) Use public funds or the time or counsel of public employees, for
7 his or her personal or family gain.

8 (f) Use his or her official position by any means to influence a State
9 agency for personal or family gain by the use of express or implied threat of
10 legislative reprisal.

11
12 24.06 Contracts with the State

13 No Senator shall have a financial interest in any contract with any
14 State agency unless it is awarded through a process of public notice and
15 competitive bidding, or through a public notice requesting proposals, or has
16 received the prior approval of the Legislative Council. Contracts entered
17 into prior to a Senator's election are not subject to this rule. Extension
18 of any such contracts are subject to the provisions of this rule.

19
20 24.07 Conflicts of Interest

21 (l) A Senator shall not participate in the discussion of a question in
22 committee, or on the floor of the Senate, or vote in committee or on the
23 floor of the Senate on any matter in which the Senator knows:

24 (a) He or she, or any member of his or her family, or a business
25 in which the Senator has a financial interest, will derive a benefit as a
26 result of legislative action. This prohibition does not apply when the
27 matter provides a benefit to the Senator, his or her family, or business
28 associate, as a member of a business, profession, occupation or other group,
29 that is no greater than the benefit which accrues generally to other members
30 of like business, profession, occupation, or other group. The Senator shall
31 have his or her abstention noted of record.

32 (b) Will specifically relate to a business which employs the
33 Senator or in which he or she receives compensation as an attorney or
34 consultant. This prohibition does not apply when the matter provides a
35 benefit which accrues generally to other like businesses, professions,
36 occupations, or other groups. The Senator shall have his or her abstention

1 noted of record.

2 (c) However, a Senator may participate and vote on any matter
3 pending before a committee or on the floor of the Senate if the Senator has
4 disclosed any compensation or financial interest he or she may have regarding
5 the matter. Disclosure shall be made when a Senator enters a written
6 statement upon the Senate Journal, or with the staff of the appropriate
7 interim committee, detailing the source of compensation and/or the financial
8 interest held.

9 (2) An attorney member of the Senate shall be prohibited from
10 representing any claimant before the Arkansas Claims Commission.

11 (3) No member of the Senate shall serve as a registered lobbyist, as
12 defined by Arkansas Code Annotated 21-8-402.

13 (4) A family member of a Senator or a family member of a Senate staff
14 person shall be prohibited from working for the Senate on a permanent basis.

15

16 24.08 Allegations of Violations

17 Any member of the Senate who has good reason to believe that a member,
18 or members, of the Senate have violated the Senate's Code of Ethics may
19 petition the full Senate to meet in a public forum to conduct an
20 investigation regarding the alleged violation. The petitioning process shall
21 be as follows:

22 (a) A member shall prepare a petition. The petition shall list the
23 accused member's name, the name of the accuser or accusers, the Code of
24 Ethics provision that has allegedly been violated, and a description of the
25 activity that allegedly violated the Code of Ethics. The member making the
26 accusation shall deliver a copy of the petition to the accused at least ten
27 (10) days prior to the petition's being submitted to the Senate membership.
28 The member making the accusation shall then determine whether a majority of
29 the members of the Senate are willing to sign the petition to convene the
30 full Senate for the purpose of conducting a hearing. If the accusing member
31 presents the President Pro Tempore of the Senate with a petition, or
32 duplicate petitions with individual signatures, signed by eighteen (18) or
33 more Senators, the President Pro Tempore shall schedule a hearing for a time
34 certain within thirty (30) days of the receipt of the petition(s) to consider
35 the accusation. The President Pro Tempore shall notify every member of the
36 Senate in writing by Certified Mail, Return Receipt Requested. The hearing

1 shall be open to the public and shall be held in the Senate Chamber.

2 (b) If the accused member or the accuser is the President Pro Tempore,
3 the President Pro Tempore shall step aside from the petitioning process and
4 all duties and obligations shall be under the jurisdiction of the Chairman of
5 the Rules Committee. If the Chairman of the Rules Committee is accused or is
6 the accuser, along with the President Pro Tempore, the majority party leader
7 and the minority party leader shall meet to set the date, notify members of
8 the Senate in writing, and determine the chair of the hearing.

9 (c) The President Pro Tempore (or Rules Committee Chairman, or Senator
10 properly chosen by the majority or minority leaders) shall preside over the
11 hearing and call the roll.

12 (d) Members of the news media shall be welcomed to the same seating
13 arrangements available to them during the last Regular or Special Sessions.
14 The public shall be allowed to observe the entire proceeding.

15

16 24.09 Hearing Procedure

17 The hearing shall proceed as follows:

18 (a) The accuser(s) shall state why he or she asked for the hearing,
19 stating the section of the Code of Ethics he or she believes has been
20 violated.

21 (b) The accused shall be asked by the presiding officer to answer any
22 and all allegations. The accused may decline to answer any allegations and
23 his or her refusal to answer shall not be used against him or her in the
24 proceedings.

25 (c) The accused and the accuser may call witnesses who shall be
26 allowed to testify under oath.

27 (d) At the end of the hearing, the accuser and accused may make
28 closing statements.

29 (e) The membership, including the accused and the accuser, shall vote
30 in public on whether the accused has violated the Senate's Code of Ethics.
31 The roll shall be called by the Secretary of the Senate. Each Senator shall
32 respond at the time his or her name is called by voting yea, nay or abstain.

33 (f) Eighteen (18) or more votes are required to find a Senator in
34 violation of the Senate's Code of Ethics. The pairing of votes shall not be
35 recognized.

36

1 24.10 Penalties

2 If a Senator has been found to have violated the Senate's Code of
3 Ethics, the Senate shall proceed to discipline the member. Immediately
4 following the vote determining that a violation occurred, the accuser shall
5 move that the Senate discipline a member by one (1) or more of the following
6 penalties:

- 7 (a) letter of caution;
8 (b) loss of committee assignment(s);
9 (c) loss of leadership assignment(s);
10 (d) loss of seniority;
11 (e) temporary suspension;
12 (f) expulsion;
13 (g) other measures to be determined by the members of the Senate.

14 The accuser's motion shall be subject to substitution and amendment.
15 Any letter of caution shall be authored by the presiding officer of the
16 hearing. It shall take a two-thirds (2/3) majority of the membership to
17 suspend or expel a member.

18
19 24.11 Ineligibility to Retain Office

20 If a Senator under a felony criminal indictment in any federal or state
21 court is subsequently found guilty of the charges against him/her, the
22 Senator shall immediately be ineligible to retain his/her office under
23 authority of Article 5, Section 9 of the Constitution of Arkansas and a
24 vacancy shall be immediately declared by the President Pro Tempore with
25 notification given to the convicted Senator, all members of the Senate, the
26 Secretary of the Senate, the Governor, the Secretary of State and the Auditor
27 of State.

28
29 24.12 Spurious or Frivolous Accusations

30 When the Senate votes to absolve an accused member of any ethical
31 violation, the membership may levy against the accuser one or more of the
32 penalties as described in Rule 24.10 if it determines that the accusations
33 were spurious or frivolous.

34
35 RULE 25
36 CAMPAIGN CONTRIBUTIONS

1 Form of Putting the Question for Vote by Tellers:

2

3 If tellers are ordered:

4 "The Senator from _____ and the Senator from _____ will take their places
5 as tellers. As many as are in favor (as the question may be) will now pass
6 between the tellers and be counted."

7

8 After those in the affirmative have been counted, the tellers report the
9 number and the Chair announces it to the Senate; after which he announces:
10 "As many as are opposed will now pass between the tellers and be counted."

11

12 The number of those in the negative is reported, after which there is an
13 opportunity for additional members to vote on either side, the tellers
14 reporting the additions. Then the Chair reports the vote.

15

16 Form of Putting the Question for a Roll Call:

17

18 If the yeas and nays are ordered:

19

20 "As many as are in favor (as the question may be) will, as their names are
21 called, answer, yea; as many as are opposed will answer nay. The Secretary
22 will call the roll."

23

24 Form for Ordering a Call of the Senate:

25

26 "The Senator from _____ moves a call of the Senate. As many as are in favor
27 of ordering a call of the Senate will say 'Aye' as many as are opposed will
28 say 'No.' The ayes have it and a call of the Senate is ordered. The
29 doorkeeper will close the doors, and the Secretary will call the roll."

30

31 Form of Putting the Question on the Previous Question:

32

33 "The Senator from _____ demands the previous question. As many as are in
34 favor of ordering the previous question will say 'Aye'; as many as are
35 opposed will say 'No.'"

36

1 Form of Putting the Question on Passing a Vetoed Bill:

2

3 Form of putting the question on the vote to pass a bill returned with the
4 governor's objection:

5

6 "Will the Senate on reconsideration agree to pass the bill the objections of
7 the Governor to the contrary notwithstanding? As many as are in favor, etc."

8

9

OF REPORTS OF COMMITTEES

10 Form of Reports from Committees of the Whole:

11

12 The Committee of the Whole having risen and the President having taken the
13 Chair the Senator takes his place in the area in front of the clerk's desk
14 and says:

15

16 "Mr. President, the Committee of the Whole Senate has had under consideration
17 the bill (giving the number and title) and have directed me to report the
18 same with amendments with the recommendation that the amendments be agreed to
19 and that the bill do pass."

20

21 If there are no amendments, or if several bills are reported at once, or if
22 the Committee of the Whole recommend that a bill do not pass or be laid on
23 the table, the report is modified accordingly. If the Committee of the Whole
24 has not concluded consideration, the Chairman reports that "they have come to
25 no resolution thereon." As soon as the Chairman has reported to the Presiding
26 Officer, the latter repeats the report to the Senate.

27

28 Form of Reports from Class "A", Class "B" and Class "C" Committees or Select
29 Committees:

30

31 "The Committee on _____ to whom was referred the bill (SB 101) 'to
32 provide,' etc., having considered the same, report it to the Senate (with
33 amendments specified, if there be any) with the recommendation that it do
34 pass (or do not pass, or be laid on the table, etc.)."

35

36 Reports often embody arguments or statements of facts in addition to the

1 recommendation of the committees.

2

3 Form of Reports from Managers of Conferences:

4

5 “The committee of conference on the disagreeing votes of the two Houses on
6 the amendments of the Senate to the bill, ‘making appropriations,’ etc.,
7 having met, after full and free conference, have agreed to recommend and do
8 recommend to their respective Houses as follows:

9

10 ‘That the Senate recede from its disagreement to the amendment of the House
11 numbered _____ and agree to the same.’

12

13 ‘That the Senate recede from its disagreement to the amendment of the House
14 numbered _____ and agree to the same with an amendment as follows: _____
15 etc., and the House agree to the same.’

16

17 ‘That the Senate recede from its amendment to the amendment of the House
18 numbered _____.’

19

20 ‘Managers on the part of Senate.’

21 ‘Managers on the part of House.’”

22

23 Form of Statement Accompanying a Conference Report:

24

25 The written statement accompanying a conference report need not preserve
26 regularly as to form so long as it embodies a fairly comprehensive statement
27 of the effect of the settlement in conference. In general the form most
28 approved is:

29

30 “The managers on the part of the Senate at the conference on the disagreeing
31 votes of the two Houses on the amendments of the House to the bill (SB
32 _____) making, etc., submit the following written statement explaining the
33 effect of the action agreed on: _____ etc.”

34

35 “Managers on the part of Senate.”

36